



1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
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www.cssabq.com

email us @  
esr@cssabq.com

## FOR YOUR INFORMATION

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

**SOUTHWEST CONFERENCE ON LANGUAGE TEACHING  
EMBASSY SUITES-SANDIA IV AND FOYER  
ALBUQUERQUE, NM  
APRIL 9-10, 2010**

Dear Exhibitor:

**WELCOME!** CSS is pleased to be selected by show management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show service order forms. To help **save you money**, please take advantage of pre-show order discounts.

- ✓ Please read through this Exhibitor Service Kit. **Complete and return all order forms by the indicated discounted deadline date. All forms should be returned to the appropriate company and address listed on that form.**
- ✓ Review our payment policy carefully. CSS requires payment in full at the time you place your order, along with the **“Credit Card Authorization Form”**.
- ✓ Please include the **6.625%** NM State tax. Sales tax is applicable to **all services** in the State of New Mexico and also applies to City, State and Government agencies.
- ✓ We will help you coordinate all your trade show needs including the shipment of all your trade show materials inbound and outbound. For your inbound and outbound freight shipments, we offer the service of our preferred carriers **ABF (ground) 1-800-654-7019** and **Associated Global Systems (air)1-800-645-8300**.

We look forward in serving you from start to finish. We are here to make sure your participation is a complete success.

If you need assistance or additional information, please contact our Exhibitor Service Department.

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Or visit us on the World Wide Web at <http://www.cssabq.com>









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## PAYMENT POLICIES

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### PAYMENT OPTIONS

We offer two convenient ways for you to pay for your show services provided by CSS.

#### **1. Advance payment by Company Check**

Attach check to order forms. All checks for show services provided by CSS should be made payable to **Convention Services of the Southwest (CSS)** and must be in **U. S. funds drawn on a U. S. bank**. International exhibitors must prepay all balances prior to show closing in U.S. Dollars drawn on U.S. Banks. **Wire transfers are not accepted.** Please submit the **CREDIT CARD CHARGE AUTHORIZATION FORM** for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.

#### **2. Credit Card**

For your convenience we accept Visa, Mastercard and American Express. You must complete the **CREDIT CARD CHARGE AUTHORIZATION FORM**. For discount rates to apply, CSS must receive this form by the **advance deadline date**. **\*There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

### DISCOUNT PRICING

**To obtain the discount pricing, full payment must be included with your order.** Orders received after the discounted deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

### PAYMENT TERMS

**To process your order for services and materials listed in this Exhibitor Service Manual, we must have your signed credit card information or full payment in advance.** Invoices for outstanding balances will be prepared at the Exhibitor Service Center for your review, signature and payment. Prepayments will be indicated, and any balance due must be **paid in full** by cash, check or credit card. All payment inquiries should be resolved before you leave the show. Invoices will be distributed at the show. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges for these items may not be disputed after the show.**

**Items ordered and delivered but subsequently canceled will be charged 50% of the Original Price to cover labor involved.**

**Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.**

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Policy Form**).

**Government and State Agencies are not exempt from New Mexico State Tax for rental and services.**



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# FURNISHINGS ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

|                                |  |             |
|--------------------------------|--|-------------|
| Event Name: <b>SWCOLT 2010</b> | Advance Payment Deadline: <b>Thursday, April 1, 2010</b> | Booth #(s): |
| Exhibitor Name:                | Telephone #:   |             |
| Billing Address:               | Fax #:   |             |
| City/State/Zip:                | E-mail address:  |             |
| Authorized by:                 |  |             |

### DRAPED DISPLAY TABLES-30" HIGH (choose skirt color below)

| Quantity | Description             | Discount Price | Standard Price |
|----------|-------------------------|----------------|----------------|
|          | 2'x2' draped pedestal   | 89.00          | 107.00         |
|          | 4'x2' draped table      | 100.00         | 120.00         |
|          | 6'x2' draped table      | 114.00         | 140.00         |
|          | 8'x2' draped table      | 126.00         | 152.00         |
|          | 30"D x 30"H round table | 100.00         | 120.00         |

### DRAPED DISPLAY COUNTERS-40" HIGH (choose skirt color below)

|  |                         |        |        |
|--|-------------------------|--------|--------|
|  | 2'x2' draped pedestal   | 107.00 | 126.00 |
|  | 4'x2' draped counter    | 114.00 | 132.00 |
|  | 6'x2' draped counter    | 126.00 | 152.00 |
|  | 8'x2' draped counter    | 139.00 | 170.00 |
|  | 30"D x 42"H round table | 114.00 | 140.00 |

### UNDRAPED DISPLAY TABLES-30" HIGH

|  |                     |       |        |
|--|---------------------|-------|--------|
|  | 2'x2' wood pedestal | 50.00 | 56.00  |
|  | 4'x2' wood table    | 63.00 | 75.00  |
|  | 6'x2' wood table    | 70.00 | 89.00  |
|  | 8'x2' wood table    | 81.00 | 100.00 |

### UNDRAPED DISPLAY COUNTERS-40" HIGH

|  |                     |       |        |
|--|---------------------|-------|--------|
|  | 2'x2' wood pedestal | 64.00 | 70.00  |
|  | 4'x2' wood counter  | 70.00 | 75.00  |
|  | 6'x2' wood counter  | 82.00 | 100.00 |
|  | 8'x2' wood counter  | 95.00 | 114.00 |

### TABLE SKIRTING (choose skirt color below) (circle height)

|  |  |       |       |
|--|--|-------|-------|
|  | 4 <sup>th</sup> side table drape 30" 40" | 56.00 | 70.00 |
|  | Individual table skirt 30" 40"           | 64.00 | 75.00 |

### SPECIAL DRAPERY (choose drape color below) (6' minimum)

|  |                            |      |      |
|--|----------------------------|------|------|
|  | 3' high drapery/linear ft. | 6.00 | 8.50 |
|  | 8' high drapery/linear ft. | 7.00 | 9.50 |

### STANDARD FURNITURE AND ACCESSORIES

|  |  |                                     |                                     |
|--|--|-------------------------------------|-------------------------------------|
|  | Grey Molded Plastic Chair  | 50.00                               | 64.00                               |
|  | Padded Arm Chair   | 62.00                               | 75.00                               |
|  | Padded Side Chair  | 56.00                               | 70.00                               |
|  | Upholstered Bar Stool with Back  | 75.00                               | 89.00                               |
|  | Bag Rack   | 62.00                               | 75.00                               |
|  | Glass showcase-with lock & light<br>48"Wx18"Dx38"H                         | 350.00                              | 438.00                              |
|  | Literature Stand-6'h-6-pocket  | 107.00                              | 132.00                              |
|  | Tripod Easel   | 25.00                               | 43.00                               |
|  | Wastebasket with liner   | 13.00                               | 19.00                               |
|  | Fishbowl   | 30.00                               | 36.00                               |
|  | 4'x8' Pegboard or Tackboard (please circle<br>Horizontal Vertical choices) | Pegboard 114.00<br>Tackboard 126.00 | Pegboard 126.00<br>Tackboard 150.00 |
|  | 4' x 7"H table riser (draped in vinyl)                                     | 54.00                               | 60.00                               |
|  | 6' x 7"H table riser (draped in vinyl)                                     | 60.00                               | 72.00                               |

Individual pegboards and tackboards are freestanding and double-sided. Pegboard hardware is not supplied. Peg holes are 1/4" and Maximum load on boards is 50 lbs. Tackboards are black & Velcro "friendly" or push pin "friendly".

#### SKIRT AND DRAPE COLOR CHOICES (please circle)

Blue Red Gold Silver Teal Peach Terra-Cotta

Black White Burgundy Hunter Green Plum Beige

|               |    |
|---------------|----|
| SUBTOTAL      | \$ |
| 6.625% NM TAX |    |
| TOTAL         | \$ |

PLEASE READ PAYMENT POLICY

Abqh



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*Standard Furnishings*

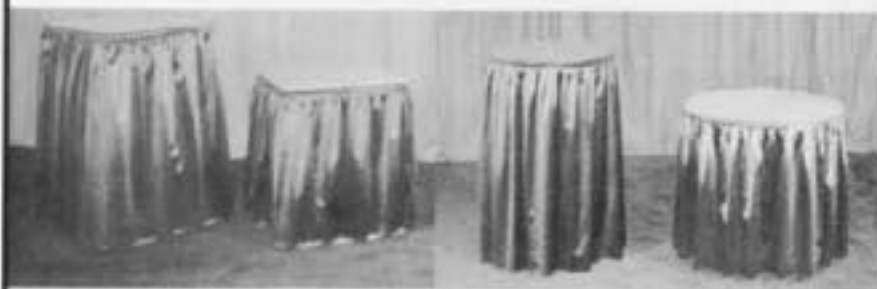
**CONVENTION SERVICES OF THE SOUTHWEST, INC.**



1



2



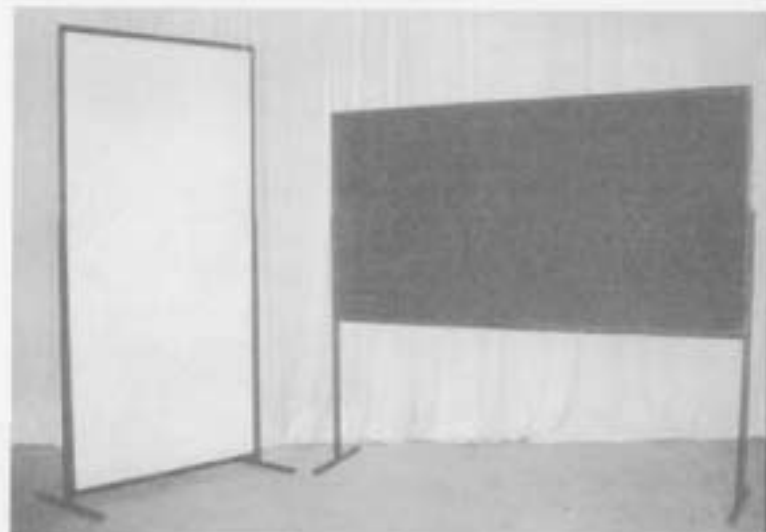
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4



GLASS SHOWCASE



6



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## MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. CSS cannot accept or be responsible for collect shipments. Keep in mind, **material-handling** (Drayage) charges and shipping charges are not the same thing. “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock. “Freight Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by CSS for such shipments. Shipments without certified weight documents will be estimated by CSS. \*This estimate will be binding on both parties and no adjustments will be made after the show closes.
- ❖ **We will accept all cartons, crates and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose, uncrated or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights or else CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be charged material handling by CSS. Please refer to the “Material Handling” Rate sheet. All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and CSS moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

#### **MATERIAL HANDLING INCLUDES:**

- **Storing your booth, equipment and materials in our warehouse for up to 30 days in advance of the show. (Advance shipments only).**
- **Delivering materials to your booth at show site.**
- **Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.**
- **Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from CSS Service Center).**

#### **MATERIAL HANDLING DOES NOT INCLUDE:**

- **Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the “Labor Order Form” enclosed.**
- **Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to CSS warehouse at exhibitor expense. Please refer to “Material Handling” Rate sheet for re-route times.**



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## LIMITS OF LIABILITY

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### LIMITS OF LIABILITY

#### **PLEASE READ:**

CSS liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential or assumed loss or profits or revenues or for any collateral costs, which may result from any loss or damage to an exhibitors materials which may make it impossible or impractical to exhibit it.

Claims for loss or damage that are not submitted to CSS within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this form.

To expedite removal of materials from the show site, CSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show, without a Bill of lading, will be rerouted with the preferred carrier. No liability will be assumed as a result of such rerouting or handling.

**INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.**

#### **CSS will not be responsible for:**

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft or disappearance of Exhibitors material after it has been delivered to the exhibit booth.
- Loss, theft or disappearance of Exhibitors material prior to materials being picked up from exhibit booths for reloading after close of the show. CSS will check all Bills of Lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any causes beyond CSS control.

**The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.**



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# MATERIAL HANDLING RATE SHEET

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

|                                |  |             |
|--------------------------------|--|-------------|
| Event Name: <b>SWCOLT 2010</b> | Advance Payment Deadline: <b>Thursday, April 1, 2010</b> | Booth #(s): |
| Exhibitor Name:                | Telephone #:   |             |
| Billing Address:               | Fax #:   |             |
| City/State/Zip:                | E-mail address:  |             |
| Authorized by:                 |  |             |

**ADVANCE FREIGHT RECEIVING**  
**Tuesday, March 9-Tuesday, April 6, 2010**  
**ADVANCE SHIPPING ADDRESS**

**Ship To: Exhibitor Name and Booth #**  
**SWCOLT 2010**  
 c/o CSS  
 1921 Bellamah NW  
 Albuquerque, New Mexico 87104

**Number of Pieces:** \_\_\_\_\_ **Estimated Weight:** \_\_\_\_\_

**Inbound Freight Carrier:** \_\_\_\_\_

**DIRECT SHIPPING IS NOT APPLICABLE**

**PLEASE DO NOT SHIP TO FACILITY**

IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNED TO CSS AND EXHIBITOR **WILL INCUR** DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING MUST GO THROUGH CSS.** FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING **RESPONSIBILITY.**

**PLEASE READ Payment Policy & Material Handling Information and Limits of Liability.**

**Our preferred freight carriers are: [ABF Freight System, Inc.\(ground\) 800-654-7019](#) and [Associated Global Systems \(air\) 800-645-8300.](#)**

**\*\*Freight will be re-routed from show floor on Saturday, April 10, 2010 @ 5:00PM**

**SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 78.00 per cwt = \$390.00**

**ADVANCE FREIGHT RATES: \*Includes crated, skidded and carton materials.**  
**\$78.00 per cwt. \$78.00 minimum charge**

Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ \$ 78.00 per cwt = \$ \_\_\_\_\_

**All charges are per hundred pounds (cwt) with a 100 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.**

**ADDITIONAL RATES:**

“Late shipments” and “off target” freight will be charged an **additional \$15.00 per cwt.** (100 lb. minimum applies)

Shipments “returned to the warehouse” will be charged an **additional \$25.00 per cwt.** (\$50.00 minimum charge)

“Small package” or shipments weighing less than 20 lbs. will be charged a **\$25.00 material handling fee.**

**Banding and Shrink Wrap** will be charged at **\$45.00** per skid or crate.

**Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$40.00 per cwt.** (100 lb. minimum applies)

**Total of all shipments above \$ \_\_\_\_\_ x 6.625% NM TAX = \$ \_\_\_\_\_**  
 Abqh1otnd



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# OUTBOUND SHIPPING INSTRUCTIONS

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

### \*\*\* EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS\*\*\* SWCOLT 2010

At the close of show, materials will be shipped to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTN: \_\_\_\_\_

**(IMPORTANT:** If your freight is forwarding to another show, be sure to include the show name and your booth number)

Please specify your choice by checking the following:

\_\_\_\_\_ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is \_\_\_\_\_

*\*Please note the exhibitor is responsible for scheduling the carrier, supplying shipping labels and addressing all freight.*

\_\_\_\_\_ The preferred GROUND carrier, **ABF Freight Systems, Inc.** is authorized to ship show materials to the above address.

\_\_\_\_\_ The preferred AIR FREIGHT carrier, **Associated Global Systems**, is authorized to ship show materials to the above address.

Type of AIR FREIGHT service preferred (please circle):

Next Day Air    Second Day Air    Deferred

**Please indicate billing information for carrier charges if different than above:**

|                            |  |
|----------------------------|--|
| SHIPPER (SIGNATURE)        |  |
| SHIPPER (PRINT NAME)       |  |
| FREIGHT CHARGES BILLED TO: |  |
| STREET:                    |  |
| CITY/ STATE / ZIP:         |  |
|                            |  |



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# CLEANING ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

|   |                        |
|---|------------------------|
| <b>Please print or type:<br/>(incomplete information will delay processing)</b> |                        |
| Event or Show Name: <b>SWCOLT 2010</b>  | Booth #(s)             |
| Event or Show Date(s): <b>April 9-10, 2010</b>                                  | Exhibitor Telephone #: |
| Exhibiting Firm:  | Exhibitor Fax #:       |
| Billing Address:  | E-mail address:        |
| City/State/Zip:   | Date:                  |
| Authorized by:  |                        |

**CLEANING SERVICES (select only one of the services below)**

| Services Available  | Rate per square foot<br>DISCOUNT PRICE |
|---|--|
| <b>Initial Cleaning</b> (Vacuum & empty wastebaskets before first show day only)              | \$ .30 per sq. ft (One Day)            |
| <b>Daily Cleaning</b> (Vacuum & empty wastebaskets for all show days)                         | \$ .25 per sq. ft (Daily)              |
| <b>Daily Porter Service</b> (Empty wastebaskets and periodic trash pick up during show hours) | \$120.00 (Daily)                       |

**PLEASE COMPUTE COST BELOW.**

To compute booth size: (Length x Width = Total Square Feet)

**NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH. (All 6'x8', 8'x8' & 8'x10' booths are considered 100 sq. ft. minimums)**

Number of Booth spaces X 100 = Total Square Feet X Rate per square foot X Number of Days = Total Due

\_\_\_\_\_ X 100 = \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**PLEASE ADD 6.625 % NM TAX.**

If Daily cleaning is requested for only specific days of the event, please give specific days.

**ADDITIONAL SERVICE AVAILABLE:**

CARPET EXTRACTION / SHAMPOOING – Call For Quote

**PLEASE READ PAYMENT POLICY.**

**Please bring any discrepancies regarding these services to our attention prior to show close. CSS is unable to adjust invoices after the close of the show.**

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## FLORAL ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

|                                |  |             |
|--------------------------------|--|-------------|
| Event Name: <b>SWCOLT 2010</b> | Advance Payment Deadline: <b>Thursday, April 1, 2010</b> | Booth #(s): |
| Exhibitor Name:                | Telephone #:   |             |
| Billing Address:               | Fax #:   |             |
| City/State/Zip:                | E-mail address:  |             |
| Authorized by:                 |  |             |

| Quantity | Item  | Discount Price | Standard Price | Total Price |
|----------|---|----------------|----------------|-------------|
|          | Floral Traditional - Height 12" Width 12"                                     | 70.00          | 80.00          |             |
|          | Floral Arrangements - Height 18" Width 12"                                    | 100.00         | 125.00         |             |
|          | Custom designed arrangements<br>Color:<br>Width:                      Height: | Call for Quote | Call for Quote |             |
|          | Kalanchoe (select color)<br>___Red ___Yellow ___ Orange                       | 38.00          | 50.00          |             |
|          | Azaleas (select color)<br>___Hot Pink ___ White                               | 63.00          | 75.00          |             |
|          | Mums (select color)<br>___White ___Yellow ___ Purple<br>___Rust               | 38.00          | 50.00          |             |
|          | Small Ferns   | 38.00          | 50.00          |             |
|          | Large Ferns   | 63.00          | 75.00          |             |
|          | 3 - 4 foot green plants   | 75.00          | 88.00          |             |
|          | 5 - 6 foot green plants   | 126.00         | 145.00         |             |
|          | 7 - 8 foot green plants   | 155.00         | 195.00         |             |
|          | Wicker Containers   | Call for quote | Call for quote |             |
|          | Delivery Charge   | 19.00          | 19.00          | 19.00       |
|          | 6.625% NM Tax   |                |                |             |
|          | <b>TOTAL FLORAL</b>   |                |                |             |

Plants remain the property of the subcontractor for **CONVENTION SERVICES OF THE SOUTHWEST, INC.** There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of florist.

**Rental price includes:** Decorative Container, top dressing, professional maintenance. ALL ORDERS MUST BE PAID IN FULL PRIOR TO SHOW CLOSING. **PLEASE READ PAYMENT POLICY.**

Abqh



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# ELECTRICAL ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

|                                |  |             |
|--------------------------------|--|-------------|
| Event Name: <b>SWCOLT 2010</b> | Advance Payment Deadline: <b>Thursday, April 1, 2010</b> | Booth #(s): |
| Exhibitor Name:                | Telephone #:   |             |
| Billing Address:               | Fax #:   |             |
| City/State/Zip:                | E-mail address:  |             |
| Authorized by:                 |  |             |

### STANDARD ELECTRICAL CONNECTIONS – 120 VOLT

| Quantity | Description          | Discount Price | Standard Price |
|----------|----------------------|----------------|----------------|
|          | 500 watts (5 amps)   | 72.00          | 90.00          |
|          | 1000 watts (10 amps) | 102.00         | 120.00         |
|          | 2000 watts (20 amps) | 120.00         | 145.00         |

### SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 1 PHASE

|  |          |        |        |
|--|----------|--------|--------|
|  | 30 amps  | 198.00 | 228.00 |
|  | 60 amps  | 342.00 | 372.00 |
|  | 100 amps | 480.00 | 540.00 |

### ELECTRICAL ACCESSORIES & SPECIAL REQUIREMENTS

|  |                                 |  |       |
|--|---------------------------------|--|-------|
|  | Multiple outlet power strip     | 13.00                                  | 24.00 |
|  | 3 wire extension cord           | 13.00                                  | 24.00 |
|  | 2 on a pole-150 watt spotlights | 72.00                                  | 96.00 |
|  | 24 hour service required        | <b>Double price of outlet required</b> |       |
|  | Dedicated power (20 amp min.)   | <b>Double price of outlet required</b> |       |

|                            |           |
|----------------------------|-----------|
| <b>Electrical Subtotal</b> | <b>\$</b> |
| <b>Labor Subtotal</b>      | <b>\$</b> |
| <b>6.625% NM Tax</b>       |           |
| <b>TOTAL</b>               | <b>\$</b> |

| LABOR FOR ELECTRICAL CONNECTIONS   |                      |                          | CONDITIONS AND REGULATIONS   |
|--|----------------------|--------------------------|--|
| <p>Price of an outlet includes labor for installation in a convenient manner on basic outlets. <b>For 208 volt or higher service and Island Booths, labor charges will apply.</b> Materials, specific connection requirements and any other necessary labor will be billed in ½ hour increments with a one-hour minimum. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice.</p> |                      |                          | <p><b>Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.</b> All equipment, regardless of the source of power, must comply with all federal, state and city safety codes. Electrical power for lights and displays will be turned on one hour prior to show opening and will be turned off at show closing each day. Exceptions must be arranged with CSS. <b>There shall not be any reason that anyone other than the "house Electrician" makes special or direct wiring of electrical connections.</b> All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, pH, etc. All exhibitors' cords must be of the 3-wire grounded type. <b>The charge for outlets will be made on the basis of maximum wattage for use at the time of inspection. Claims will not be considered unless filed prior to the close of show. CSS is not responsible for voltage fluctuation or power failure because of temporary conditions. Credit will not be given for outlets installed and not used. All outlets are single plug in.</b></p> |
| <b>Monday – Friday</b>   | <b>8:00AM-4:30PM</b> | <b>\$82.00 per hour</b>  |  |
| <b>Monday – Friday</b>   | <b>4:30PM-8:00AM</b> | <b>\$107.00 per hour</b> |  |
| <b>Saturday</b>  | <b>All Day</b>       | <b>\$107.00 per hour</b> |  |
| <b>Sunday &amp; Holidays</b>   | <b>All Day</b>       | <b>\$126.00 per hour</b> |  |
| <b>PLEASE READ PAYMENT POLICY</b>  |                      |                          |  |

**Special Requirements: Outlets will be installed in the center and back of each booth.**

Island Booths must provide a scaled floor plan including booth orientation showing location of electrical outlets, connections & lighting equipment. If no floor plan is provided, the outlets will be installed at our discretion. All other locations will require labor on a time and material basis. Please indicate placement of outlet(s):

Front of Booth



## CONVENTION SERVICES OF THE SOUTHWEST, INC.

### FIRE PREVENTION REGULATIONS

*PLEASE READ CAREFULLY AND COMPLETELY!*

**Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and fire fighting equipment are not to be blocked or concealed from view in any manner.**

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to: mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kw when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

**FIELD FLAME TEST:** Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one- (1) day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

**SPECIAL REQUIREMENTS:** Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

**OPEN FLAME DEVICES:** Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

**CANDLES AND OTHER OPEN-FLAME DEVICES:** The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The devise or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the devise or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. **EXCEPTION:** Units that self extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter. **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. **EXCEPTION:** The chimney need not be attached to any open-flame device that will self extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Chief, adequate safeguards have been taken, hand held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

**FLAMING FOODS AND BEVERAGES:** Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) ounce container or from a container not to exceed a one-quart capacity and having a controlled pouring device that limits the flow to (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of 8 inches above the receiving receptacle.

**IN ALL CASES:**

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No Exhibition or Show will be permitted to open without the approval of the Fire Marshal or his authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event, are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.... Payment for these individuals will be paid prior to the show or event, and will be paid to the city of Albuquerque at the rates set by the fire department.

# Green Meeting Participant Tip Sheet

We are trying to make this meeting greener – which means that we are taking steps to help reduce the negative impact on the environment. The goal is to reduce waste and pollution, conserve energy and water and promote recycling. But we can't do it alone – we need the help of sponsors, speakers, exhibitors, attendees, vendors and other participants to make the greening effort a success.

**How Can You Help?** We plan to provide many opportunities to help the environment during the event. But keep in mind that there are many points prior to the day of the event when your conscientious effort can make a big difference.

- **Planning:** Think carefully about your participation in the event. How many people need to be there and for how long? Can the trip serve multiple purposes or be combined with other business activities? Are there other ways to conserve energy and reduce the carbon footprint associated with your participation? Can you cut any waste out of your program – for instance, reduce the number of give-aways or design signs and decorations for reuse?
- **Travel:** What form of transportation will you use? If the event is local, can you use public transportation rather than drive? If you must drive can you carpool? Is cycling or walking an option? If you're coming in from out of town, can you purchase carbon offsets to sequester the

## Did You Know?

*Meetings are among the world's leading consumers of energy and producers of waste:*

- During a typical five-day conference, 2,500 attendees will use 62,500 plates, 87,500 napkins, 75,000 cups or glasses and 90,000 cans or bottles. (*Source: Meeting Strategies Worldwide.*)
- Food leftovers are the single-largest component of the waste stream by weight in the United States. Americans throw away more than 25 percent of the food we prepare, about 96 billion pounds of food waste each year. Donation or composting diverts organic materials from landfills and incinerators, reducing greenhouse gas emissions. (*Source: EPA Solid Waste Program.*)
- Recycling one ton of paper saves the equivalent of 17 trees, saves enough energy to power an average home for six months, saves 7,000 gallons of water, and keeps 60 pounds of pollutants out of the air. (*Source: Illinois Recycling Coalition.*)
- Transporting a traditional custom 20' x 30' structure generates nearly 6,876 pounds of CO<sub>2</sub>. Switching to a lighter weight modular structure cuts emissions nearly in half. That one-show carbon emission reduction is more than a car owner switching to a hybrid car for a year. (*Source: Used by permission of Skyline Exhibits [www.skyline.com](http://www.skyline.com).*)

emissions generated by your travel? (Note that most carbon offset sources offer online calculators for determining the amount based on distance and mode of travel.)

For more green meeting information and ideas, visit [www.greeneventsource.com](http://www.greeneventsource.com)

# Green Meeting Participant Tip Sheet

- **Accommodations:** Environmentally friendly hotels promote recycling, conserve water and energy; offer a linen reuse program; take measures to limit food waste; practice green cleaning and other best practices. Wherever you stay, choose a location that has a comprehensive environmental program or use the CERES Guest Request Card to encourage your hotel to adopt green practices.
- **Entertainment and Recreation:** If you are hosting receptions, parties or other outings, choose locations that can be easily reached by foot or public transportation; offer sustainable food and beverages; and preserve/protect natural beauty. You should be able to ask the hotel or convention center for a list of local “eco-tourism” attractions.
- **Marketing and Communication:** What information will you provide for the event? Does it need to be printed or can it be sent electronically? If you do print material, can you print it two-sided on recycled paper, using vegetable inks with a green printer? Send just the amount of glossy materials, give-aways or handouts that you can use.
- **Exhibitors:** Follow green exhibiting practices by creating displays of lightweight, recycled and eco-friendly materials, using energy-efficient lighting, reusing packing material and recycling any materials you don’t plan to ship back.

## 10 EASY WAYS TO HELP GREEN AN EVENT

1. **Bring your own toiletries or soap from home.**
  2. **Purchase carbon offsets for your travel.**
  3. **Copy or print handouts locally rather than shipping from out of town.**
  4. **Confirm your meal attendance to cut down on wasted food.**
  5. **Bring a refillable water bottle that can be replenished from pitchers, fountains or water stations.**
  6. **Ask the hotel to change towels and sheets only when requested or after you leave.**
  7. **Turn off lights and turn down heat or air conditioning when you’re not in your room.**
  8. **Use the recycling container in your hotel room, or if none exists, request that the hotel recycle your paper and plastic waste.**
  9. **Donate your unused amenities if possible.**
  10. **Turn in your name badge so it can be reused.**
- **Shipping:** Use the most eco-friendly shipping method possible or arrange for carbon offsets.
  - **Recycling:** We will try to make recycling of paper, plastic, metal, glass and food waste as easy as possible for you ... all you need to do is remember to “pitch in.”

For more green meeting information and ideas, visit [www.greeneventsource.com](http://www.greeneventsource.com)