



DMC 2014 and DMSMS 2014 Conference  
Henry B. Gonzalez Convention Center  
San Antonio, TX.  
November 30– December 4, 2014  
Advance order deadline: November 11, 2014

Dear Exhibitor:

Innovative Expo has been selected as the Official Service/Drayage Contractor for the **DMC 2014 and DMSMS 2014 Conference at the Henry B. Gonzalez Convention Center in San Antonio, TX.** We welcome the opportunity to assist you in every way possible to ensure a successful marketing presentation for your company.

Each **10'x10'** exhibit booth space will include the following:

**Pipe and Drape Fabric**  
**One 7"x44" Exhibitor ID Sign**

Show Colors: Black and Blue

Exhibitor Move-In:	Sunday	November 30, 2014	8:00am-5:00pm
	Monday	December 1, 2014	7:00am-4:30pm
Show Open:	Monday	December 1, 2014	5:00pm-7:30pm
	Tuesday	December 2, 2014	7:00am-7:30pm
	Wednesday	December 3, 2014	7:00am-4:00pm
Show Close:	Wednesday	December 3, 2014	4:00pm-11:00pm
Driver check in by: (This evening)	Wednesday	December 3, 2014	8:00pm
Move-Out:	Thursday	December 4, 2014	8:00am-Noon
Driver check in by: (This morning)	Thursday	December 4, 2014	8:00am
Freight re-route time:	Thursday	December 4, 2014	9:00am

**Please** consult your materials from show management for additional information, or changes to the schedule. Enclosed in this Exhibitor Kit are additional forms for rentals and services which you may desire, that are not included in your booth package.

- ♦ **Please note all deadlines as outlined in the packet to avoid additional charges.**
- ♦ **Innovative Expo does not issue credits or accept substitutions, for unused package items.**
- ♦ **Payment Authorization must accompany your order to be processed.**
- ♦ **Please email or fax your orders to [service@innovativeexpo.com](mailto:service@innovativeexpo.com) or fax 760-343-2533.**

**Questions and Adjustments:** Any discrepancy in items ordered and items received or questions concerning service, etc., must be reported to the Innovative Expo service desk at the exposition immediately upon noting the discrepancy. Any problems will be resolved and/or any valid adjustments on your account will be made at that time. Credits and adjustments will not be made based on such information received after the close of the show.

Innovative Expo believes that exhibitors are valued customers and should be treated accordingly. We are committed to handling your needs efficiently and graciously. If you should have any questions, please do not hesitate to call us.

Sincerely,

Customer Service

[Service@innovativeexpo.com](mailto:Service@innovativeexpo.com)

**PAYMENT POLICY AND BILLING AUTHORIZATION**

**NOTE: ORDERS WITHOUT CREDIT CARD INFORMATION WILL NOT BE PROCESSED.**

Payment must be made in full for all services ordered. **Orders without payment or placed after discount date will be charged the floor rate.** Payment may be made by check and secured with a credit card for any overages. All rates quoted are for the duration of the show and are on a rental basis only, and remain the property of Innovative Expo. **Payment of all labor, material handling and services, whether ordered by the exhibitor, display builder, or other parties, shall be the responsibility of the exhibitor.** All charges are due and payable in US Dollars prior to the close of the show. I understand that charges incurred by my company, (pre-show, during the show, and post show) will be billed to the credit card on file. **Please print clearly or type the information.**

If sending check, a credit card must be on file and check must be received prior to the advance order deadline date.

\_\_\_\_\_ MasterCard    \_\_\_\_\_ Visa    \_\_\_\_\_ American Express    \_\_\_\_\_ Discover

Account # \_\_\_\_\_ 3 or 4-digit security code \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name On The Card: \_\_\_\_\_  
(PLEASE PRINT)

Authorized Signature: \_\_\_\_\_

**THIS FORM MUST ACCOMPANY ALL ORDERS PLACED WITH INNOVATIVE EXPO.  
PLEASE INDICATE BILLING ADDRESS FOR CREDIT CARD GIVEN ABOVE.**

EXHIBITING CO: \_\_\_\_\_ BOOTH # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### FURNITURE ORDER FORM

Discount pricing applies to orders placed by the date shown in the box above. Payment in full of rental charges must accompany your order to qualify for Discount rates. Charges include placing in booth ready for use.

<u>SKIRTED TABLE: 30" HIGH</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ 2'X4'	\$120.00	\$153.00	\$_____
_____ 2'X6'	\$140.00	\$172.00	\$_____
_____ 2'X8'	\$155.00	\$192.00	\$_____
<u>SKIRTED COUNTER: 40" HIGH</u>			
_____ 2'X4'	\$140.00	\$176.00	\$_____
_____ 2'X6'	\$165.00	\$197.00	\$_____
_____ 2'X8'	\$180.00	\$210.00	\$_____
_____ Alternate Skirt Color	\$62.00	\$85.00	\$_____
_____ 4th Side Draping (for tables or counters)	\$62.00	\$85.00	\$_____

CIRCLE SKIRT COLOR: WHITE BLUE BURGUNDY RED TEAL PLUM BLACK HUNTER-GREEN

<u>UNSKIRTED TABLE: 30" HIGH</u>			
_____ 2'X4'	\$76.00	\$98.00	\$_____
_____ 2'X6'	\$90.00	\$115.00	\$_____
_____ 2'X8'	\$110.00	\$141.00	\$_____
_____ 30" Diameter Round Pedestal Table	\$146.00	\$184.00	\$_____

<u>UNSKIRTED COUNTER: 40" HIGH</u>			
_____ 2'x4'	\$82.00	\$103.00	\$_____
_____ 2'x6'	\$97.00	\$121.00	\$_____
_____ 2'x8'	\$120.00	\$155.00	\$_____
_____ 30" Diameter Round Pedestal Table	\$168.00	\$210.00	\$_____

<u>1 TIER RISER: (1-STEP)</u>			
_____ 4' RISER	\$66.00	\$84.00	\$_____
_____ 6' RISER	\$76.00	\$92.00	\$_____
_____ 8' RISER	\$86.00	\$110.00	\$_____

### ACCESSORY ORDERS

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ Side Chair	\$70.00	\$95.00	\$_____
_____ Arm Chair	\$85.00	\$99.00	\$_____
_____ Stool (matches height of 40" counters)	\$95.00	\$121.00	\$_____
_____ Wastebasket	\$19.00	\$27.00	\$_____
_____ Easel	\$30.00	\$42.00	\$_____
_____ 4'x8' Poster Board (Vertical/Horizontal)	\$168.00	\$200.00	\$_____
_____ 2'x8' Black grid	\$85.00	\$110.00	\$_____
_____ Garment rack	\$84.00	\$116.00	\$_____
_____ Literature stand	\$76.00	\$107.00	\$_____
_____ Small Refrigerator	\$165.00	\$247.50	\$_____
_____ Bag holder	\$85.00	\$107.00	\$_____
_____ 22" x 28" sign holder	\$85.00	\$107.00	\$_____
_____ 6' full view showcase	\$375.00	\$495.00	\$_____
_____ Business card collection	\$16.00	\$21.00	\$_____

**EXHIBITING COMPANY:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### CARPETING ORDER FORM

The exhibit area is not carpeted. (CONCRETE FLOOR)

### CIRCLE CARPET COLOR:

Amount	Size	Discount	Standard	Total
	10 x 10'	\$156.00	\$228.00	
	x 20'	\$312.00	\$444.00	
	x 30'	\$468.00	\$663.00	
	x 40'	\$624.00	\$884.00	
	x 50'	\$780.00	\$1095.00	
Island Booth	20 x 20'	\$624.00	\$892.00	
	20 x 30'	\$925.00	\$1314.00	
	20 x 40'	\$1248.00	\$1752.00	

GRAY NAVY BLUE RED TEAL BLACK  
BURGUNDY HUNTER-GREEN

Prices include installation and taping of front edge only.

Padding Under Carpet:	\$1.35/Sq.Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Additional Taping:	\$0.87/Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Visqueen:	\$0.75/Sq.Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$

### DELUXE CARPET

Deluxe carpet is available for one time rentals at very reasonable rates. Carpeting is 30 oz, stain resistant nylon. **(There is a minimum order of 200 square feet).** Must be ordered no later than 2 weeks prior to move in.

**COLORS:** Royal Blue, Navy Blue, Charcoal, Red, Spice, Teal, Hunter Green, Gray, Beige And Boysenberry. Please visit our website at [www.innovativeexpo.com](http://www.innovativeexpo.com) for more color selections.

**RENTAL PRICE:** Order includes installation, poly covering, and removal.

**CARPET COLOR:** \_\_\_\_\_ **BOOTH SIZE:** \_\_\_\_\_

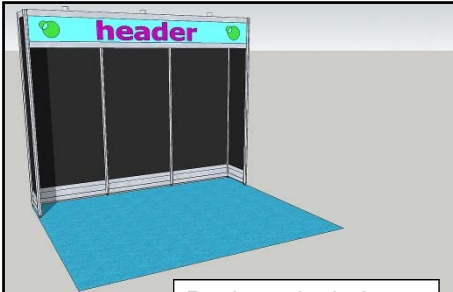
**Formula:** Booth size \_\_\_\_\_ x \_\_\_\_\_ = SQ. FT. @ \$4.85/SQ.FT. = \$ \_\_\_\_\_

**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

See next page for more package choices ►

"Classic" 10' Backwall  
\$1,500\* as shown

☐


Package includes:  
Custom header **plus**  
overhead lighting for  
your display!

"Curves" 10' Booth  
\$3,200\* as shown

☐


Package includes:  
Curved headers,  
3 graphic panels **and**  
2 "floating" side counters!

"Wings" 10' Booth  
\$5,500\* as shown

☐


Package includes:  
Angled headers,  
6 graphic panels,  
backlighting, 4 counters  
**and** a matching pedes-

**All Custom Booths Include:**

- ◆ **Carpet** (standard colors, see below)
- ◆ **Integrated overhead lighting**  
*Electric service must be ordered separately from provider*
- ◆ **Graphic panels as shown** ☐ **full-color printing included!**
- ◆ **Your choice of white, black or blue rigid filler panels,**  
wherever graphics are not being installed
- ◆ **Labor to install and dismantle**

**Available Upgrades:**

- ◆ **Built-in shelving and matching counters**
- ◆ **Velcro-ready fabric panels**
- ◆ **Deluxe carpet in 31 colors**
- ◆ **Siderails with or without side counters**
- ◆ **Call for more!**

Want to see more possibilities? Visit  
[www.InnovativeEXPO.com/booths](http://www.InnovativeEXPO.com/booths)  
for options, or call Customer Service at  
760-343-2555 to discuss your design!

**Add a Matching Counter or Pedestal...**

☐ Square Pedestal  
\$200\* (20" Square)  
Graphics NOT INCLUDED.

Choose your  
panel color:

- ☐ **Black**  
☐ **White**  
☐ **Blue**



☐ Single Counter  
\$300\* (40"wide x 20"deep)

Choose your  
panel color:

- ☐ **Black**  
☐ **White**  
☐ **Blue**



☐ Double Counter  
\$600\* (78"wide x 20"deep)

Choose your  
panel color:

- ☐ **Black**  
☐ **White**  
☐ **Blue**



Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Standard Carpet Color Choices: ☐ grey ☐ blue ☐ red ☐ teal ☐ black ☐ burgundy ☐ hunter green

Filler Panel Color Choices: ☐ black ☐ white ☐ blue ☐ Velcro ready ☐ call for a quote!

Special Instructions: \_\_\_\_\_

\$ \_\_\_\_\_  
Total for this page

\* **ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

### **BOOTH CLEANING ORDER FORM**

**Note:** Vacuuming of rugs, sweeping of booths, emptying of wastebaskets is not included in your rental. To ensure your booth is show ready please order cleaning service.



**Charges are based on gross exhibit booth area with a 100 sq. ft. minimum.**

**Advance Orders:**

Daily vacuuming, emptying wastebaskets: \$.42/sq. ft with a minimum daily cleaning charge of \$42.00.

\_\_\_\_\_ Sq. ft. x \$.42 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Cleaning ordered on-site:**

Daily vacuuming, emptying wastebaskets: \$.52/sq. ft with a minimum daily cleaning charge of \$52.00.

\_\_\_\_\_ Sq. ft x \$.52 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Note:** Carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstrations or food sampling add \$.25 per sq. ft.

To eliminate any misunderstandings regarding the invoice for this service, please bring any complaints to our immediate attention or inform show management. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night when service was to have been performed. No credits will be issued after the close of the show.

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**EXHIBITOR:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

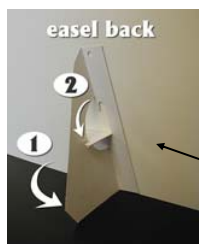
## Sign Order Form



Get attention with a Full Color Hanging Sign!	Qty	Size (w x h)	Price *
<b>Super Booth ID Sign Upgrade — now <i>twice the size!</i></b> Full-color artwork on rigid foam board for a smooth, sharp look.		<b>44" x 14"</b>	\$89.00
<b>Premium Hanging Signs — Get maximum impact!</b> Full-color artwork on rigid foam board, guaranteed to get noticed. Your artwork may have full bleeds (printed to edge of panel).		<b>6 ft x 2 ft</b>	\$239.00
		<b>Other sizes?</b>	Call ...
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.			add 50%



Color Easel Signs generate interest "up front"	Qty	Size (w x h)	Price *
<b>Premium Easel Signs — full color for the price of black &amp; white!</b> Photo-quality prints mounted on foam board. Your artwork may have full bleeds (printed to edge of panel).		<b>11" x 17"</b>	\$59.00
		<b>17" x 11"</b>	
		<b>22" x 28"</b>	\$89.00
		<b>28" x 22"</b>	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%



Tabletop Signs with Easel Backs	Qty	Size (w x h)	Price *
<b>Make your message <i>stand up</i> for your visitors!</b> Mounted on foam board. Your full color artwork may have full bleeds (printed to edge of panel). Or, send us a preprinted flyer or datasheet to mount for you! Self-supporting, with a folding easel-back.		<b>8-1/2" x 11"</b>	\$49.00
		<b>11" x 8-1/2"</b>	
		<b>11" x 17"</b>	\$59.00
		<b>17" x 11"</b>	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%

### Don't see exactly what you need?

Many more sizes and designs of graphics are available by custom order — call us to discuss your specific needs.

### Need help with your artwork?

Our in-house Graphic Designer is at your service...  
No matter what shape your artwork is in (even if it's only a sketch), we can quickly turn it into an eye-catching graphic!



Ordering Furniture?  
Add full-color graphics  
to your Pedestal or  
Counter — call us for  
details!

For more information and examples, visit the **Graphics and Signs** area at [www.InnovativeEXPO.com](http://www.InnovativeEXPO.com)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Total for this page

**\* ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

72-242 Watt Court, Thousand Palms, CA 92276 Ph. 760-343-2555 Fax 760-343-2533



### DRAYAGE INFORMATION / RATES

**In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.**

Check One: ☐ We plan to ship our materials to the Advance Shipment Warehouse.

☐ We plan to ship our materials direct to the exhibit site.

**ADVANCE SHIPMENTS TO WAREHOUSE:** Shipments will be received from carriers, with free storage, up to 30 days prior to set-up date, delivered to booth and delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor is furnished. This also includes the removal, storage, and return of empty crates and cartons when necessary.

We plan to ship on (date):	<b>Number of Pieces</b>	<b>Weight (Estimated)</b>
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

<b>Standard Service Rates</b> Advance Shipments to Warehouse	<b>100 Lb. Increments (Insert Weight)</b>	<b>Rate Per 100 Lbs.</b>	<b>200 Lb. Min Per Shipment</b>	<b>Total</b>
Common Carrier (regular route LTL carriers)	LBS.	\$110.00	\$220.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$135.00	\$270.00	\$
Small Package ( <b>total</b> weight under 40 Lbs.)		First Carton \$50.00	Each Additional \$15.00 each	\$
Special Handling/ Late Shipments	LBS.	\$135.00	\$270.00	\$

**SHOWSITE FREIGHT RECEIVING:** Receipt of shipments from carriers at the exhibit hall, during installation period only from outside carrier or owner's vehicle, unloading, delivery to booth, and outbound delivery from booth to carrier at loading dock.

This includes loading equipment, labor, removal, storage, and return of empty crates/cartons when necessary.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bill of lading. Payment policy: All invoices must be settled at our service desk prior to the close of the show. Please return this form with your check or credit card information to Innovative Expo and retain a copy for your records. Exhibitor is responsible for surcharges, if any, due the hosting facility for receiving shipments on their behalf.

<b>Standard Service Rates</b> Show site Freight	<b>100 Lb. Increments (Insert Weight)</b>	<b>Rate Per 100 Lbs.</b>	<b>200 Lb. Min Per Shipment</b>	<b>Total</b>
Common Carrier (regular route LTL carriers)	LBS.	\$120.00	\$240.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$150.00	\$300.00	\$
Small Package—Same as Above				\$
Special Handling/ Late Shipments	LBS.	\$150.00	\$300.00	\$

**EXHIBITOR:**

**BOOTH #**

**ORDERED BY:**

**DATE:**



**RUSH! EXHIBIT MATERIAL**  
***Must arrive by: November 25, 2014***

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

**BOOTH #** \_\_\_\_\_

**EVENT: DMC/DMSMS**

*c/o Innovative Expo, Inc. /YRC*

*111 Gembler Rd.*

*San Antonio, TX. 78219*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

*This label is provided for your convenience.*

*Please use it. Copies are acceptable.*

**RUSH! EXHIBIT MATERIAL**  
***Must arrive by: November 25, 2014***

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

**BOOTH #** \_\_\_\_\_

**EVENT: DMC/DMSMS**

*c/o Innovative Expo, Inc./YRC*

*111 Gembler Rd.*

*San Antonio, TX. 78219*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

*This label is provided for your convenience.*

*Please use it. Copies are acceptable.*

**RUSH! HANGING SIGN MATERIALS**  
**Must arrive by: November 25, 2014**

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

**BOOTH #** \_\_\_\_\_

**EVENT: DMC/DMSMS**

*c/o Innovative Expo, Inc. /YRC  
111 Gembler Rd.*

*San Antonio, TX. 78219*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

*This label is provided for your convenience.  
Please use it. Copies are acceptable.*

**RUSH! HANGING SIGN MATERIALS**  
**Must arrive by: November 25, 2014**

TO: \_\_\_\_\_

*Exhibitor Name*

**ADVANCE  
SHIPMENT**

**BOOTH #** \_\_\_\_\_

**EVENT: DMC/DMSMS**

*c/o Innovative Expo, Inc./YRC  
111 Gembler Rd.*

*San Antonio, TX. 78219*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

*This label is provided for your convenience.  
Please use it. Copies are acceptable.*

**RUSH! EXHIBIT MATERIAL**  
***Shipments must NOT arrive before:***  
***Saturday November 29, 2014 - 2:00pm***

TO: \_\_\_\_\_

*Exhibitor Name*

**DIRECT  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMC/DMSMS**

*c/o Innovative Expo, Inc./Henry B. Gonzalez Convention Center  
200 E. Market Street  
San Antonio, TX. 78205*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

***This label is provided for your convenience.  
Please use it. Copies are acceptable.***

**RUSH! EXHIBIT MATERIAL**  
***Shipments must NOT arrive before:***  
***Saturday November 29, 2014 - 2:00pm***

TO: \_\_\_\_\_

*Exhibitor Name*

**DIRECT  
SHIPMENT**

BOOTH # \_\_\_\_\_

**EVENT: DMC/ DMSMS**

*c/o Innovative Expo, Inc./Henry B. Gonzalez Convention Center  
200 E. Market Street  
San Antonio, TX. 78205*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**

***This label is provided for your convenience.  
Please use it. Copies are acceptable.***

**IMPORTANT INBOUND SHIPPING INSTRUCTIONS**

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

**Warehouse Receiving:**

To: Name of Exhibiting Company & Booth Number  
For: **DMC/DMSMS**  
c/o Innovative Expo/YRC  
111 Gembler Rd.  
San Antonio, TX. 78219  
(760) 343-2555



Shipments must arrive at the warehouse no later than **November 25, 2014**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE HOTEL FACILITY PRIOR TO THE  
ASSIGNED DATE BELOW.**

Shipments that must be directed to show site can only arrive at the facility beginning on **Saturday November 29, 2014 @ 2:00pm**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

**Facility Shipping:**

To: Name of Exhibiting Company & Booth Number  
For: **DMC/DMSMS**  
c/o Innovative Expo / Henry B. Gonzalez Convention Center  
200 E. Market Street  
San Antonio, TX. 78205

**OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE FACILITY ADDRESS ABOVE**  
**ALL SHIPMENTS MUST BE SENT PRE-PAID.**  
**NO COD'S WILL BE ACCEPTED.**

**NOTE:** Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.

## **DRAYAGE LIMITS OF LIABILITY**

### **LIMITS OF LIABILITY AND RESPONSIBILITY**

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to Innovative Expo within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 9.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES.**

**AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES**

**If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo**

We hereby authorize **INNOVATIVE EXPO** to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

14

## LABOR ORDER FORM

### Display labor for Installation of exhibit:

**(Exhibitors must check in at the Service Desk before labor is dispatched)**

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR SUPERVISED: \_\_\_\_\_ EXHIBITOR SUPERVISED: \_\_\_\_\_ TIME: \_\_\_\_\_

COST ESTIMATE:

\_\_\_\_\_ # Persons X \_\_\_\_\_ Hours X \$ \_\_\_\_\_ Hourly Rate = \$ \_\_\_\_\_

(Please refer to labor rates below)

### Display labor for Dismantling of exhibit:

**(Exhibitors must check in at the Service Center before labor is dispatched)**

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR SUPERVISED: \_\_\_\_\_ EXHIBITOR SUPERVISED: \_\_\_\_\_ TIME: \_\_\_\_\_

COST ESTIMATE:

\_\_\_\_\_ # Persons X \_\_\_\_\_ Hours X \$ \_\_\_\_\_ Hourly Rate = \$ \_\_\_\_\_

(Please refer to labor rates below)

**For Dismantle Labor only, Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service request.**

Plans for exhibit assembly attached with order: \_\_\_ Yes \_\_\_ No

Number of containers: \_\_\_\_\_

Banding: \_\_\_\_\_ feet @ \$2.00 per foot = \_\_\_\_\_

Shrink Wrapping: \_\_\_\_\_ skids @ \$40.00 per skid = \_\_\_\_\_

### LABOR RATES

**Supervision Fee:** 25% of Hourly Rate

**Straight Time:** \$89.00 per hour/one hour minimum per person

(All hours Monday – Friday 8:30am-4:30pm)

**Overtime:** \$133.50 per hour/one hour minimum per person

(All hours Monday – Friday 4:30pm-8:30pm)

**Double time:** \$178.00 per hour/one hour minimum per person

(All hours Monday – Friday before 8:00am, after 8:30pm and all day Saturday, Sunday & Holidays)

Failure to utilize labor at the time ordered above does not guarantee that requested labor will be available on demand. We agree that if the pre-ordered labor is not utilized for any reason, the order is cancelled and the Cancellation Policy as outlined in this kit applies.

If you are utilizing a installation/dismantle company other than Innovative Expo please supply Innovative Expo with the name of the company, and a certificate of insurance must be provided to Innovative Expo by that company.

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_  
**(Labor Not Taxed)**





DMC 2014 and DMSMS 2014 Conference  
Henry B. Gonzalez Convention Center  
San Antonio, TX.  
November 30– December 4, 2014  
Advance order deadline: November 11, 2014

### FORKLIFT RENTAL FORM

The service is only available for work in booth area. Drayage charges will apply to booth properties, equipment and product.

Exhibits that require a forklift to complete installation, or dismantle.

The below rate includes: **Forklift and Driver.**

\$145.00 PER HOUR x \_\_\_\_\_ HOURS = \$\_\_\_\_\_ Between the hours of 8:00am to 4:30pm,  
Monday thru Friday.

\$225.00 PER HOUR x \_\_\_\_\_ HOURS = \$\_\_\_\_\_ Before 8:00am, after 4:30pm, Saturdays,  
Sundays and Union recognized holidays.

**IMPORTANT:** Please indicate below the date(s) and time(s) for which you are requesting the above service. Every effort will be made to have the equipment available at your requested time. Those exhibitors who pre-order will be given priority over on-site orders. Those exhibitors ordering on-site will be serviced in the order in which requests are received. **NOTE:** The weight limit of the forklift is 5000 lbs. Those exhibitors needing a larger lift must contact Innovative Expo prior to move-in to arrange adequate equipment. There will be an additional charge which will be quoted upon request.

**DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

### VEHICLE PREPARATION AND SPOTTING FEE

Innovative Expo will provide the following services to those exhibitors who are displaying vehicles as part of their exhibit. Over-sized vehicles quoted individually, based on size and number .

**Note:** Fire marshal regulations require that the vehicle contain less than one gallon of fuel. Any vehicle, which arrives with more than one gallon of fuel, will not be permitted in the exhibit hall, until the fuel tank has been emptied to comply with the regulations. All vehicles will be pushed into and out of the exhibit hall.

#### Service Includes

Plastic sheeting applied to ballroom floor  
Tire wrapping  
Battery taping and disconnection  
Gas cap taping (if not lockable)  
Drip cloth under vehicle

**A flat fee of \$300.00 will be charged  
each vehicle for move-in/move-out.**

**DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE:** \_\_\_\_\_ \$ \_\_\_\_\_

### EXHIBITOR ORDER RECAP

FURNITURE RENTAL TOTAL\*.....\$ \_\_\_\_\_

ACCESSORIES RENTAL\*.....\$ \_\_\_\_\_

CARPET & VISQUEEN RENTAL\*.....\$ \_\_\_\_\_

BOOTH CLEANING ..... \$ \_\_\_\_\_

SIGNAGE\* ..... \$ \_\_\_\_\_

DRAYAGE ..... \$ \_\_\_\_\_

LABOR ..... \$ \_\_\_\_\_

EXHIBIT RENTALS\* ..... \$ \_\_\_\_\_

FORKLIFT RENTAL..... \$ \_\_\_\_\_

SALES TAX\_\_\_\_\_ 8.25% \$ \_\_\_\_\_  
(multiply taxable items marked with \* above)

**TOTAL DUE** ..... **\$** \_\_\_\_\_

I acknowledge and accept responsibility for the accuracy of the order and the payment for all services provided. I also acknowledge and agree to the terms and conditions provided herein.

**COMPANY NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Please Print)

**SIGNATURE:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

\_\_\_\_\_

## **INNOVATIVE EXPO SHOW SITE WORK RULES**

To assist you in planning for your participation in the forth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### **EXHIBIT LABOR**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, performance, testing, and/or maintenance of your products.

You may install, or dismantle, your exhibit display if one person can accomplish the task in less than 1/2 hour, without the use of tools. If your exhibit installation or dismantling, requires more than 1/2 hour, you must use union personnel supplied by Innovative Expo. To secure labor, please use the Labor Order Form enclosed in your exhibitor service kit. You will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in San Antonio, TX. on a one-to-one basis.

### **FREIGHT HANDLING**

Members of this union claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Exhibitors who hand carry materials onto the show floor will not be permitted vehicle access to the loading dock and/or freight doors. All such vehicles must be parked in the designated "exhibitor parking lot".

### **HELPFUL TIPS FOR EXHIBITORS**

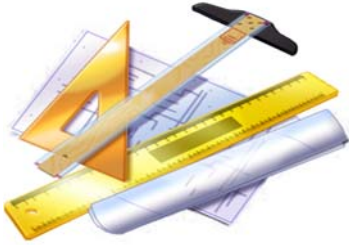
1. Place your orders with payment before the deadline to avoid "standard pricing". The deadline is strictly enforced and will not be waived for any reason.
2. Ship your exhibit materials as early as possible. We will store your materials up to 30 days prior to move-in at no charge. Please review deadlines for receiving of freight to avoid additional charges.
3. Call our office at least two working days prior to move-in to confirm the arrival of your shipments. This allows time for tracking or re-shipping before the show.
4. Innovative Expo uses Yellow Freight Systems exclusively for re-shipping material at the close of the show.
5. If you choose to use another carrier, your representative on the show floor must:

\*Provide Innovative Expo with the name of the carrier and copy of bill of lading or air bill

\*Contact the carrier to arrange pick up

\*Be aware of the time deadline for clearing the show floor to avoid forcing the shipment onto our or corresponding designated carriers. This time varies with each event, it is best to check with Innovative Expo if there is any questions.

6. Your representative must be prepared to settle any balances due at show site before the close of the show. Innovative Expo does not invoice for show rentals or services.



**NON-OFFICIAL CONTRACTOR FORM**

MAIL OR FAX WITH INSURANCE CERTIFICATE TO:  
INNOVATIVE EXPO, INC.  
72-242 Watt Court, Thousand Palms, CA 92276  
(760) 343-2533 fax

**EVENT or SHOW:** \_\_\_\_\_ **BOOTH NUMBER(S):** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If your company plans to use a firm other than INNOVATIVE EXPO to erect or dismantle your exhibit, this form must be filled out completely and returned to Innovative Expo no later than (30) days prior to show opening.

**DEFINITION:** A Non-Official Service Contractor is any company, other than Innovative Expo, that an exhibitor wishes to use and which will require access to the exhibit hall before, during, or after the show. No permission will be given to a Non-Official Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

**EXHIBITING COMPANY CONTACT AT SHOW:** \_\_\_\_\_

**EXHIBITOR APPOINTED CONTRACTOR:** \_\_\_\_\_

**EAC CONTACT AT SHOW:** \_\_\_\_\_

**TYPE OF SERVICE TO BE PERFORMED:** \_\_\_\_\_

**24 HOUR PHONE CONTACT #:** \_\_\_\_\_

**EMAIL ADDRESS FOR APPOINTED CONTRACTOR:** \_\_\_\_\_

- NOTE:** 1. Please inform your Non-Official Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least (30) days prior to show date or they will not be permitted to service your exhibit. The Certificate must name Innovative Expo, Inc. at the address above as the certificate holder.
2. They **MUST** comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.
3. It is the responsibility of the exhibiting company to see that each representative of Non-Official Contractors abides by the official rules and regulations of this event.

## **FIRE DEPARTMENT REGULATIONS FOR EXHIBITORS**

### **A. BOOTH DECORATIONS:**

All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo, and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

### **B. VEHICLES/INTERNAL COMBUSTION ENGINES:**

Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking type gas caps or sealed with tape. The level of gas in tanks cannot exceed one gallon. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.

### **C. COMBUSTIBLES:**

Literature on display shall be limited to reasonable quantities. Reserve supplies be kept in closed containers and stored in a neat and compact manner. No empty cardboard boxed or combustible materials may be stored on or near any electrical wiring in the spaces behind any display.

### **D. OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction, tables, chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

### **E. ELECTRICAL EXTENSIONS CORDS:**

All extension cords shall be ground fault interrupter protected and/or over current protected. No additional taps are to be in any device. All extension cords shall be of 12/3 gauge wire. All spliced wires are prohibited.

### **F. COMPRESSED CYLINDERS:**

Compressed cylinders must be secured to a stand. Compressed flammable gases are prohibited inside a building, this includes acetylene, hydrogen, propane, butane, and L.P.G.

### **G. COOKING AND/OR WARMING DEVICES:**

Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g. U.L., F.M. Decorative candles, oil lamps, torches, candle lamps and non-vented cooking devices are prohibited.

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 11/17/14

E ☐ M ☐



**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia San Antonio, TX 78218  
Phone: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

**COMPANY:**

**BTH #**

**EVENT: DMC/DMSMS 2014**

**FACILITY: Henry B. Gonzalez Convention Center**

**DATES: December 1-3, 2014**

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

### 208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

### ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

### MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

### CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-031214

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	98.00	147.00	_____
1000 WATTS (10 AMPS)	_____	_____	175.00	263.00	_____
1500 WATTS (15 AMPS)	_____	_____	204.00	306.00	_____
2000 WATTS (20 AMPS)	_____	_____	236.00	387.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	443.00	665.00	_____
30 AMPS	_____	_____	527.00	791.00	_____
60 AMPS	_____	_____	695.00	1043.00	_____
100 AMPS	_____	_____	912.00	1368.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	592.00	888.00	_____
30 AMPS	_____	_____	704.00	1054.00	_____
60 AMPS	_____	_____	929.00	1394.00	_____
100 AMPS	_____	_____	1220.00	1830.00	_____
Transformer (20 amp minimum charge)		Total Amps: _____ x 3.00 = _____			

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	24.00	_____
POWER STRIP	_____	24.00	_____

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	98.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	196.00	_____

## PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL:

PHONE:

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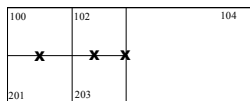
**The "Method of Payment Form" must be completed and returned with this order form.**

## TERMS & CONDITIONS

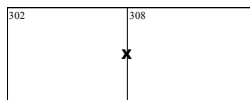
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

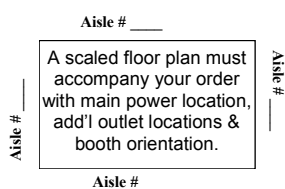
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



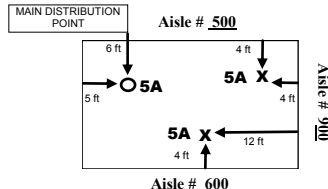
(IN-LINE BTHS) (PENINSULA)



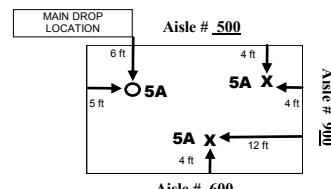
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.



# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 11/17/14

# EDLEN

The Power People  
ELECTRICAL EXHIBITION SERVICES  
5811 La Colonia San Antonio, TX 78218  
Ph: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

COMPANY:

BTH #

EVENT: DMC/DMSMS 2014

FACILITY: Henry B. Gonzalez Convention Center

DATES: December 1-3, 2014

## ELECTRICAL JURISDICTION

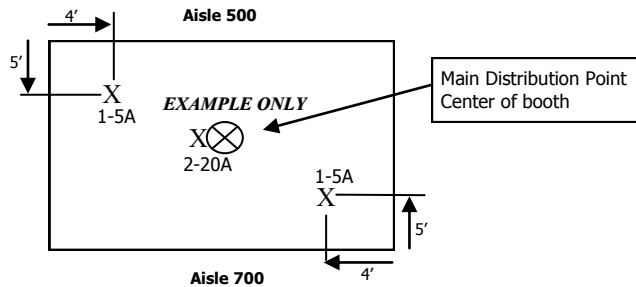
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet                      | 6. Overhead power distribution                                    |
| 2. Data/network cable under carpet (N/A)                     | 7. Overhead coaxial (network) cable distribution (N/A)            |
| 3. Connection of all 208V or higher services                 | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs                                  | 9. Hardwiring of any electrical apparatus                         |
| 5. Installation of lighting requiring tools for installation |   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
  - Floor plans must include exact outlet locations with dimensions or be to scale
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.  
Example: 20x30 Island Booth



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 11/17/14



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia San Antonio, TX 78218  
Ph: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

**COMPANY:**

**BTH #**

**EVENT: DMC/DMSMS 2014**

**FACILITY: Henry B. Gonzalez Convention Center**

**DATES: December 1-3, 2014**

## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight time ..... 98.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 198.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

### LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

### Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

## SHOW SITE SUPERVISOR

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 11/17/14



The Power People

## ELECTRICAL EXHIBITION SERVICES

5811 La Colonia San Antonio, TX 78218  
Phone: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

COMPANY:

BTH #

EVENT: DMC/DMSMS 2014

FACILITY: Henry B. Gonzalez Convention Center

DATES: December 1-3, 2014

## EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

### ☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

### ☐ BANK WIRE TRANSFER INFORMATION \*

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

\* \$25 processing fee MUST be included with transfer.

### ☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

### ☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

## CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE  
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

TOTAL DUE

**PSAV**

Technology Meets Inspiration



# EXHIBITOR RIGGING SERVICES

NAME OF CONFERENCE:				START DATE:		END DATE:		# SHOW DAYS:	
COMPANY NAME:									
ON-SITE CONTACT NAME:								ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:					CITY & STATE :			ZIP CODE:	
TELEPHONE NUMBER:					FAX NUMBER:				
ORDERED BY:					PRINT CARDHOLDER'S NAME:			BILLING ZIP CODE:	
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:	CC #:				
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK								
CARDHOLDER'S SIGNATURE:*					EMAIL ADDRESS (PLEASE PRINT):				

\*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all show site changes placed by your representatives.

If you have a special request or need additional equipment, please call. A written confirmation will be sent once your order is received and processed.

**PRICES ARE FOR EXHIBIT FLOOR ONLY. POWER IS NOT INCLUDED AND IS TO BE ORDERED SEPARATELY THROUGH THE SAN ANTONIO CONVENTION CENTER.**

- PSAV must make all attachments to the rigging system, ceiling, and supporting structure the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- **All rigging must conform to Show Management regulations.**
- Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through preferred Electrical Provider. Go to <http://www.sahbgcc.com/>
- Riggers work in minimum teams of 2. Clients can not be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 10' in length. Chain hoists will be used for these items.
- Banner placement must be approved in advance by General Contractor and Henry B. Gonzalez Convention Facility.
- The total charge per item is determined by multiplying the price by the quantity ordered.
- **Labor Rates include the price of Crew and Lift.**
- Please include applicable Sales Tax on equipment rental.
- **TAX EXEMPT STATUS** – If you are exempt from sales tax payment, we require a State of Texas exemption certificate.
- **CANCELLATIONS:**
  - A) Cancellation of orders must be received 48 hours prior to delivery to avoid a minimum charge.
  - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

RIGGING LABOR HOURLY RATES	Rate includes 2 riggers w/lift *per hour	Rate for additional staff	QTY
Straight Time: 7:00am—5:00pm (m–f)	\$600.00	\$75.00	
Time-and-a half: 5:00pm—12:00am (m–f)	\$750.00	\$112.50	
Double Time: 12:00am—7:00am (m–s)	\$900.00	\$150.00	
Time-and-a half: 7:00am—5:00pm (Sat., Sun, Holidays)	\$750.00	\$112.50	
Double Time: 5:00pm—12:00am (Holidays)	\$900.00	\$150.00	

RIGGING MOTORS	Week Rate	On-site	QTY
1/2 Ton Motor with Point-Week rate	\$150.00	\$165.00	
1 Ton Motor with Point-Week rate	\$180.00	\$198.00	
Cable Pick/Dead Hang per point	\$65.00	\$71.50	

\*\* Rates are per Rigger and Lift / per hour (2hr.Min)\*\*

\*Lift rate is \$150.00 per hour\* \*Labor and Lift rates are for trade Show Events Only\* Please estimate the number of workers for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

## DELIVERY INFORMATION

On-Site Contact:

Booth #: \_\_\_\_\_ Room #: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Delivery Time – circle one: AM / PM

Pickup Date: \_\_\_\_\_

Pickup Time — circle one: AM / PM

Department: 1974 Job #: \_\_\_\_\_

## RETURN FOR PROCESSING

**PSAV**  
PRESENTATION SERVICES

600 Hemisfair Park | San Antonio, TX 78205  
210-308-0182 (office) | 866-219-7878 (fax)

Omar Zamora 26

Exhibits Sales Person

OZAMORA@PSAV.COM

e-mail address



[partner.psav.com/HenryBGonzalezConventionCenter](http://partner.psav.com/HenryBGonzalezConventionCenter)

## RENTAL TOTALS PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL	1
LABOR TOTAL	2
SALES TAX 8.25% of Equipment Rental and Labor	3
TOTAL DUE	4



**PSAV**

Technology Meets Inspiration



# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:				START DATE:		END DATE:		# SHOW DAYS:	
COMPANY NAME:									
ON-SITE CONTACT NAME:								ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:				CITY & STATE :				ZIP CODE:	
TELEPHONE NUMBER:				FAX NUMBER:					
ORDERED BY:				PRINT CARDHOLDER'S NAME:				BILLING ZIP CODE:	
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:	CC #:				
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK								
CARDHOLDER'S SIGNATURE:*					EMAIL ADDRESS (PLEASE PRINT):				

\*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all show site changes placed by your representatives.

**If you have a special request or need additional equipment, please call. A written confirmation will be sent once your order is received and processed.**

PRICES ARE FOR EXHIBIT FLOOR ONLY. POWER IS NOT INCLUDED AND IS TO BE ORDERED SEPARATELY THROUGH THE SAN ANTONIO CONVENTION CENTER.

VIDEO/DATA DISPLAY	Show Rate	On-site	QTY
1/2 inch VHS Player	\$150.00	\$165.00	
DSR 45 DVCam Player	\$675.00	\$742.50	
DVD Player	\$210.00	\$231.00	
27" Color TV Monitor (video only)	\$270.00	\$297.00	
LCD Projector	\$1,335.00	\$1,468.00	

AUDIO EQUIPMENT	Show Rate	On-site	QTY
CD Player	\$180.00	\$198.00	
Wired Microphone: Handheld / Lavalier (circle one)	\$120.00	\$132.00	
Wireless Microphone Unit: Handheld / Lavalier (circle one)	\$450.00	\$495.00	
Wireless Headset Microphone Headset only. Mic will require wireless microphone unit to operate	\$195.00	\$214.50	
Individual Small Powered Speaker (up to 5 people)	\$150.00	\$165.00	
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)	\$405.00	\$445.00	
4-Channel Mixer	\$150.00	\$190.00	

ACCESSORIES	Show Rate	On-site	QTY
Tripod Screens: 5', 6', 7' or 8'	\$120.00	\$132.00	
42"- 54" Rolling Cart w/Black Skirt	\$60.00	\$66.00	

LIGHTING	Show Rate	On-site	QTY
Leko Light	\$135.00	\$148.50	
SourceFour PAR	\$135.00	\$148.50	
PAR 38 LED Lighting	\$105.00	\$115.50	
12-Channel Light Board	\$315.00	\$346.50	
6-Channel Dimmer	\$195.00	\$214.50	
24-Channel Dimmer 1140	\$1,140.00	\$1,254.00	
24/48-Channel Light Board	\$510.00	\$561.00	
Intelligent Lighting and control	Call for Quote		

COMPUTERS	Show Rate	On-site	QTY
Desktop Computer (circle one) Windows XP / Office 2003 1 Gig RAM, 80 Gig HD, DVD/CDRW, 1 0.100 NIC USB 2.0, Video Card W/32-128MB 17" LCD Monitor, Mouse, Keyboard, Speakers	\$500.00	\$550.00	
Laptop Computer (circle one) Windows XP / Office 2003 1 Gig RAM, 40-80 Gig HD, CD+RW/DVD/DVD +RW, Wireless G/10/100 NIC USB 2.0, Video Card 64 128MB, Bag, Power, Mouse, Mouse Pad	\$690.00	\$759.00	

MONITORS	Show Rate	On-site	QTY
17" Multi Sync LCD (Wallmount; Single Pole Stand)	\$390.00	\$429.00	
21" Multi Sync (Wallmount; Single Pole Stand)	\$300.00	\$330.00	
32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)	\$750.00	\$825.00	
42" Plasma (Dual Post Stand, Table Stand, Speakers)	\$1,080.00	\$1,188.00	
50" Plasma (Dual Post Stand, Table Stand, Speakers)	\$1,410.00	\$1,551.00	
60" Plasma (Dual Post Stand, Table Stand, Speakers)	\$1,870.00	\$2,057.00	

PRINTERS	Show Rate	On-site	QTY
HP Laserjet Printer	\$450.00	\$495.00	
HP Color Laserjet Printer	\$885.00	\$973.50	

TRUSS	Show Rate	On-site	QTY
Truss Base Plate	\$150.00	\$165.00	
12' 6-way Corner Blocks	\$75.00	\$82.50	
12"x 12"x 10' Mini Beam Truss	\$120.00	\$132.00	
12"x 12"x 8' Mini Beam Truss	\$96.00	\$105.60	
12"x 12"x 5' Mini Beam Truss	\$60.00	\$66.00	
12"x 12"x 2.5' Mini Beam Truss	\$30.00	\$33.00	

## ORDERING INSTRUCTIONS

The total charge per item is determined by multiplying the price by the quantity ordered.

Please include applicable Sales Tax on equipment rental and/or labor.

**TAX EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

## DELIVERY INFORMATION

On-Site Contact:

Booth #: \_\_\_\_\_ Room #: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Delivery Time – circle one: AM / PM

Pickup Date: \_\_\_\_\_

Pickup Time — circle one: AM / PM

Department: 1974 Job #: \_\_\_\_\_

## RETURN FOR PROCESSING

**PSAV**  
PRESENTATION SERVICES

600 Hemisfair Park | San Antonio, TX 78205  
210-308-0182 (office) | 866-219-7878 (fax)

Laura O'Shea

Exhibits Sales Person

loshea@psav.com

e-mail address

## RENTAL TOTALS

**PAYMENT IS DUE WHEN ORDER IS PLACED**

EQUIPMENT TOTAL

1

SET UP AND TEAR DOWN (20% OF LINE 1/\$ 65 Minimum)

2

SALES TAX 8.25% of Equipment Rental & Delivery/Pickup Only)

3

TOTAL DUE

4



Henry B. Gonzalez  
Convention Center

partner:psav.com/HenryBGonzalezConventionCenter





Exhibitor Company Name:		Booth / Room #:	Show Name: <b>DMC 2014 &amp; DMSMS 2014 CONF</b>
Billing Company Name:		Show Dates: <b>12 / 01 / 14 To 12 / 03 / 14</b>	
Billing Company Address:		Incentive Order Deadline: <b>11 / 15 / 14</b>	
City, State / Country, Zip:		Phone Number: (      )      -	
Contact:		Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 15px; display: flex; justify-content: space-between;"> <span></span> <span></span> </div>		Expire Date(MM/YY): <div style="border: 1px solid black; width: 50px; height: 15px; display: flex; justify-content: space-between;"> <span></span> <span></span> </div>	Cell Number: (      )      -
Credit Card Billing Address:		Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):		Card Holder Signature:	

**A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [www.smartcitynetworks.com/order/tc.aspx?center=017](http://www.smartcitynetworks.com/order/tc.aspx?center=017)**

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

Dedicated Wired Internet Routers Allowed	Premium Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	Shared Connection speeds up to 10Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b>	Shared Connection speeds up to 1.54Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b>

**ORDER ON LINE: <https://www.smartcitynetworks.com/Order/Ordering.aspx>**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service				\$1,095	\$1,395	\$1,674
b. Additional Devices for Premium Service				\$150	\$185	\$222
c. Upgrade to Public IP Address for Premium Internet Service				\$199	\$299	\$358
d. Basic Internet Service				\$695	\$895	\$1,074
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps				\$3,495	\$4,370	\$5,244
b. Dedicated 6Mbps				\$5,900	\$7,375	\$8,850
c. Dedicated 10Mbps				\$7,850	\$9,810	\$11,772
d. Upgrade to 29 Public Static IP Addresses				\$995	\$1,194	\$1,433
Higher Bandwidth Services Available Online			<a href="http://www.smartcitynetworks.com/Order/Ordering.aspx">www.smartcitynetworks.com/Order/Ordering.aspx</a>			
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports				\$185	\$225	\$270
b. Patch Cable (up to 50') – Cat5e				\$50	\$62	\$74
c. Labor / Floor Work – Fee Per Hour				\$125	\$125	\$125
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Int'l LD				\$275	\$345	\$414
b. Multi-line Phone w/ 1 main number & 1 rollover line				\$415	\$520	\$624
c. Speaker Phone Line w/ Polycom Instrument				\$465	\$575	\$690
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3 <sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			SUBTOTAL			
			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
For Smart City Use Only:		Customer No: 2014 - 017 - 423 -				



# Network Security Declaration

Center: Henry B Gonzalez CC (017) - Tx  
Show: DMC 2014 & DMSMS 2014 CONF

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2014 - 017 - 423 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



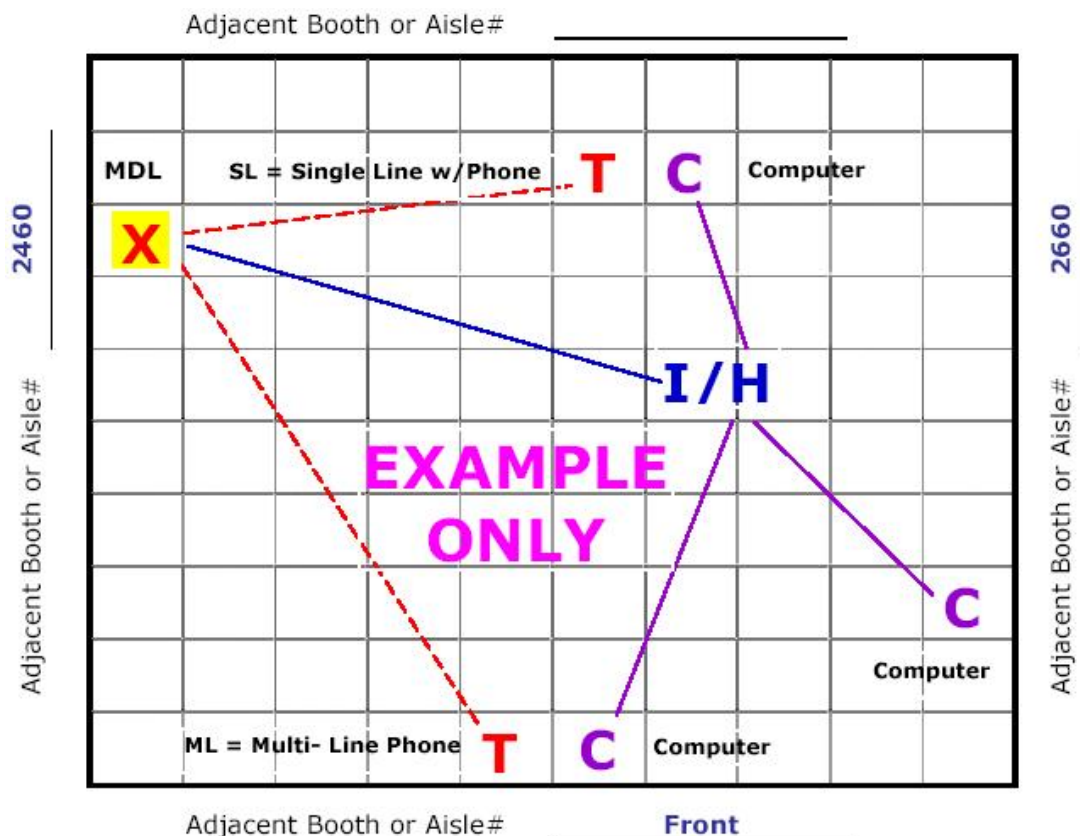
## Floor Plan – Communications Cable

**Center:** Henry B Gonzalez CC (017) - Tx  
**Show:** A B C E X A M P L E S H O W

Company Name:	ABC EXAMPLE COMPANY
Booth / Room #:	2 5 0 2
Customer / Ref #:	2014 - 017 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10)      **20 X 20**      .      **Scale** = 1 Box is equal to      2      ft.

## ABC EXAMPLE SHOW

# Floor Work / Labor - Communications Cable

Center: **Henry B Gonzalez CC (017) - Tx**  
Show: **DMC 2014 & DMSMS 2014 CONF**

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: **2014 - 017 - 423 -**

**Smart City has the exclusive contract to install all voice and data communications cabling.** This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- ❖ **Labor cost** - \$125.00 an hour per technician, with a one hour minimum.
- ❖ **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- ❖ **Smart City Cat 5 Cable** - \$50 each (50 ft. cable)

## Please select the floor work option that you will require for your booth:

☐ **Yes**, we will need to order floor work from Smart City for our booth.

\_\_\_\_\_ Estimated number of labor hours. Please add this to our order.

☐ **No**, we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

## Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** We prefer Smart City to provide the cable for our booth.

\_\_\_\_\_ Number of Cat 5 Cable(s) at \$50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City  
600 Hemisfair Plaza Way, Bldg. 277, Rm. 201  
San Antonio, TX 78205

# ***CORT Trade Show Furnishings***

*View full color brochure at:*


<https://www.hightail.com/download/eINLNU1GUnJ3NUxIRHRVag>



CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Occasional Cocktail &amp; End Table's</b>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 206	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 206	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 191	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 273	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 220	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 175	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 180	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 175	\$ -
ELOI		END TABLE	Oliver End Table	\$ 155	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 185	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 185	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 180	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 246	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 209	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 164	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 169	\$ -
<b>Café Tables</b>					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 146	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 163	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 146	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 163	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 163	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 166	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 146	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 146	\$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	\$ 202	\$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	\$ 219	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 202	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 219	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 202	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 219	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 219	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 222	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 202	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 202	\$ -
<b>Bar Table's</b>					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 169	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 175	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 169	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 175	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 175	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 192	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 169	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 169	\$ -
30MH5B		BAR TABLE	Mahogany with Black Base	\$ 211	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 236	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 214	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 236	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 214	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 236	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 236	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 236	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 214	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 214	\$ -
<b>Training Room</b>					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 282	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 338	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 214	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 235	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 107	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 248	\$ -

Innovative 2012 TS824 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHT RESERVED CORT TSF.

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 136	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 112	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 129	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 129	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 158	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 121	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 121	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 229	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 214	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 253	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 275	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 293	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 226	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 248	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 270	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 309	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 78	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 78	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 141	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 209	\$ -
<b>Desk's, Bookcase's, Credenza's &amp; File's</b>					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 394	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 377	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 394	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 372	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 241	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 236	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 299	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 282	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 185	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 136	\$ -
<b>Conference Table's</b>					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 293	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 282	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 202	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 192	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 208	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 315	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 382	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 315	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 382	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 259	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 293	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 361	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 574	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 259	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 259	\$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 227	\$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 276	\$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 414	\$ -
OCT6W		Conference Table	6' Nova Oval Conference Table, White w/Chrome Legs	\$ 385	\$ -
<b>Product Display's, Lamps, &amp; Refrigerators</b>					
ET 2		ETAGERE	BLACK	\$ 241	\$ -
ET 1		ETAGERE	SILVER	\$ 241	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 280	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 330	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 322	\$ -
TRW		Lamp	Trovato Floor Lamp - White	\$ 280	\$ -
TRH		Lamp	Trovato Table Lamp - White	\$ 220	\$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 155	\$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 105	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 591	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 197	\$ -

ORDER INFORMATION				PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:				ORDER TOTAL:		\$ - SHOW NAME:	
ADDRESS:				LATE ORDER FEE (ADD 30%):		\$ - BOOTH NUMBER (\$)	
				STATE TAX: (EXCLUDING NV & CA)		\$ - VENUE:	
PHONE:		FAX:		TOTAL DUE:		\$ - SHOW DATE:	
CONTACT:				CREDIT CARD	EXP:		
EMAIL ADDRESS:				SIGNATURE:			
AUTHORIZED BY:				NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Sofa's, Sectional's, Loveseat's &amp; Chair's</b>						<b>Occasional Chair' &amp; Ottoman's</b>					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 453	\$ -	OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 202	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 989	\$ -	OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 546	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 526	\$ -	BCW		OCCASIONAL CHAIR	Madrid, White	\$ 546	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 474	\$ -	OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 248	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 349	\$ -	OC U		OCCASIONAL CHAIR	GLOBUS	\$ 279	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 489	\$ -	CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 149	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 323	\$ -	CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 130	\$ -
SO N		SOFA	MARRAKESH	\$ 427	\$ -	SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 99	\$ -
CH N		CHAIR	MARRAKESH	\$ 304	\$ -	SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 99	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 400	\$ -	SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 99	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 354	\$ -	OC B		TUB CHAIR	KEY WEST, BLACK	\$ 291	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 575	\$ -	OC Y		STAGE CHAIR	ONYX	\$ 135	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 375	\$ -	OC C		STAGE CHAIR	CAMEL	\$ 135	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 475	\$ -	OC Z		STAGE CHAIR	BEIGE	\$ 135	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 315	\$ -	OC R		STAGE CHAIR	RED	\$ 135	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 575	\$ -	OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 175	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 375	\$ -	OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 216	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,022	\$ -	OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 241	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 457	\$ -	OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 270	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 251	\$ -	OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 282	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 314	\$ -	OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 216	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 376	\$ -	OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 241	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 267	\$ -	OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 270	\$ -
<b>Bar's &amp; Barstool's</b>						<b>Bar's &amp; Barstool's</b>					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 160	\$ -	OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 282	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 195	\$ -	CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 439	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 180	\$ -	CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 439	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 180	\$ -	CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 439	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 173	\$ -	OSC		OTTOMAN	WHITE CUBE	\$ 82	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 173	\$ -	OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 82	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 137	\$ -	PUZ2SW		OTTOMAN	Puzzle Bench	\$ 225	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 129	\$ -	VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 95	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 129	\$ -	VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 95	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 129	\$ -	VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 95	\$ -
BS001		BARSTOOL	Shark Swivel Barstool	\$ 225	\$ -	VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 95	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool	\$ 205	\$ -	VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 95	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,826	\$ -	VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 95	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 981	\$ -	VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 95	\$ -

**LATE ORDERS:**

- Orders received within 14-days prior to show opening will incur a 30% late fee.

**CANCELLATIONS:**

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

**DALLAS** Ph. 214-638-6101 Fax 972-919-3979  
**EMAIL FORMS TO:** donna.finley@cort.com

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.