



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST. INC.

2021 MANEUVER WARFIGHTER CONFERENCE EXPO
McGinnis-Wickam Hall
Ft. Benning, Georgia
Wednesday, September 8 – Friday, September 10, 2021

Dear Exhibitor:

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

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 8.0% in Ft. Benning, GA.** Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Georgia. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889.**

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: esr@cssabq.com
1921 Bellamah Ave. NW
Albuquerque, NM 87104
Phone: (505) 243-9889
Fax: (505) 243-8197

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	2021 Maneuver Warfighter Conference Expo	
VEHICLE MOVE-IN:	Monday, September 06, 2021	08:00 – 17:00
EXHIBITOR MOVE-IN:	Monday, September 06, 2021	08:00 – 17:00
	Tuesday, September 07, 2021	08:00 – 14:00
SHOW DATE(S):	Wednesday, September 08, 2021	07:30 – 16:00
	Thursday, September 09, 2021	07:30 – 16:00
	Friday, September 10, 2021	07:30 – 16:00
EXHIBITOR MOVE-OUT:	Friday, September 10, 2021	16:00 – 18:00

Outside freight carriers must be checked in by: **Friday, September 10, 2021 @ 17:00**
 All materials must be packed with bill(s) of lading turned in to **CSS** by: **Friday, September 10, 2021 @ 18:00**

SHOW LOCATION: McGinnis-Wickam Hall - Building 4
 1 Karker Street
 Ft. Benning, GA 31905

STANDARD BOOTH PACKAGE: (Included with booth purchase)	6' D x 10' W (Indoors) 8' Black/Silver Draped Back Wall 3' Black Draped Side Rail (1) 6' Black Draped Table (2) Molded Plastic Chairs (1) Waste Basket w/ Liner (1) 7" x 44" ID Sign	8' D x 10' W (Outdoors) Floor Marking Only
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The exhibit hall **IS NOT** carpeted.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, August 09, 2021
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, August 09, 2021
Last date to receive certificate of insurance for EAC:	Monday, August 09, 2021
Advance Orders and Payment Deadline:	Wednesday, August 18, 2021
Last date freight can arrive at the advance warehouse:	Thursday, September 02, 2021
First date for direct shipments to facility:	Sunday, September 05, 2021

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 7:00 – 17:00

Monday, August 9 – Thursday, September 2, 2021

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
 2021 MWC
 c/o **CSS**
 HENRY Logistics
 1250 Terminus Drive, Suite 200
 Lithia Springs, GA 30122

FIRST DAY FOR DIRECT FREIGHT

Sunday, September 5, 2021 – Tuesday, September 7, 2021

08:00 – 17:00

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
 c/o **CSS**
 2021 MWC
 McGinnis-Wickam Hall – Bldg 4
 1 Karker Street
 Ft. Benning, GA 31905



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policy, the CSS Material Handling Information and Limits of Liability, and the CSS Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

Account #:

Expiration Date: Billing Zip Code:

Card Verification # (3 or 4 Digit Code on Card):

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Pop-Up Tents	
Carpet	
Labor	
Vehicle Spotting	
Material Handling	
Cleaning / Disinfecting	
Floral	
Signs / Graphics	
Electrical	
<i>Information included but sent to a different location</i>	
Audio Visual	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Wednesday, August 18, 2021**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.

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

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Wednesday, August 18, 2021**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site**.
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

Furniture/Carpet
 Booth Cleaning
 Material Handling
 Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: 2021 MWC	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	153	183
	6'L X 30"H Draped Table	165	186
	8'L X 30"H Draped Table	175	210

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

	4'L X 40"H Draped Counter	173	196
	6'L X 40"H Draped Counter	176	222
	8'L X 40"H Draped Counter	196	245
	30"D X 40"H Spandex Round Highboy	197	236

UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	88	106
	6'L X 30"H Undraped Table	101	121
	8'L X 30"H Undraped Table	128	153
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	276	331

UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	101	121
	6'L X 40"H Undraped Counter	117	140
	8'L X 40"H Undraped Counter	134	161
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	295	353

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	68	79
	4th Side Table Drape for Counter 40"H	87	101
	Individual Table Skirt for Table 30"H	79	93
	Individual Table Skirt for Counter 40"H	100	116

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

	3' High Drapery/linear ft.	13	17
	8' High Drapery/linear ft.	22	26
	3' Upright w/ 1/2 Base	24	28
	8' Upright w/ Full Base	25	30
	Crossbar	25	30

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	67	84
	Padded Side Chair	90	113
	Padded Arm Chair	98	122
	Upholstered Bar Stool with Back	110	138
	Bag Rack (circle choice) "T" waterfall	88	106
	Literature Rack (circle choice) flat accordion	143	166
	Aluminum Easel	41	49
	iPad Stand	236	284
	Wastebasket with Liner	28	34
	Fishbowl	39	47
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	191	229
	36" x 48" Double Sided Magnetic Whiteboard	191	229
	4'L X 7"H Table Riser (draped in vinyl)	74	89
	6'L X 7"H Table Riser (draped in vinyl)	96	115
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	414	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue Gold Teal Beige Hunter Green
 Black White Peach Burgundy Terra-Cotta
 Red Silver Plum

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
 White Teal Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.0%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE
 2' W X (4', 6', OR 8' L) X 30" H



DRAPED COUNTER
 2' W X (4', 6', OR 8' L) X 40" H



UNDRAPED TABLE/COUNTER
 2' W X (4', 6', OR 8' L) X 30" H OR 40" H

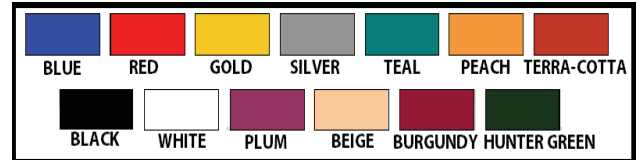


SPANDEX HIGHBOY
 30" D X 40" H

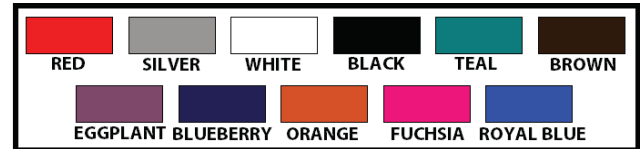


ROUND CONFERENCE TABLE/COUNTER
 36" D (BLACK/WHITE) or
 40" D (GREY) x 30" or 40" H

DRAPE COLORS



SPANDEX COLORS



MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



T STYLE BAG RACK
50" H X 15" W X 12" L



WATERFALL BAG RACK
50" H X 15" W X 12" L



ALUMINUM EASEL
64" H X 32" W X 32" L



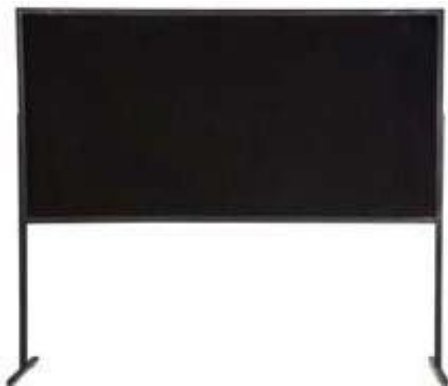
FLAT LITERATURE STAND WITH 6
POCKETS
55" H X 14" W X 9" L



ACCORDION LITERATURE
STAND
5' HIGH



IPAD STAND WITH ADJUSTABLE
POLE (28" - 44")
BASE 18" X 14"



POSTER BOARD
(HORIZONTAL)
4' X 8'



WHITEBOARD (VERTICAL)
36"W X 48"H + FRAME



GLASS SHOW CASE
38" H X 48" W X 18" D



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POP-UP CANOPY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Floor Orders are limited and may not be available in all sizes.

Additional sizes and prices may be available upon request with 30 day advance notice.

POP-UP CANOPIES			
Quantity	Description	Advance Price	Standard Price
	10' X 10' White Pop-Up Canopy	365	532
	10' X 10' White Pop-Up Canopy w/ 3 sides	540	900
	20' X 20' White Pop-Up Canopy	1300	1600
	20' X 20' White Pop-Up Canopy w/ 3 sides	1550	2060
	Water Barrel (for ballast)	71	104
	Specialty Sizes and Set Up	Contact for Quote	
	Delivery and Set-Up Fee (up to a 20x20)	200	200
PLEASE READ PAYMENT POLICY		SUBTOTAL	\$
		Tax (8.0%)	\$
		TOTAL	\$

Tent orders cancelled by August 18, 2021, will be refunded 50% of the original price; orders cancelled after August 18, 2021 are nonrefundable.

No refunds are made to orders cancelled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. Insurance for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	6' x 10' carpet	228	367
	6' x 20' carpet	456	634
	6' x 30' carpet	684	921

STANDARD CARPET COLOR *(please circle color choice)*

Blue Red Grey Teal Hunter Green Black Burgundy Plum

SPECIAL CUT STANDARD CARPET

Special sizes are available at **\$3.80** per square foot in any dimensions. (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size _____ x _____ = _____ square feet x \$3.80 = \$ _____ TOTAL

Visqueen is available at **\$0.85** per square foot installed

_____ x _____ = _____ square feet x \$0.85 = \$ _____ TOTAL

Carpet Padding is available at **\$2.00** per square foot installed (60 sq. ft. min)

_____ x _____ = _____ square feet x \$2. = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$

For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services>.



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**.
Orders placed after the Advance Payment Deadline - add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	\$113 per person/per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$153 per person/per hour
Sundays and Holidays	\$183 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$202 per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$242 per hour
Sundays and Holidays	\$272 per hour

****Exhibitor must contract all forklift operation with the official service contractor.****

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00AM. If labor is not picked up or canceled without 24-hour's notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

	Labor Type	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION						
DISMANTLE						

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
TOTAL	\$



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EXHIBITOR APPOINTED CONTACTOR (EAC)
Submission Deadline for Notification & Certificate of Insurance: **Mon., August 09, 2021**

CONVENTION SERVICES OF THE SOUTHWEST. INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE, AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Monday, August 09, 2021**.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Monday, August 09, 2021**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (Show aisles and public space are not part of the booth area.)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS:	
CONTACT, TELEPHONE # & FAX:	

The EAC must notify **CSS** of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show floor. All EACs must provide insurance certificates to **CSS** and Show Management of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE:
EMAIL:	FAX:

2021 MWC



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SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

- **What is Mobile and Motorized Equipment Handling?** Mobile & Motorized Handling applies to equipment or mobile displays which do not require un-skidding or uncrating to be wheeled in and out of the exhibit area. Includes rolling stock, self-propelled, towed and/or pushed vehicles and equipment.
- **Motorized Equipment** is defined as a vehicle or unit that can be driven or moved to and from the booth location under its own power.
- The facility requires Exhibitors or their agents with mobile or motorized equipment to have guidance to their respective booths including outdoor display areas. This guidance is required and provided by **CSS** to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in aisles.
- Exhibitors may drive their motorized equipment in and out of the exhibit areas with **CSS** spotters or hire **CSS** to supply an operator when available.

Rules Regarding Vehicles:

- Battery leads must be disconnected and ends taped.
- Gasoline powered vehicles must contain less than 1 gallon of gas per vehicle.
- Fuel tanks must have locking gas caps.
- Refueling or removal of fuel from vehicles while on the premises is prohibited.
- Vehicles inside the convention center cannot be turned on, operated or moved during show hours.
- All spotting service orders are subject to CSS' Payment Policy and Limits of Liability.

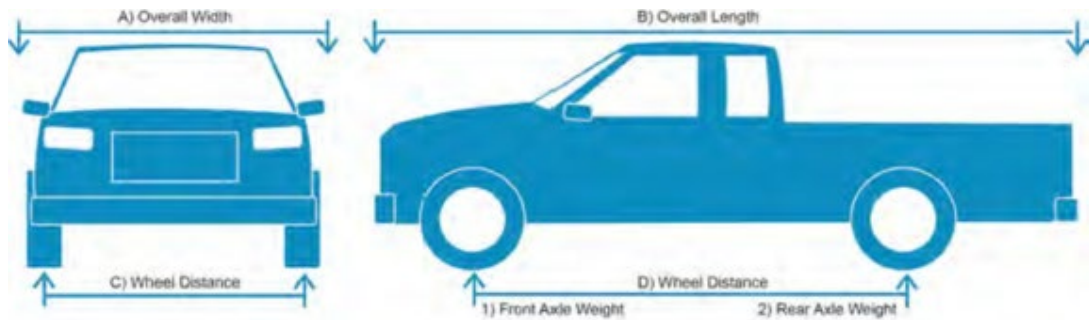
MOBILE/MOTORIZED UNITS*

\$ 250 PER UNIT (Round Trip)

*Note: Mobile units will be assessed a "one time" spotting charge in addition to a one-hour forklift/operator charge each way for unloading and loading where required (see Lift Equipment and Labor form). All vehicles/Mobile Units must arrive during assigned move-in time.

Number of Units: _____ Type: _____

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? Yes* No *(See Lift Equipment and Labor form.)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: _____ Time: _____
On-Site Contact Name: _____ Cell Phone: _____

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ _____
TOTAL	\$



CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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www.cssabq.com

email us @
esr@cssabq.com

MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST. INC.

LIMITS OF LIABILITY

PLEASE READ:

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

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for 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 said materials.

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

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

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

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

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

CSS will not be responsible for:

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

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



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00 – 17:00 Monday, August 9 – Thursday, September 2, 2021 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # 2021 MWC c/o CSS HENRY Logistics 1250 Terminus Drive, Suite 200 Lithia Springs, GA 30122
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Sunday, September 5, 2021 – Tuesday, September 7, 2021 08:00 – 17:00 DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS 2021 MWC McGinnis-Wickam Hall – Bldg 4 1 Karker Street Ft. Benning, GA 31905
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

Our preferred freight carrier is: CSS Logistics (505) 243-9889

****Freight will be re-routed from show floor on Friday, September 10, 2021 @ 17:00****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 144</u> per cwt = <u>\$ 720</u>

ADVANCE FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 144 per cwt. \$ 288 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 144 per cwt = \$ _____

DIRECT FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 148 per cwt. \$ 296 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 148 per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

"Late Shipments" and "Off Target" freight will be charged an **additional \$40 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing 30 lbs. or less will be charged a **\$63 material handling fee.**

Banding and Shrink Wrap will be charged at **\$73** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$61 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
TOTAL	\$

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

2021 MWC

c/o CSS

HNRV Logistics

1250 Terminus Drive, Suite 200

Lithia Springs, GA 30122

Warehouse Hours: M-F 07:00 – 17:00

MUST ARRIVE BY: Thurs, Sept 2, 2021

RUSH



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

2021 MWC

c/o CSS

HNRV Logistics

1250 Terminus Drive, Suite 200

Lithia Springs, GA 30122

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Thurs, Sept 2, 2021

RUSH

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

2021 MWC

c/o CSS

McGinnis Wickam Hall – Bldg 4

1 Karker Street

Ft. Benning, GA 31905

Must NOT arrive before 9/5/21

DIRECT Shipments Received:

Sunday, Sept. 5 – Tuesday, Sept. 7, 2021

08:00 – 17:00

RUSH



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

2021 MWC

c/o CSS

McGinnis Wickam Hall – Bldg 4

1 Karker Street

Ft. Benning, GA 31905

Must NOT arrive before 9/5/21

DIRECT Shipments Received:

Sunday, Sept. 5 – Tuesday, Sept. 7, 2021

08:00 – 17:00

RUSH



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 www.cssabq.com

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 esr@cssabq.com

OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

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

FROM: SHIPPER/EXHIBITOR NAME: _____
 BILLING ADDRESS: _____

 CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____

 CITY: _____ STATE: _____ ZIP: _____
 PHONE#: _____ ATTN: _____
 SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT Please specify your choice by checking the following:

- The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.
(Must complete/include CSS Logistics forms.)
- The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)
 - Common Carrier _____
 - Van Line _____
 - Air Freight _____

NUMBER OF DESIRED SHIPPING LABELS: _____ *(Fed Ex and UPS shipping labels are not available)*

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

KEEP IT SIMPLE

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs



Ground

Air

Domestic Only

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



CSS LOGISTICS, Inc
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p. 505.243.9889
f. 505.243.8197
CSSL@cssabq.com



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KEEP IT SIMPLE
5% Show Discount on Freight
(over show special weight of 140lbs)

L O G I S T I C S

CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: 2021 Maneuver Warfighter Conference Expo
McGinnis-Wickam Hall, Ft. Benning, Georgia
September 8-10, 2021

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file. If you ship round trip there is an additional 5% discounted off the total.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of eight (8) linear feet.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation,

SHOW SPECIAL

\$310.00 *each way*

Show Special Shipping is 2-5 Day Ground Deferred Transit Time depending on location.

Only applies to total shipping weight of up to 140lbs

All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.

Please contact CSS for Material Handling requirements for your show at esr@cssabq.com

You pack-n-wrap

We provide labels and shipping documents

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you), credit card authorization, and initial the limits of liability document (this is required), fax or email back, and we'll do the rest!

Thank you for your business!



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www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM

SHIP TO ADVANCE WAREHOUSE

LOGISTICS

SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **2021 MWC**

Booth #:

FREIGHT IS ACCEPTED FROM: August 9 – September 2, 2021 - Monday – Friday 7:00 – 17:00

Company:

Contact Name and Phone #

Pick Up Address:

City: State: Zip:

Pick Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel Phone: 505-243-9889

c/o CSS HENRY Logistics

Address: 1250 Terminus Drive, Suite 200

City: Lithia Springs State: GA Zip: 30122

SHIP BY GROUND (Circle One)

Standard Ground – 2-5 day week day transit, add 2 days for Pickup & Del

Time Critical – ships 1-2 days faster than standard and includes weekends

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery **Y / N** Lift Gate Required **Y / N** High Rise Office **Y / N** Limited Access **Y / N**

Dock Available **Y / N** Hazardous Materials **Y / N** Food **Y / N** Poison **Y / N**

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

Visa (begins w/4) MasterCard (begins w/5) American Express (begins w/3)

Credit Card #:

Expiration Date: CIV Code: Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM

SHIP DIRECT TO TRADESHOW

L O G I S T I C S

SHIP DIRECT TO TRADESHOW (SHOW SITE)

Show Name: **2021 MWC**

Booth #

FREIGHT IS ONLY ACCEPTED FROM: September 5, 2021 – September 7, 2021 -- 08:00 – 17:00

Company:

Contact Name and Phone #

Pick Up Address:

City: State: Zip:

Pick Up Date and TIME

Exhibitor:

C/O CSS Phone:

Facility: McGinnis-Wickam Hall Bldg 4

Address: 1 Karker Street

City: Ft. Benning State: GA Zip: 31905

SHIP BY GROUND (Circle One)

Standard Ground – 2-5 day week day transit, add 2 days for Pickup & Del

Time Critical – ships 1-2 days faster than standard and includes weekends

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery Y / N	Lift Gate Required Y / N	High Rise Office Y / N	Limited Access Y / N
Remote Pick Up/Delivery Y / N	Hazardous Materials Y / N	Food Y / N	Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

Visa (begins w/4) MasterCard (begins w/5) American Express (begins w/3)

Credit Card #:

Expiration Date: CIV Code: Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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ORDER FORM

RETURN FROM SHOW – GROUND ONLY

L O G I S T I C S

COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)

Show Name: 2021 MWC	Booth #
----------------------------	---------

Exhibiting Company:		
Facility: McGinnis-Wickam Hall – Bldg 4		
Pick Up Address: 1 Karker Street		
City: Ft. Benning	State: GA	Zip: 31095

Ship TO (Consignee):		
Contact Name and Phone #:		
Address:		
City:	State:	Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW: ALL Information Required to Schedule delivery		
DELIVERY INFORMATION REQUIRED: ADVANCE WHSE or DIRECT		
Delivery date: Not before _____ Not after _____		
Exhibiting Company:		
Show Name:	Booth #:	
C/O:	Phone #:	
Address:		
City:	State:	Zip:

SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX			
Home Pick Up/Delivery Y / N	Lift Gate Required Y / N	High Rise Office Y / N	Limited Access Y / N
Remote Pick Up/Delivery Y / N	Hazardous Materials Y / N	Food Y / N	Poison Y / N

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

Visa (begins w/4)
 MasterCard (begins w/5)
 American Express (begins w/3)

Credit Card #:

Expiration Date:
 CIV Code:
 Billing Zip Code:

Name on card / Signature	Date
EMAIL (REQUIRED)	



UNIFORM BILL OF LADING TERMS AND CONDITIONS

L O G I S T I C S

Sec 1

- (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:
- (b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec 2

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

Every party, whether principal or agent, who shops explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

- (a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec 9

- (a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.



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DAMAGE/LOSS LIMITATIONS

L O G I S T I C S

IMPORTANT INFORMATION ON LIMITS OF LIABILITY

FREIGHT DAMAGE OR LOSS

TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman’s limits of liability which are typically between \$.30 – \$1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS’ liability in Albuquerque, New Mexico is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS’ maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. Claim must be made within 30 days of damage/loss. File your claim with CSS.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for 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 said materials.

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

PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits.

Print Name

Signature



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CLEANING & DISINFECTING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

As the General Service Contractor, **CSS** has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move-in process due to debris in the air, aisles, and other exhibitors. It is always recommended to order a one-time vacuuming prior to the show opening.

CLEANING SERVICES AVAILABLE			
Quantity (Square Foot)	Description	Price per sq. ft.	Subtotal
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.50	
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.45 (x XX days)	
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.00 (x XX days)	

Clean + Disinfecting Services - Specialized protocols to combat biological threats and contagions.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

DISINFECTING SERVICES AVAILABLE			
Quantity (Square Foot)	Description	Price per hour	Subtotal
Display Wipe Down with Sanitizing Disinfectant (Wipe down service using government recommended disinfectant products.)			
	One Time Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.)	\$ 140.00	
	Daily Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of event, prior to show open. Each day billed at a minimum of 1 hour.)	\$ 140.00 (x XX days)	
	Multi Visit Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service times to be prescheduled by exhibitor throughout event open days. Minimum order of 2 visits per day. Each visit billed per hour.)	\$127.00 (x XX visits)	
Electrostatic Fogging (Electrostatic sprayers with cleaning products approved by government regulatory agencies.)			
	Electrostatic Fogging per Sq Ft (Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.)	\$ 1.44 / sq ft (x XX days)	

Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.

CSS is not responsible for any damage, discoloration, etc. of exhibit items resulting from disinfecting or fogging chemicals.

Minimum order of 100 sq. ft.

Disinfecting wipe down service is a minimum of one hour.

Electrostatic fogging services are based on total booth sq. ft regardless of area being cleaned.

Submission of this form indicates you read and accept the terms of our Payment Policy.

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move-in.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event. **CSS** is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.0%)	\$
TOTAL	\$



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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	104	125	
	Floral Arrangement 18"H x 12"W	146	176	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (<i>please circle choice</i>) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	95	113	
	Mums (<i>select color</i>) White Yellow Purple Rust	95	113	
	Small Ferns	60	72	
	Large Ferns	95	113	
	3 – 4 foot green plants	113	136	
	5 – 6 foot green plants	187	225	
	7 – 8 foot green plants	230	276	
		Delivery Charge		125
PLEASE READ PAYMENT POLICY		SUBTOTAL		\$
		Tax (8.0%)		\$
		TOTAL		\$

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

Rental price includes decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		20	24	
	7" x 44"	Vertical Horizontal		45	54	
	11" x 14"	Vertical Horizontal		56	64	
	14" x 22"	Vertical Horizontal		69	83	
	22" x 28"	Vertical Horizontal		93	112	
	24" x 36"	Vertical Horizontal		126	151	
	28" x 44"	Vertical Horizontal		176	212	
	Meter Board (1 meter x 8')	(unframed)		397	476	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (8.0%)	\$
TOTAL	\$

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.
 If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions) or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)
RASTER FILES: .PSD, .TIF, .EPS, .JPG

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at 1/2 size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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ELECTRICAL ORDER FORM

Outdoor Exhibit Spaces ONLY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: 2021 MWC	Advance Payment Deadline: Wednesday, August 18, 2021	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Qty.	Description	Advance Price	Regular Price	Total	TERMS & CONDITIONS	
120V LIGHTING & UTILITY OUTLETS					<p>Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise. Convention Service of the Southwest (CSS) is not responsible for voltage fluctuation or power failure due to temporary conditions 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. For your protection you should install a surge protector on your computer(s). All equipment, regardless of the source of power, must comply with all federal, state, and city safety codes. Electrical power for lights and displays will be turned on one hour prior to show opening and will be turned off at show closing each day. Exceptions must be arranged with CSS. All electrical installations and connections to all electrical service should be made by a CSS technician. CSS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CSS technician. Claims will not be considered unless filed prior to the close of show. Credit will not be given for outlets installed and not used.</p>	
	500 Watt or 5 Amps	153	230			
	1000 Watt or 10 Amps	267	400			
	2000 Watt or 20 Amps	374	561			
	30 Amps (Labor Req.)	Call for Quote				
208V 1 PHASE MOTOR & EQUIPMENT OUTLETS					<p>IMPORTANT:</p> <p>To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, by the Advanced Payment Deadline date. All other orders will be charged at regular price.</p> <p>Dedicated Circuits and 24-Hour Services will be double the listed price and require a 20 Amp Outlet. Please double rates. Use * to indicate 24-Hr. Outlet(s).</p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.</p> <p>Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.</p> <p>Power sharing is not permitted between exhibitors.</p> <p>OUTLET LOCATION & DISTRIBUTION:</p> <p>All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis.</p>	
	20 Amp	610	914			
	30 Amp	782	1173			
	60 Amp	1047	1570			
	100 Amp	1461	2191			
	200 Amp	2243	3364			
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS					<p>CSS JURISDICTION:</p> <p>*All motor and equipment hook-ups requiring wiring connections.</p> <p>*All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor.</p> <p>*Labor is required to inspect equipment pre-wired to plug into our system.</p> <p>*Installation and/or repair of electrical fixtures.</p> <p>*Installation of electrical motors and electrical apparatus to be energized.</p> <p>*Lift Rates: \$175.00 per hour plus operator (One hour minimum)</p> <p>LABOR: ST \$138.00 – OT \$208.00</p> <p>Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the overtime rate. Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. All labor requests require a credit card on file. Labor rates are subject to Union contract effective at time of show.</p>	
	20 Amp	782	1173			
	30 Amp	1047	1570			
	60 Amp	1380	2070			
	100 Amp	1932	2898			
	200 Amp	3091	4637			
TRANSFORMER(S) TO BOOST 208V TO 230V					<p>LABOR REQUEST:</p> <p>TIME: _____</p> <p>DATE: _____</p>	
Total Amps:		X	\$16.00 / AMP	=		
480V 3 PHASE MOTOR & EQUIPMENT OUTLETS					<p>This labor request will not be processed until we receive a complete electrical order and floor plan.</p>	
	20 Amp	1139	1708			
	30 Amp	1407	2110			
	60 Amp	1771	2657			
	100 Amp	2202	3303			
	200 Amp	3311	4967			
Also available: 380V/220V/ 3 Phase Motor & Equipment Outlets						
FLOODLIGHTS & TRACK						
	150 Watt Flood Light	153	230			
	Double 150 Watt Flood	230	288			
	1000 Watt Overhead	328	492			
*Overhead light may require labor and lift to install. First focus included. Call for a quote. Outlet for light is included in price.						

For items not listed on this order form or for specialty items, please contact CSS for a quote.

PLEASE READ PAYMENT POLICY

ELECTRICAL SUBTOTAL	\$
LABOR SUBTOTAL	\$
Tax (8.0%)	\$
TOTAL	\$



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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

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

cooking and/or warming devices.

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

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

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

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

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

IN ALL CASES:

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

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

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



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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.

