



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.

2019 JOINT CONFERENCE ON T&E SUPPORT TO PROTOTYPING AND EXPERIMENTATION
Hotel Albuquerque
Albuquerque, New Mexico
Wednesday, January 16 – Thursday, January 17, 2018

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 7.875% in New Mexico**. Sales tax is applicable to rentals, labor, and services (including material handling services). *(To claim exemption, please provide a NM issued exemption certificate type 2 for rentals and/or a type 5 for services. The exemption(s) must arrive with your order. Taxes will not be refunded after the event.)*

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
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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:	2019 Joint Conference on T&E Support to Prototyping and Experimentation	
EXHIBITOR MOVE-IN:	Tuesday, January 15, 2019	12:00PM – 5:00PM
SHOW DATE(S):	Wednesday, January 16, 2019	7:00AM – 5:30PM
	Wednesday, January 16, 2019	5:30PM – 7:30PM – <i>Exhibitor Reception</i>
	Thursday, January 17, 2019	7:00AM – 3:30PM
EXHIBITOR MOVE-OUT:	Thursday, January 17, 2019	3:30PM – 6:00PM

Outside freight carriers must be checked in by: **Thursday, January 17, 2019 @ 5:00PM**
 All materials must be packed with bill(s) of lading turned in to **CSS** by: **Thursday, January 17, 2019 @ 6:00PM**

SHOW LOCATION: Hotel Albuquerque
 South & East Ballroom Foyers
 800 Rio Grande Blvd. NW
 Albuquerque, NM 87104

STANDARD BOOTH PACKAGE: **8' x 10'**
 (Included with booth purchase) 8' Blue & Gold Draped Back Wall
 3' Blue Draped Side Rail
 (1) 6' Blue Draped Table
 (2) Molded Plastic Chairs
 (1) Waste Basket w/ Liner
 (1) 7" x 44" ID Sign

The exhibit hall **IS** carpeted.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, December 17, 2018
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, December 17, 2018
Last date to receive certificate of insurance for EAC:	Monday, December 17, 2018
Advance Orders and Payment Deadline:	Monday, January 07, 2019
Last date freight can arrive at the advance warehouse:	Monday, January 14, 2019

**NOTE: CSS will be closed on Monday, December 24, 2018,
 Tuesday, December 25, 2018, and Tuesday, January 1, 2019.**

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 5:00PM

Mon., December 17, 2018 – Mon., January 14, 2019

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
 T&E Support 2019
 c/o **CSS**
 1921 Bellamah Ave. NW
 Albuquerque, NM 87104

DIRECT SHIPPING IS NOT AVAILABLE

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



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	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	
Carpet	
Rental Display	
Labor	
Material Handling	
Cleaning	
Electrical	
<i>Information included but ordered from a different location</i>	
Phone/AV	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 **Monday, January 07, 2019**. *(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 **Monday, January 07, 2019**.
- 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: T&E Support 2019	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: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	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
	2' X 2' X 30" Draped Pedestal	106	127
	4'L X 30"H Draped Table	122	147
	6'L X 30"H Draped Table	137	165
	8'L X 30"H Draped Table	160	192

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

	2' X 2' X 40" Draped Pedestal	123	148
	4'L X 40"H Draped Counter	140	168
	6'L X 40"H Draped Counter	158	189
	8'L X 40"H Draped Counter	184	221
	30"D X 40"H Spandex Round Highboy	158	189

UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	71	85
	6'L X 30"H Undraped Table	81	97
	8'L X 30"H Undraped Table	102	122
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	221	265

UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	81	97
	6'L X 40"H Undraped Counter	93	112
	8'L X 40"H Undraped Counter	107	129
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	236	283

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	58	69
	4th Side Table Drape for Counter 40"H	67	81
	Individual Table Skirt for Table 30"H	69	83
	Individual Table Skirt for Counter 40"H	80	96

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

	3' High Drapery/linear ft.	10	12
	8' High Drapery/linear ft.	18	21
	3' Upright w/ 1/2 Base	19	23
	8' Upright w/ Full Base	21	25
	Crossbar	21	25

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	47	56
	Padded Side Chair	62	74
	Padded Arm Chair	71	85
	Upholstered Bar Stool with Back	88	106
	Bag Rack (circle choice) "T" waterfall	71	85
	Literature Rack (circle choice) flat accordion	166	200
	Aluminum Easel	33	39
	iPad Stand	189	227
	Wastebasket with Liner	23	27
	Fishbowl	32	38
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	152	183
	36" x 48" Double Sided Magnetic Whiteboard	152	183
	4'L X 7"H Table Riser (draped in vinyl)	59	71
	6'L X 7"H Table Riser (draped in vinyl)	77	98
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	331	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 Orange Terra-Cotta
 Red Silver Plum Burgundy

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
 White Teal Silver

PLEASE READ PAYMENT POLICY

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



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FURNISHINGS-TABLES

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



DRAPED PEDESTAL

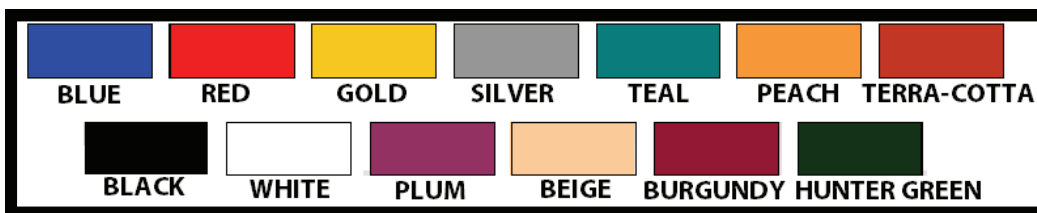
2' W X 2' L X 30" H



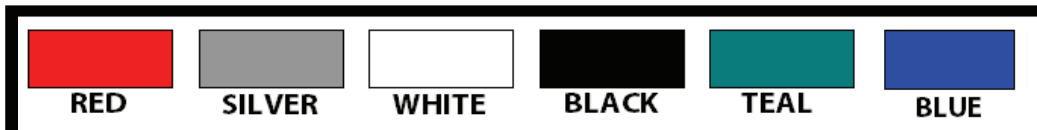
DRAPED PEDESTAL

2' W X 2' L X 40" H

DRAPE COLORS



SPANDEX COLORS



SPANDEX HIGHBOY

30" D X 40" H



UNDRAPED TABLE/COUNTER

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



36" ROUND BLACK/WHITE

CONFERENCE TABLE/COUNTER

36" D x 30" or 40" H



40" ROUND GREY

CONFERENCE TABLE/COUNTER

40" D x 30" or 40" H



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PADDED SIDE CHAIR
SPECKLED GREY/BLACK



PADDED ARM CHAIR
SPECKLED GREY/BLACK



MOLDED PLASTIC CHAIR
GREY



UPHOLSTERED BAR STOOL
SPECKELD GREY/BLACK



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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**ACCORDION
 LITERATURE STAND**
 5' HIGH WITH
 6 POCKETS



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



**POSTER BOARD
 (HORIZONTAL
 OR VERTICAL)**
 4' X 8'

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



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



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



**T CHROME
 BAG RACK**
 50" H X 15" W X 12" L



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



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



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	141	169
	10' x 20' carpet	246	295
	10' x 30' carpet	369	443
	10' x 40' carpet	493	591

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 **\$4.17** 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 \$4.17 = \$ _____ TOTAL

Visqueen is available at **\$0.67** per square foot installed

_____ x _____ = _____ square feet x \$0.67 = \$ _____ TOTAL

Carpet Padding is available at **\$0.98** per square foot installed (100 sq. ft. min)

_____ x _____ = _____ square feet x \$0.98 = \$ _____ 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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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table.** Units #3001-3006 and #3010-3025 include **Standard Carpet, and Daily Cleaning.** Electrical outlets are not included with rental of any Display Unit. All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Advance Price	Standard Price
	Basic #3000	1378	1654
	10'x10' #3010	1772	2126
	10'x10' #3001 (3 spotlights, 1 shelf)	3347	4016
	10'x10' #3002 (3 spotlights, 1 shelf, 1-1 meter counter)	3741	4489
	10'x10' #3002A (3 spotlights, 1 shelf, 1 - 1/4 round counter)	4001	4801
	10'x10' #3011 (2 spotlights, 1 - 1 meter curved counter)	4001	4801
	10'x10' #3012 (2 spotlights, 2 - 1/2 meter pedestals)	4197	5037
	10'x10' #3013 (3 spotlights, curved end back counter)	4465	5358
	10'x10' #3014 (1 spotlight, 1 - 1/4 round counter)	4725	5670
	10'x20' #3003 (6 spotlights)	4922	5906
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	5253	6303
	10'x20' #3020 (5 spotlights)	5646	6776
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	5906	7088
	10'x20' #3021 (6 spotlights, 1 - 2 meter radius counter)	5906	7088
	10'x20' #3022 (6 spotlights, curved header, 1 - 2 meter counter)	6040	7248
	10'x20' #3023 (6 spotlights, 1 - 2 meter counter w/ curved ends)	6040	7248
	10'x20' #3024 (6 spotlights, 4 curved shelves, 1 - 1/2 round counter)	6166	7399
	10'x20' #3025 (7 spotlights, 3 - 1.5 meter curved counters)	6363	7636
	10'x10' Office #3006	3733	4479
	Table Top Display #3007	732	879
	Custom Display Units	Contact for Quote	

Header Copy Options (please select choice):

- Custom Graphics** with logo can be provided at no additional cost. (Please contact for further instructions.)
 Standard Header: Black Block Lettering (indicate header text in box below)

Panel Type (please circle choice): Grey Velcro Black Velcro Blue Velcro White Hard Wall

Custom Graphics panels are available at an additional cost (see Sign/Graphics Order form)

Select Table Drape Color (Unit #3007 only, circle color choice):

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

Carpet Color (Units #3001- #3006 and #3010 - #3025 only, circle color choice):

Blue Red Teal Grey Plum Black Hunter Green Burgundy

ACCESSORIES

	White Pedestal (36"H x 20 1/2"W x 20 1/2"D)	331	397
	1 Meter Counter, white cabinet (36"H x 20 1/2"D w/sliding door)	591	709
	1/4 Round Counter, white (36"H w/ curved back, no door)	654	784
	1 Meter Curved Counter w/ sliding door, white (36"H w/ sliding door)	654	784
	1.5 Meter Curved Counter, white (36"H w/ sliding door)	725	869
	2 Meter Counter, white cabinet (36"H x 20 1/2"D w/sliding door)	788	945
	1/2 Round Counter (36"H w/ curved back, no door)	851	1021
	2 Meter Radius Counter, white (36"H w/ curved back, no door)	851	1021
	Vertical Glass Display	583	699
	Display Spotlights	76	91
	Straight Shelves with brackets	76	91
	Angle Shelves with brackets	76	91
	Side Rails, 80"L x 36"H to match display	315	378
	Clear Literature Holders, 1 pocket 8 1/2" x 11"	27	32

PLEASE READ PAYMENT POLICY

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



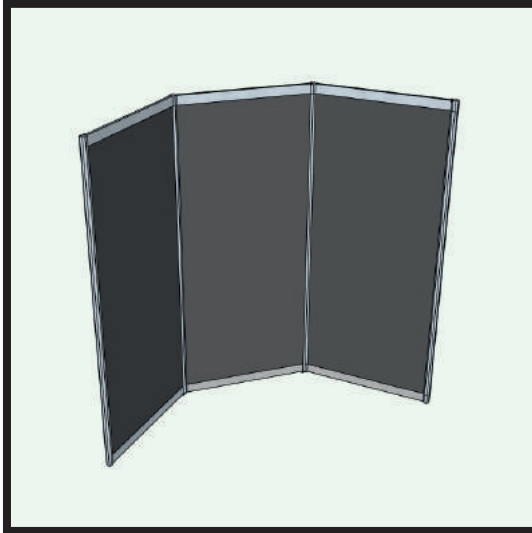
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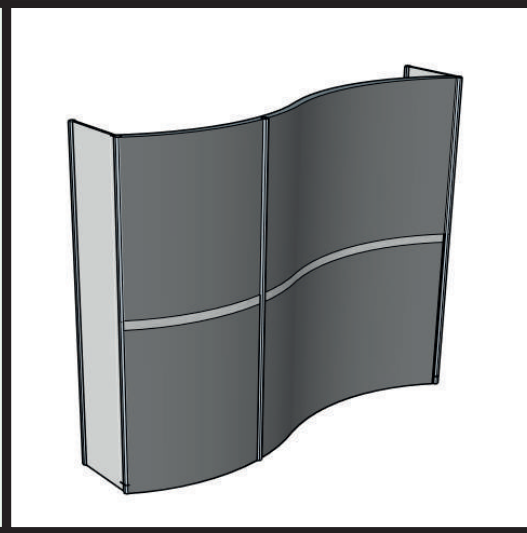
RENTAL DISPLAY UNITS

10X10

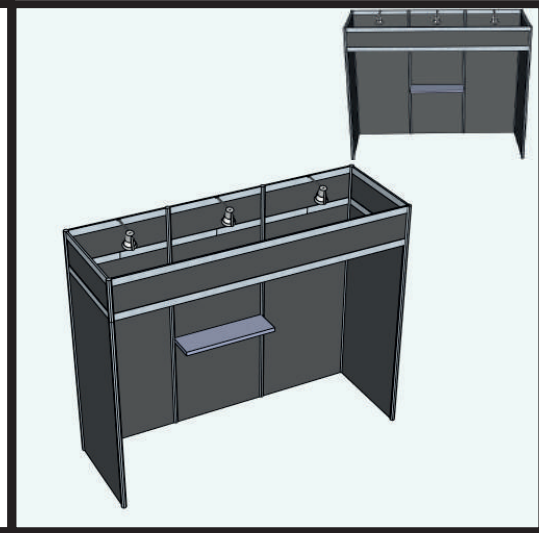
CONVENTION SERVICES OF THE SOUTHWEST, INC.



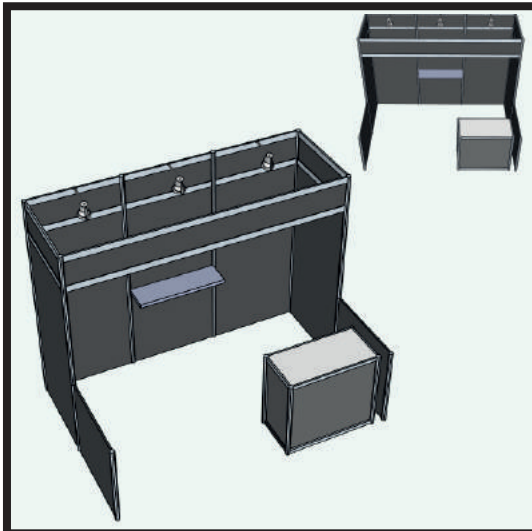
BASIC #3000



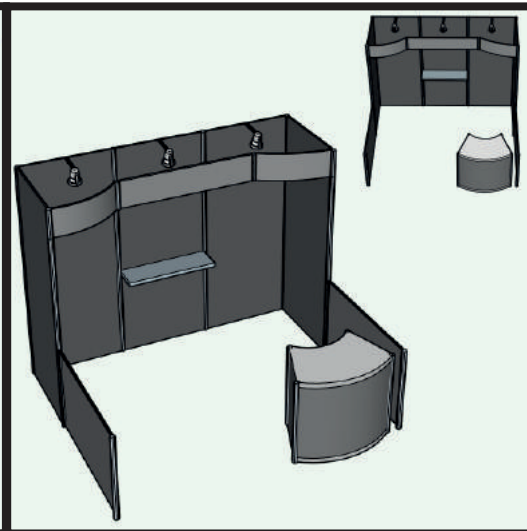
10'x10' #3010



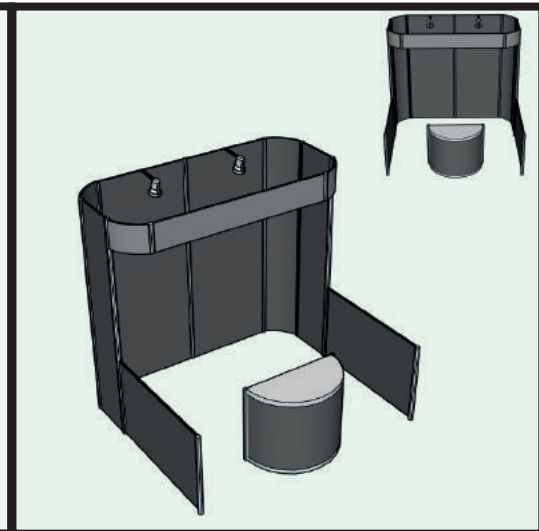
10'x10' #3001



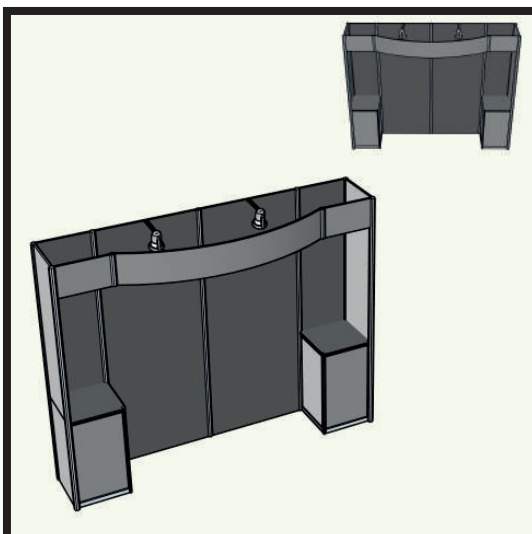
10'x10' #3002



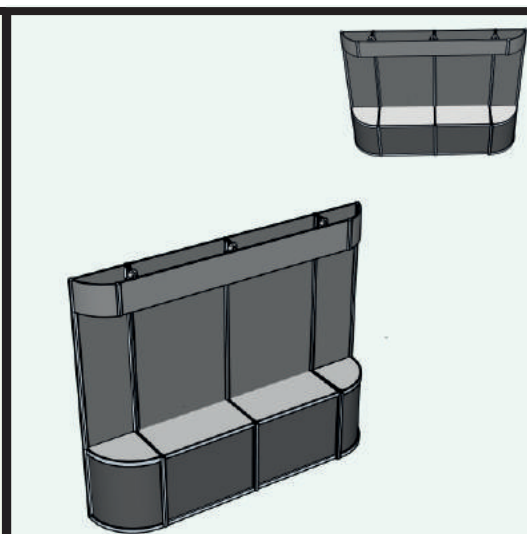
10'x10' #3002A



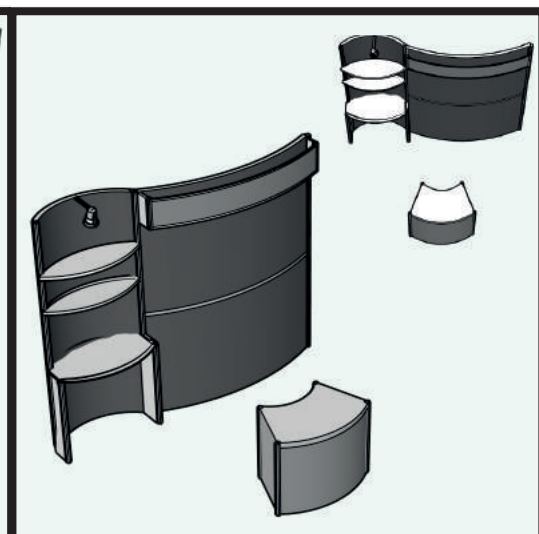
10'x10' #3011



10'x10' #3012



10'x10' #3013



10'x10' #3014



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f. 505.243.8197
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esr@cssabq.com

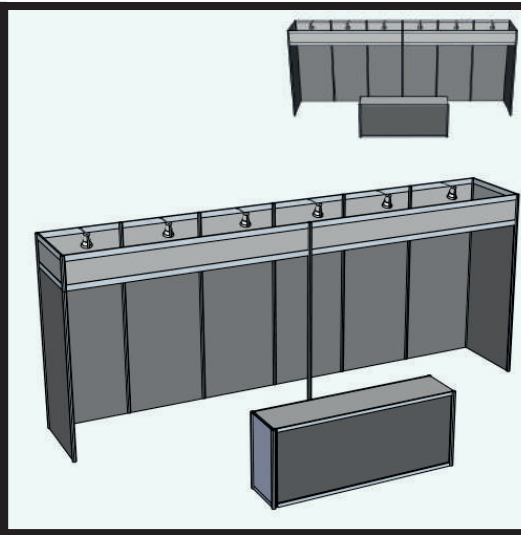
RENTAL DISPLAY UNITS

10X20

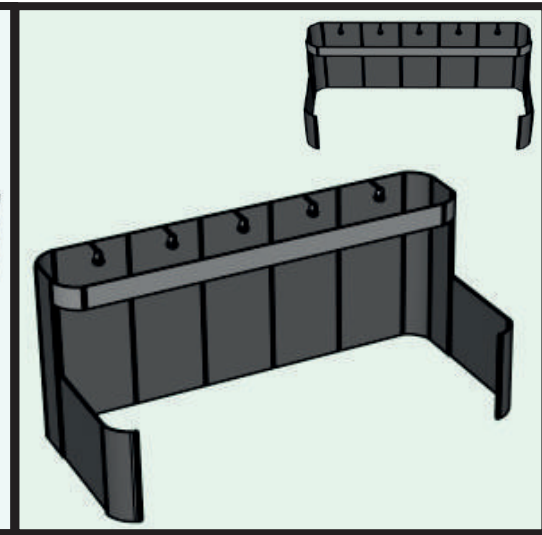
CONVENTION SERVICES OF THE SOUTHWEST, INC.



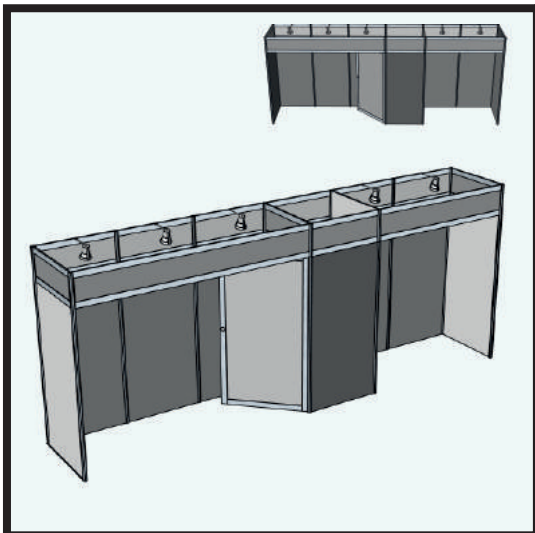
10'x20' #3003



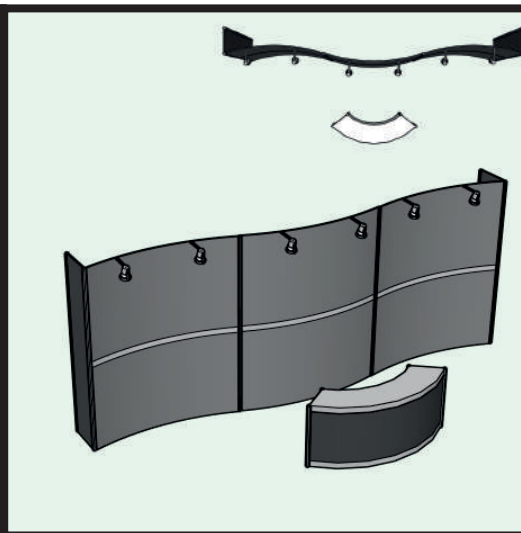
10'x20' #3004



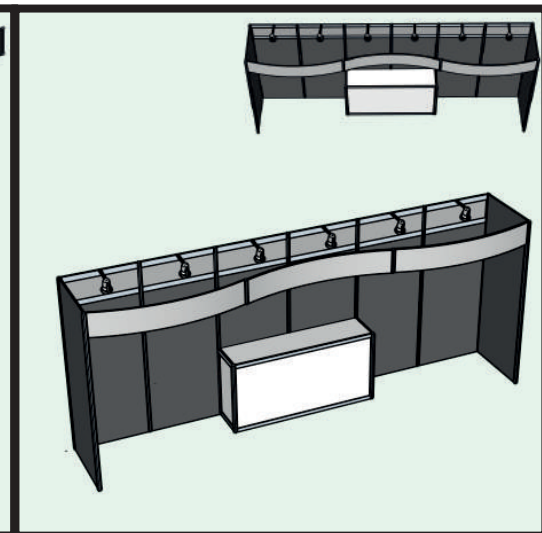
10'x20' #3020



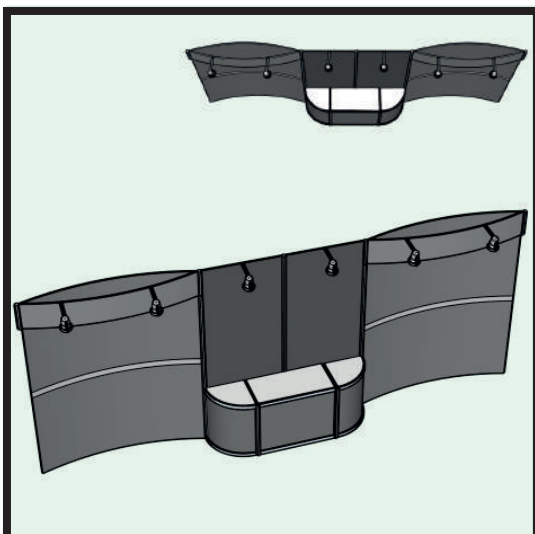
10'x20' #3005



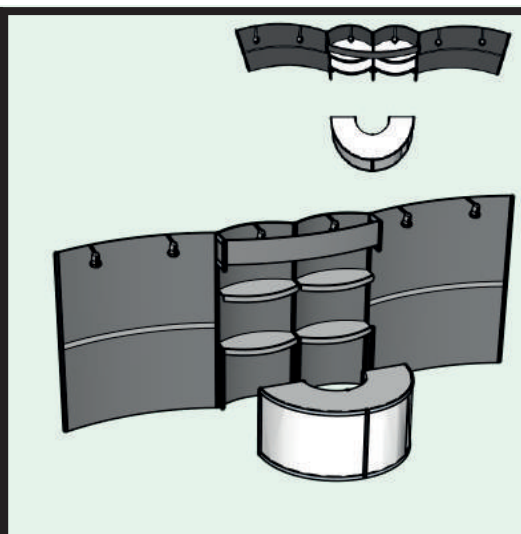
10'x20' #3021



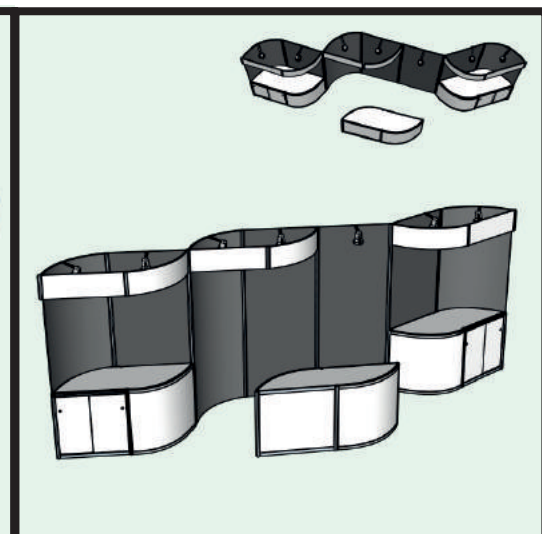
10'x20' #3022



10'x20' # 3023



10'x20' #3024



10'x20' #3025

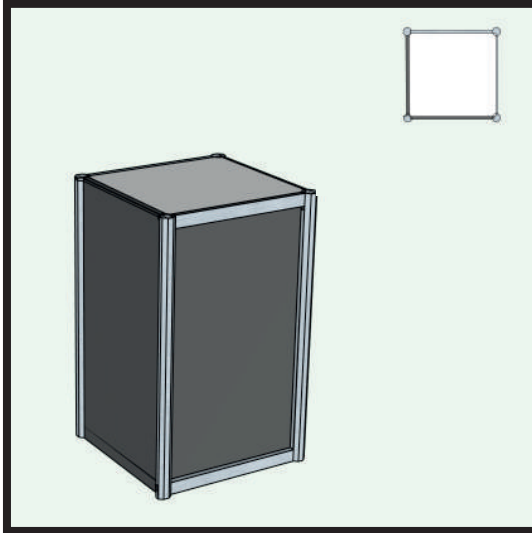


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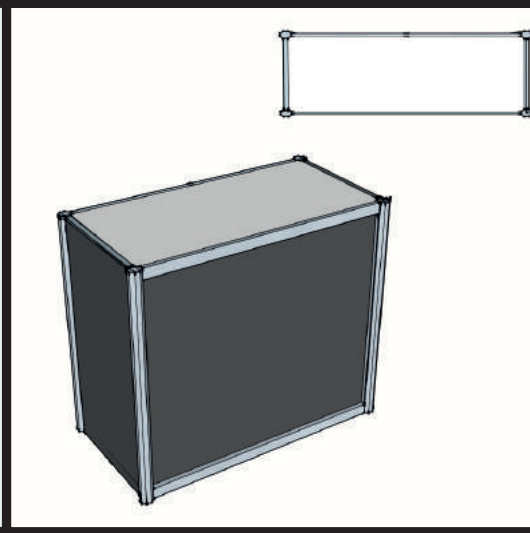
email us @
esr@cssabq.com

RENTAL DISPLAY UNITS COUNTERS

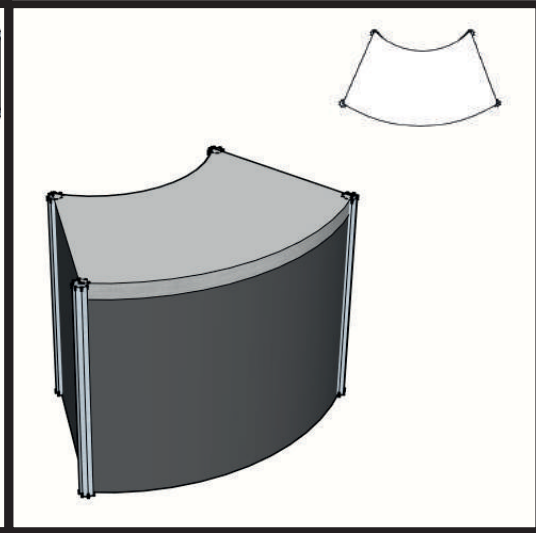
CONVENTION SERVICES OF THE SOUTHWEST, INC.



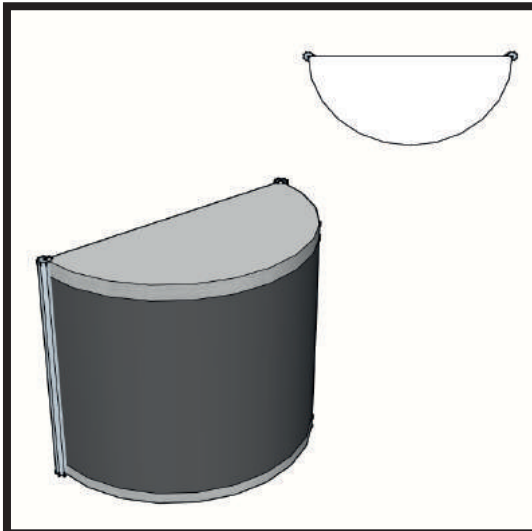
WHITE PEDESTAL



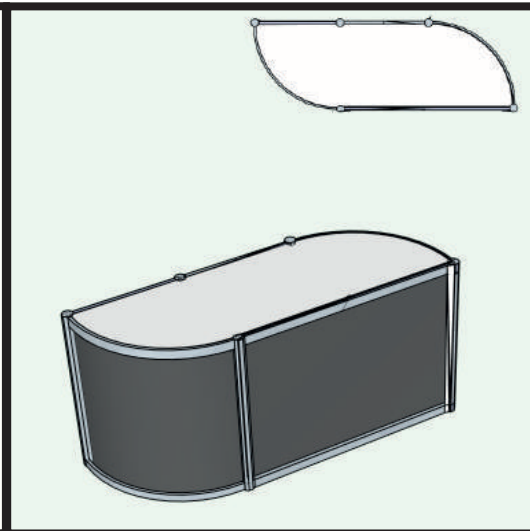
1 METER COUNTER



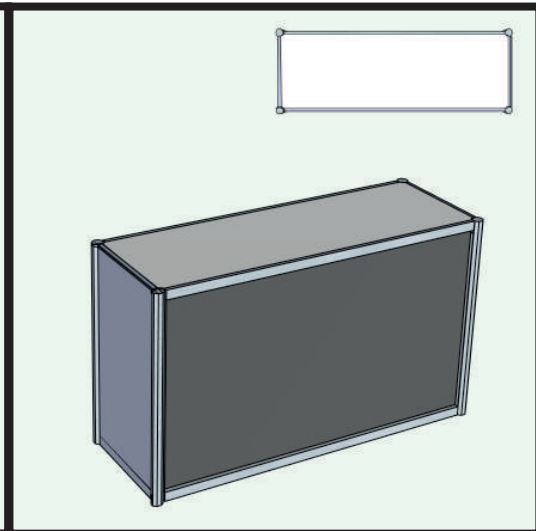
1/4 ROUND COUNTER



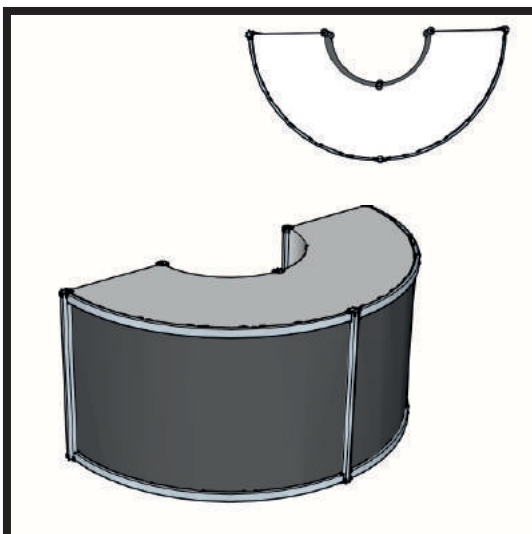
1 METER CURVED COUNTER



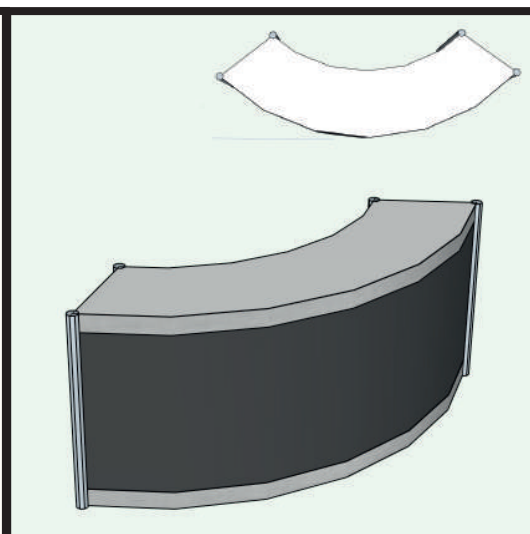
1.5 METER COUNTER WITH CURVES



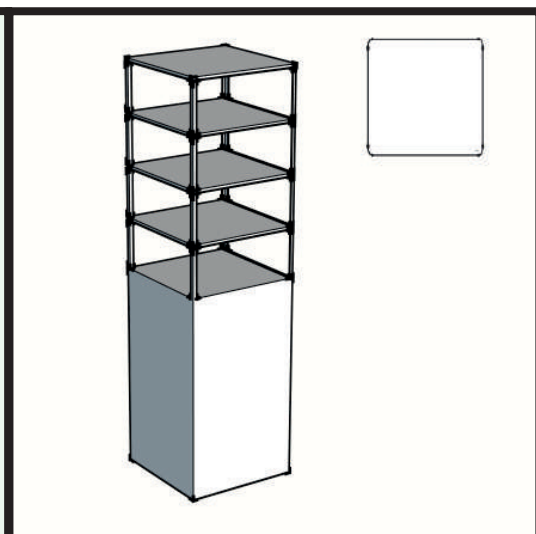
2 METER COUNTER



1/2 ROUND COUNTER



2 METER RADIUS COUNTER



VERTICAL GLASS DISPLAY



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 f. 505.243.8197
 www.cssabq.com

email us @
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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	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)	\$91 per person/per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$133 per person/per hour
Sundays and Holidays	\$154 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$150 per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$192 per hour
Sundays and Holidays	\$213 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 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 (7.875%)	\$
TOTAL	\$



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
 - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
 - “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.



1921 Bellamah NW
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f. 505.243.8197
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email us @
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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: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	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 8:00AM – 5:00PM Mon., December 17, 2018 – Mon., January 14, 2019 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # T&E Support 2019 c/o CSS 1921 Bellamah Ave. NW Albuquerque, NM 87104
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

DIRECT SHIPPING IS NOT AVAILABLE
<p>PLEASE DO NOT SHIP TO FACILITY IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNED TO CSS AND EXHIBITOR WILL INCUR DRAYAGE CHARGES. ALL OUTBOUND SHIPPING MUST GO THROUGH CSS. FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY.</p>

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

****Freight will be re-routed from show floor on Thursday, January 17, 2019 @ 6:00PM****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 89</u> per cwt = <u>\$ 445</u>
--

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

\$ 89 per cwt. \$ 178 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 89 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 \$19 per cwt.** (200 lb. minimum applies)

Shipments “returned to the warehouse” will be charged an **additional \$30 per cwt.** (200 lb. minimum applies)

“Small Package” or shipments weighing less than 30lbs. will be charged a **\$44 material handling fee.**

Banding and Shrink Wrap will be charged at **\$58** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$49 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

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

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

T&E Support 2019

c/o CSS

1921 Bellamah Ave. NW
Albuquerque, NM 87104

Warehouse Hours: M-F 8AM-5PM

MUST ARRIVE BY: Monday, January 14, 2019

**R
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S
H**



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

T&E Support 2019

c/o CSS

1921 Bellamah Ave. NW
Albuquerque, NM 87104

Warehouse Hours: M-F 8AM-5PM

MUST ARRIVE BY: Monday, January 14, 2019

**R
U
S
H**



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

T&E Support 2019

c/o CSS

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Warehouse Hours: M-F 8AM-5PM

MUST ARRIVE BY: Monday, January 14, 2019

**R
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S
H**



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

T&E Support 2019

c/o CSS

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Warehouse Hours: M-F 8AM-5PM

MUST ARRIVE BY: Monday, January 14, 2019

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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	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/Canada

- 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
1921 Bellamah NW
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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: 2019 Joint Conference on T&E Support to Prototyping and Experimentation
Hotel Albuquerque
January 16-17, 2019

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.

SHOW SPECIAL

\$285.00 *each way*

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 a required form), fax or email back, and we'll do the rest!

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

Thank you for your business!



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email us @
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ORDER FORM

SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **2019 Joint Conference on T&E Support to Prototyping and Experimentation**

Booth #:

FREIGHT IS ACCEPTED FROM: Monday Jan 7, 2019 thru Thursday Jan 17, 2019

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

Address: 1921 Bellamah NW

City: Albuquerque State: NM Zip: 87104

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

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 are paid IN FULL at time of weight verification (approximately 24 hours after picking up) 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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email us @
CSSL@cssabq.com

ORDER FORM RETURN FROM SHOW

L O G I S T I C S

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

Show Name: **2019 Joint Conference on T&E Support to Prototyping and Experimentation**

Booth #

Exhibiting Company:

Facility: CSS Advance Whse

Pick Up Address: 1921 Bellamah NW

City: Albuquerque

State: NM

Zip: 87104

Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

If YES, is it shipping to (circle one): 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 are paid IN FULL at time of weight verification (approximately 24 hours after picking up) 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 #:

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Expiration Date:

--	--	--	--	--

CIV Code:

--	--	--	--	--

Billing Zip Code:

--	--	--	--	--	--	--	--

Name on card / Signature

EMAIL (REQUIRED)

Date



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.



1921 Bellamah NW
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 t. 505.243.9889
 f. 505.243.8197
 www.csssabq.com

email us @
 CSSL@cssabq.com

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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 www.cssabq.com

email us @
 esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.34 per sq. ft. (One Day)
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.27 per sq. ft. (Daily)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$1.27 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

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

PLEASE READ PAYMENT POLICY

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



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ELECTRICAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: T&E Support 2019	Advance Payment Deadline: Monday, January 7, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD ELECTRICAL CONNECTIONS			
Quantity	Description	Advance Price	Standard Price
	500 watts (5 amps)	100	119
	1000 watts (10 amps)	140	168
	2000 watts (20 amps)	165	198
SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 1 PHASE			
	30 amps	174	209
	60 amps	471	565
	100 amps	662	794
SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 3 PHASE			
	30 amps	290	348
	60 amps	571	685
	100 amps	1116	1340
ELECTRICAL ACCESSORIES & SPECIAL REQUIREMENTS			
	Multiple outlet power strip	22	26
	3-wire extension cord	22	26
	Arm Lights	23	28
	24-hour service required	Double the price of outlet required	
	Dedicated power (20 amp minimum)	Double the price of outlet required	

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 (7.875%)	\$
TOTAL	\$

LABOR FOR ELECTRICAL CONNECTIONS	CONDITIONS AND REGULATIONS
<p>Price of an outlet includes labor for installation in a convenient manner on basic outlets. For 208 volt or higher service and Island Booths, labor charges will apply. Materials, specific connection requirements and any other necessary labor will be billed in 1/2 hour increments with a one-hour minimum. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice.</p> <p>Straight time – 8:00AM – 4:30PM (Weekdays) \$136 per hour</p> <p>Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays) \$178 per hour</p> <p>Sunday & Holidays \$199 per hour</p>	<p>Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise. 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. There shall not be any reason that anyone other than the "house electrician" makes special or direct wiring of electrical connections. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, pH, etc. All exhibitors' cords must be of the 3-wire grounded type. The charge for outlets will be made on the basis of maximum wattage for use at the time of inspection. Claims will not be considered unless filed prior to the close of show. CSS is not responsible for voltage fluctuation or power failure because of temporary conditions. Credit will not be given for outlets installed and not used. All outlets are single plug in.</p>

Outlet Location & Distribution: 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 **CSS'** discretion. Distribution and connection of all outlets are chargeable on a time and material basis.

CSS Jurisdiction: All under-carpet distribution of electrical wiring. All motor and equipment hook-ups requiring wiring connections. All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

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.

Please indicate placement of outlet(s) and any special requirements:

Front of Booth



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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 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 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 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 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. Payment for these individuals will be paid prior to the show or event, and will be paid to the city of Albuquerque at the rates set by the fire department.



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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.





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TELECOMMUNICATION/AV INFORMATION

Hotel Albuquerque

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Hotel Albuquerque at Old Town can provide you with the necessary information and prices for Audio Visual Equipment and Telephone/Data and Wireless needs.

Please contact: Hotel Albuquerque at Old Town at 505-843-6300 at least two weeks in advance. Be sure to have your booth number when you call.

Please send the confirmation information with your representative.