



Dear ITS Arizona 28th Annual Conference 2021 Exhibitor,

Convention Solutions & Innovation (CONV-SI) is pleased to offer the services contained in this Exhibitor Service Kit for the **ITS Arizona 28th Annual Conference 2021** being held at **Mesa Convention Center** on **September 29-30, 2021**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

Please review our Exhibitor Service Kit for the many services and equipment we offer. Complete the necessary order form pages and return your order with payment authorization to our Exhibitor Services Department at CS@Convention-SI.com or fax 602-923-0044. If you would like to call with any questions, please contact us at 800-471-7330. In the event you are not able to reach an exhibitor services representative, please leave a message and we will promptly return your call. We will do our very best to accommodate you.

We encourage you to order before the DISCOUNT DEADLINE to take advantage of our best pricing.

Discount deadline ends Friday, September 17, 2021

*Discount pricing is approximately 20% less than standard pricing.
Orders at show site are subject to 30% surcharge over standard pricing.*

CONV-SI will be onsite at our Service Desk during move-in and move-out to assist with any last-minute needs and to answer any questions you may have.

We look forward to being of service to you and wish you great success with the show.

Yours Truly,
CONV-SI Exhibitor Service Department



SHOW INFORMATION

BOOTH PACKAGE:	Each 10' x 10' booth is equipped with; 8' high back drape, 3' high side rail, one 6' skirted table, two chairs, one wastebasket, and one ID sign.		
SHOW COLORS:	Drape: Blue/Red/Red/Blue	Skirts:	Blue
BOOTH CARPET:	The Facility is not carpeted; however, carpet is available to order to match your company color & booth theme through CONV-SI		
ELECTRICAL:	The form to order electrical is provided to you within this service kit (page 31). Please fill out the provided form from the Mesa Convention Center and send back to the contact provided to you on that form.		

SHOW SCHEDULE

Exhibitor Move-in: Wednesday, September 29, 2021
Time: 10:30 am – 2:30 pm

Exhibit Hours: Wednesday, September 29, 2021
Time: 3:00 pm – 7:00 pm
Thursday, September 30, 2021
7:00 am – 5:00 pm

Exhibitor Move-out: Thursday, September 30, 2021
Time: 5:30 pm – 8:00 pm

Empties Will Be Returned After: Thursday, September 30, 2021 after 5:30 pm

Carrier Check In: Thursday, September 30, 2021 starting at 6:30 pm

DEADLINE DATES

Discount Deadline Date: Friday, September 17, 2021

Advance Shipments Can Begin to Arrive: Monday, August 16, 2021

Material Handling Deadline-

Thursday, September 23, 2021

Last Day for Advance Shipments (without a Surcharge):

SHIPPING

ADVANCE SHIPMENT

Shipments to arrive between (8/16 to 9/23)
without late surcharge

Company Name & Booth Number
ITS Arizona 28th Annual Conference 2021
c/o CONV-SI
3701 W. Cambridge Avenue
Phoenix, Arizona 85009

DIRECT SHIPMENTS- Highly Discouraged

To arrive **ONLY** during **MOVE-IN** hours on Exhibitor M/I

Company Name & Booth Number
ITS Arizona 28th Annual Conference 2021
c/o CONV-SI
Mesa Convention Center
263 North Center Street
Mesa, Arizona 85201



ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

BOOTH NUMBER: _____

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, _____

STATE _____

ZIP _____

PHONE: _____

FAX: _____

EMAIL: _____

ORDER SUMMARY (TOTAL FROM ORDER FORMS)

MATERIAL HANDLING (ESTIMATED)

*SHIPPING _____

CARTLOAD _____

*CARPET & DRAPE _____

BOOTH CLEANING _____

*TABLES _____

*FURNITURE _____

*EXTRA STEEL _____

*FLORAL ORDER _____

*CUSTOM SIGN _____

*RENTAL DISPLAY & ACCESSORIES _____

*SLATWALL & GRIDWALL _____

LABOR _____

IN BOOTH FORKLIFT _____

TOTAL ESTIMATED CHARGES:

*PLUS SALES TAX 8.6% _____

(include sales tax where applicable): _____

CREDIT CARD FEE 4%: _____

GRAND TOTAL: _____

NOTE: All Material Handling, Labor, and Storage orders require a credit card on file for any additional handling charges or overages.

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card#

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

Name on Card: _____

Card Holder Phone: _____

Billing Address: _____

(REQUIRED)

City: _____

State: _____

Zip: _____

Expiration Date: _____

--	--	--	--

Card Verification #

--	--	--	--

Cardholder's Signature: _____

Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CONV-SI Payment Policy included in the Exhibitor Kit. A \$100.00 service charge will be applied should the credit card charges be declined.



PAYMENT POLICY

CONV-SI requires payment upon receipt of all orders for materials and services listed in the Exhibitor Service Kit. We encourage the exhibitors to place their orders online on our secure website. We require a credit card on file for any additional charges or balances due for incidental items, material handling, or labor incurred during the show. All unpaid balances must be paid prior to the closing of the show.

Discount Pricing

CONV-SI Exhibitor Service Kit provides both discounted and standard pricing. To take advantage of the discounted pricing orders must be received, with payment in full, no later than Deadline dates.

Discount Deadline Date: Friday, September 17, 2021
Material Handling Deadline- Last Day for Advance Shipments Thursday, September 23, 2021
(without a Surcharge):

Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Convention Solutions & Innovation. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$100.00 fee for NSF Checks.

NOTE: All Material Handling and Labor orders require a credit card on file for any additional handling charges or overages.

Cancellation/Refund Policies

Exhibitors may cancel or revise their orders up to 30 days prior to show move-in at no charge. Cancellations made within 30 days of the move-in, up to the day preceding the move-in, are invoiced at 50% of original price. Any cancellations on the day of move-in will be invoiced 100% of the full cost.

- **Please Note: Furniture included in booth package by Show Management cannot be credited. However, changes can be made at the Exhibitor's expense.**
- **No refunds will be issued on pre-order rentals that are missing from the booth space. These rental items will be charged in full if not brought to the attention of CONV-SI personnel prior to show opening.**

Tax Exemption

If tax exempt, please submit a copy of your tax-exempt certificate with all orders. Tax exempt certificate must be for the State of Arizona to apply. You will be charged tax if your forms are not received prior to deadline.



IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CONV-SI warehouse or the Venue.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **Thursday, September 23, 2021**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 9:00AM-3:00PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF:
Wednesday, September 29, 2021**

Direct Shipments – Are highly discouraged. Shipments that must be directed to show site can only arrive at **during exhibitor move in hours**. Early shipments may be refused. CONV-SI is not responsible, for loss or damages, for shipments that are delivered to the Venue prior to that date. **Items shipped directly to show site and handled by CONV-SI personnel will be charged drayage/material handling per the rate sheet enclosed. Additional Facility fees may apply.**

Consolidate your shipment and save - Separate shipments received by CONV-SI will not be combined. The minimum 200lb charge applies to each shipment that CONV-SI receives. Shipments arriving at the same time from different destinations are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CONV-SI receiving multiple shipments.

ALL SHIPMENTS MUST BE SENT PRE-PAID; NO COD'S WILL BE ACCEPTED.

Outbound shipments - Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CONV-SI Service Desk. **Do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CONV-SI Service Desk by the driver check-in time specified on the *Show Information* page. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CONV-SI reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

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



MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES:

Includes delivery to the Mesa Convention Center, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier.

Advance Shipments – Stored up to 30 days prior to show move-in. All shipments received at the warehouse after **Thursday, September 23, 2021**, are subject to additional late shipment charges. Warehouse receiving hours are **Monday-Friday 9:00AM-3:00PM (closed all major holidays)**.

Direct Shipments – Highly discouraged. Are accepted during exhibitor move-in hours ONLY. **Early shipments may be refused. Additional Facility fees may apply.**

MATERIAL HANDLING FEES:

Small Packages: A shipment of any number of pieces, with a combined weight not to exceed 50lbs total, that is received on the same day, from the same shipper, and delivered by the same carrier. Small package carriers may split shipments resulting in CONV-SI receiving multiple shipments (on multiple days), resulting in additional material handling fees.

Crated: Materials that are skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).

Return to warehouse: All shipments not picked up or routed on a house carrier, if materials are not picked up from the CONV-SI warehouse within 5 days, the exhibitor will incur an additional storage fee.

Late Shipments & Show Site Shipments – Freight received at the warehouse after deadline, or on Show Site are subject to these handling fees.

RATES:	Advanced to Warehouse (Date to Date):	Late to Warehouse/ Direct to Facility – received after Deadline. <u>Highly Discouraged:</u>
Envelope	\$15.50 each	\$20.00 each
Small Packages (50 pounds and less):	\$78.50 per shipment	\$102.00 per shipment
Crated or Skidded:	\$98.50 per 100 lbs. (200 lbs. minimum charge), per shipment	\$128.00 per 100 lbs. (200 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed:	\$107.00 per 100 lbs. (200 lb. minimum charge), per shipment	\$139.00 per 100 lbs. (200 lbs. minimum charge), per shipment
Return to Warehouse:	\$35.00 per 100lbs (\$350.00 minimum charge)	
Late Advance Warehouse/ Direct Shipments (Surcharge)	30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment	

Weight tickets must accompany shipments. Re-weigh fees applied if necessary.

	Piece Count	Weight	Carrier Service	Estimated Arrival Date	Estimated Handling Fees
1 st Shipment	_____	_____	_____	_____	_____
2 nd Shipment	_____	_____	_____	_____	_____
3 rd Shipment	_____	_____	_____	_____	_____

Shipments arriving the same day, from different shippers, are considered separate shipments and will be billed separately.

ADVANCE SHIPMENTS	DIRECT SHIPMENTS- Highly Discouraged
Shipments to arrive between (8/16 – 9/23) without late surcharge	To arrive ONLY during MOVE-IN hours on Exhibitor M/I
Company Name & Booth Number	Company Name & Booth Number
ITS Arizona 28th Annual Conference 2021	ITS Arizona 28th Annual Conference 2021
c/o CONV-SI	c/o CONV-SI
3701 W. Cambridge Avenue	Mesa Convention Center
Phoenix, Arizona 85009	263 North Center Street
	Mesa, Arizona 85201

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CONV-SI reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.



CONV-SI TRANSPORTATION – QUOTE REQUEST OR CALL 800-471-7330

INBOUND SHIPMENT

Pick-up Information:

Company Name: _____
Contact Name: _____
Pick-up Address: _____
City, State Zip

Phone: _____

Email: _____

Select Destination (Please Circle)

Advanced Warehouse:

Company Name & Booth Number
ITS Arizona 28th Annual Conference 2021
c/o CONV-SI
3701 W. Cambridge Ave.
Phoenix, AZ 85009

Direct to Show Site:

Company Name & Booth Number
ITS Arizona 28th Annual Conference 2021
c/o CONV-SI
263 North Center Street
Mesa, AZ 85201

Piece Count	Description	Weight (Subject to Reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance (Optional)

Special Instructions: Please Circle all that Apply

Inside Pick-up	Lift Gate Needed	Residential Pick-up	Pallet Jack Needed	TSA Certified Yes or No			
Pick-up Date:	Pick-up Time (4 hr. window):	Please Circle Type of Delivery Service:		Next Day	2 nd Day	Deferred	Ground

OUTBOUND SHIPMENT

Shipping from Show Site:

Company Name: _____ Booth #: _____
263 North Center Street
Mesa, AZ 85201
Contact Name: _____ Phone: _____
Email Address: _____

Destination Information:

Company Name: _____
Contact: _____ Phone: _____
Shipping Address: _____
City, ST Zip: _____
Email Address: _____

Piece Count	Description	Weight (Subject to Reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance (Optional)

Special Instructions: Please Circle all that Apply

Inside Delivery	Lift Gate Needed	Residential Delivery	Pallet Jack Needed	TSA Certified		Yes or No
Delivery Date:	Delivery Time (4 hr. window):	Please Circle Type of Delivery Service:	Next Day	2 nd Day	Deferred	Ground



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ITS Arizona 28th Annual Conference 2021
Mesa Convention Center
Mesa, Arizona
September 29-30, 2021

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT

SHIP TO: c/o



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Advance Warehouse:

Cut Off Thursday, September 23, 2021

3701 W. Cambridge Avenue

Phoenix, AZ 85009

EVENT NAME: ITS Arizona 28th Annual Conference 2021

COMPANY EXHIBIT NAME:

BOOTH NUMBER:

PIECE COUNT: _____ **OF** _____

-----ATTACH A LABEL TO EACH PIECE-----

ADVANCE SHIPMENT

SHIP TO: c/o



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Advance Warehouse:

Cut Off Thursday, September 23, 2021

3701 W. Cambridge Avenue

Phoenix, AZ 85009

EVENT NAME: ITS Arizona 28th Annual Conference 2021

COMPANY EXHIBIT NAME:

BOOTH NUMBER:

PIECE COUNT: _____ **OF** _____

To ensure proper delivery, please attach a label to each container.
Please verify that you are using the correct label.



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ITS Arizona 28th Annual Conference 2021
Mesa Convention Center
Mesa, Arizona
September 29-30, 2021

DIRECT SHIPMENT - SHIPPING LABELS

DIRECT SHIPMENT

~ ONLY DURING EXHIBITOR MOVE-IN ~

SHIP TO: c/o



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Direct Shipment:

Must arrive on exhibitor move-in only
On 9/29/2021

Mesa Convention Center
263 North Center Street
Mesa, Arizona 85201

EVENT NAME: ITS Arizona 28th Annual Conference 2021

COMPANY EXHIBIT NAME:

BOOTH NUMBER:

PIECE COUNT:

OF

-----ATTACH A LABEL TO EACH PIECE-----

DIRECT SHIPMENT

~ ONLY DURING EXHIBITOR MOVE-IN ~

SHIP TO: c/o



**CONVENTION
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Direct Shipment:

Must arrive on exhibitor move-in only
On 9/29/2021

Mesa Convention Center
263 North Center Street
Mesa, Arizona 85201

EVENT NAME: ITS Arizona 28th Annual Conference 2021

COMPANY EXHIBIT NAME:

BOOTH NUMBER:

PIECE COUNT:

OF

To ensure proper delivery, please attach a label to each container.

Please verify that you are using the correct label.



OUTBOUND SHIPPING INSTRUCTIONS

Every outbound shipment will require a Material Handling Agreement and labels. We are Happy to prepare these labels for you in advance. To take advantage of this free service, please complete and return this form prior to event move-in.

SHIPPING INFORMATION			
FROM: EXHIBITING COMPANY NAME: _____		BOOTH: _____	
FACILITY: Mesa Convention Center			
263 North Center Street			
Mesa, Arizona 85201			
SHIPPING DESTINATION 1:		ENTER DESIRED # OF SHIPPING LABELS _____	
TO:		COMPANY NAME: _____	
		DELIVERY ADDRESS: _____	

		CITY,	STATE ZIP
PHONE: _____		ATTN: _____	
<u>Please Check Mark Desired Method of Shipment Below:</u>			
Carrier: <input type="checkbox"/> CONV-SI Preferred Carrier <input type="checkbox"/> Other (arranged by Exhibitor):			
<u>Standard Delivery: 8:00AM – 5:00PM (M-F)</u>			
<u>Delivery Method</u>		<u>Special Requirements</u>	
<input type="checkbox"/> Next Day	<input type="checkbox"/> Inside Delivery	<u>Alternative Method:</u> In the event shipment not picked up by deadline, CONV-SI is authorized to: <input type="checkbox"/> CONV-SI carrier of choice to ship items- Shipping fees apply <input type="checkbox"/> Return shipment to warehouse (if applicable)- \$350.00 Min. charge	
<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Residential		
<input type="checkbox"/> Deferred	<input type="checkbox"/> Lift Gate		
<input type="checkbox"/> Ground	<input type="checkbox"/> Other:		
SHIPPING DESTINATION 2:		ENTER DESIRED # OF SHIPPING LABELS _____	
TO:		COMPANY NAME: _____	
		DELIVERY ADDRESS: _____	

		CITY,	STATE ZIP
PHONE: _____		ATTN: _____	
<u>Please Check Mark Desired Method of Shipment Below:</u>			
Carrier: <input type="checkbox"/> CONV-SI Preferred Carrier <input type="checkbox"/> Other (arranged by Exhibitor):			
<u>Standard Delivery: 8:00AM – 5:00PM (M-F)</u>			
<u>Delivery Method:</u>		<u>Special Requirements</u>	
<input type="checkbox"/> Next Day	<input type="checkbox"/> Inside Delivery	<u>Alternative Method:</u> In the event shipment not picked up by deadline, CONV-SI is Authorized to: <input type="checkbox"/> CONV-SI carrier of choice to ship items- Shipping fees apply <input type="checkbox"/> Return shipment to warehouse (if applicable)- \$350.00 Min. charge	
<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Residential		
<input type="checkbox"/> Deferred	<input type="checkbox"/> Lift Gate		
<input type="checkbox"/> Ground	<input type="checkbox"/> Other:		

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CONV-SI Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CONV-SI Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on our house carrier will incur a return to warehouse fee of \$35.00 per 100 weight; with a \$350.00 minimum charge. CONV-SI does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason. If materials are not picked up from the CONV-SI warehouse within 5 days, exhibitor will incur a storage fee.



EXHIBITOR MOVE-OUT NOTICE

PRIOR TO CLOSE OF SHOW:

- Stop by the CONV-SI Service Desk to pick up your Bill of Lading for outbound shipping.
- Any and all outbound shipments regardless of carrier (including POV's) **MUST** have completed a Bill of Lading returned to the Service Desk prior to leaving show site.
- **All balances must be paid in full.**
- CONV-SI Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs. **Note:** Material Handling Charges will apply to all shipments.

SHOW CLOSING:

- For your safety, do not dismantle your booth until the show officially closes.
- If there is aisle carpet, please do not place any items in the aisle as ALL aisle carpet will be rolled up and removed immediately upon the close of the show.
- EMPTY CONTAINERS WILL BE RETURNED AFTER THE SHOW CLOSES AND ALL AISLE CARPET HAS BEEN ROLLED UP (if applicable). TO EXPEDITE THIS PROCESS, PLEASE KEEP THE AISLES CLEAR AND YOUR ITEMS INSIDE YOUR BOOTH SPACE.
- Exhibitors are not allowed to search in trailers, storage or other areas not designated as common areas.

SHIPPING OF MATERIALS:

When your materials return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. Blank shipping labels are available at the **CONV-SI Service Desk**.

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CONV-SI Service Desk** once you are packed & ready to ship.
- If you are using any outside carrier, including **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5pm on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have completed Bill of Lading.
- If outside carriers do not arrive to pick up shipments by the carrier check-in time of **2:30PM**, shipments will be rerouted using one of our preferred carriers or returned to the CONV-SI warehouse (if applicable), with a fee charged to the exhibitor.
- The Venue must be cleared during move out; NO shipments can be left on the show floor for later pick-up.

THANK YOU!

All outbound carriers must be checked in no later than 6:30 on Thursday,

September 20, 2021

Official On-site Carrier:



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CONV-SI LOGISTICS – SHIPPING MADE EASY



CARTLOAD SERVICE ORDER FORM

Special Freight Services – Small Passenger Vehicles Only!

This service is offered exclusively for this show.

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, CONV-SI is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are \$50.00 each way. **Orders for cart service must be received by Friday, September 17, 2021.**
- This service is for those who have small **hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is **anything weighing 200 lbs. or less total**. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. CONV-SI personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged material handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.**
- Pre-orders will receive preferential service at show site; you may also order this service at the CONV-SI Service Desk.

Cart Load Service			
Description	Price	Number of Trips to booth	Total Price
Dock to Booth	\$50.00	_____	\$ _____
Booth to Dock	\$50.00	_____	\$ _____
Exhibitors may not use carts without authorization by a CONV-SI manager. All orders are governed by CONV-SI Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.			
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.		Sub Total (Estimate) \$ _____ Sales Tax 8.6% \$ Not Applicable Credit Card Fee 4% \$ _____ Total \$ _____	
Authorized Signature:			
Authorized Name (Please Print): _____		Date _____	

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____

Contact: _____
Fax: _____



CARPET & DRAPE ORDER FORM

All rental carpets ordered from CONV-SI are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered additionally from the Booth Cleaning order form.

QTY	STANDARD CARPET	DISCOUNT	STANDARD	SUBTOTAL
Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red				
10' x 10' CARPET	COLOR: _____	\$148.00	\$178.00	_____
10' x 20' CARPET	COLOR: _____	\$296.00	\$356.00	_____
10' x 30' CARPET	COLOR: _____	\$444.00	\$534.00	_____
10' x 40' CARPET	COLOR: _____	\$632.00	\$712.00	_____
STANDARD SPECIAL CUT (16 oz.):		SQ FEET	RATE	SUBTOTAL
Ft. X Ft. COLOR: _____			\$3.35 sq. ft.	_____
MATRIX CARPET (100 Sq. ft. minimum charge)		TOTAL SQ. FEET	RATE	SUBTOTAL
Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Safari				
SIZE: _____ COLOR: _____			\$1.99 sq. ft.	_____
CARPET ACCESSORIES		TOTAL SQ. FEET	RATE	SUBTOTAL
CARPET PADDING				
Ft. X Ft. (100 sq. ft. minimum charge)			\$1.37 sq. ft.	_____
VISQUEEN CARPET COVERING (carpet protection)				
Ft. X Ft. (100 sq. ft. minimum charge)			\$0.81 sq. ft.	_____
QTY	DRAPE (in addition to what is provided)	DISCOUNT	STANDARD	SUBTOTAL
Drape Colors: Black, Blue, Burgundy, Red, Silver, Green, Teal, Plum				
10' Section of 3' HIGH DRAPE, includes steel.	COLOR: _____	\$65.00	\$78.00	_____
10' Section of 8' HIGH DRAPE, includes steel.	COLOR: _____	\$136.00	\$163.00	_____
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.			Sub Total	\$
			Sales Tax 8.6%	\$
			Credit Card Fee 4%	\$
			Total Due	\$

Standard Carpet- 16 oz



Matrix Carpet:



Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____



CLEANING ORDER FORM

CLEANING SERVICES

- All rental carpets ordered from CONV-SI are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.
- Prices are based on total square footage of booth regardless of area to be cleaned.

CLEANING RATES (per sq. ft. – 100 sq. ft. minimum)

Vacuum daily of booth carpet – before initial show opening, and daily thereafter.

			Price		Subtotal
_____	x	_____	x	\$0.46 sq. ft.	=
100 square feet minimum order		Total Number of Days			

Vacuum Once – before initial show opening only.

			Price		Subtotal
_____	x	_____	x	\$0.48 sq. ft.	=
100 square feet minimum order		Total Number of Days			

Porter Service – remove bulk trash from booth, and empty wastebasket periodically during show.

			Price		Subtotal
_____	x	_____	x	\$125.00 per Day	=
Up to 200 sq. ft.		Total Number of Days			
_____	x	_____	x	\$142.00 per day	=
201 sq. ft -400 sq. ft.		Total Number of Days			
_____	x	_____	x	CALL FOR QUOTE	=
401 sq. ft. and above		Total Number of Days			

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021.
orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.6%	Not Applicable
Credit Card Fee 4%	\$
Total	\$

Exhibitor Information


Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____



TABLE ORDER FORM

UNSKIRTED TABLES

QTY	TABLES ~ UNSKIRTED	30"H	40"H	DISCOUNT	STANDARD	
	4' X 2' UNSKIRTED TABLE			\$53.00	\$64.00	
	6' X 2' UNSKIRTED TABLE			\$61.00	\$73.00	
	8' X 2' UNSKIRTED TABLE			\$70.00	\$84.00	

SKIRTED TABLES


QTY	TABLES ~ SKIRTED	30"H	40" H	DISCOUNT	STANDARD	
	4' X 2' SKIRTED TABLE			\$101.00	\$121.00	
	6' X 2' SKIRTED TABLE			\$116.00	\$132.00	
	8' X 2' SKIRTED TABLE			\$133.00	\$160.00	
	Skirt all four sides			\$51.00	\$61.00	
SKIRT COLORS:						
<div> <div>Black</div> <div>Red</div> <div>Blue</div> <div>White</div> <div>Gold</div> <div>Teal</div> <div>Silver</div> <div>Green</div> <div>Burgundy</div> </div>						

TABLE RISERS

QTY	TABLE RISERS	DISCOUNT	STANDARD	
	4' X 12" TABLE RISER w/white cover	\$34.00	\$41.00	
	6' X 12" TABLE RISER w/white cover	\$44.00	\$53.00	
	8' X 12" TABLE RISER w/ white cover	\$54.00	\$65.00	

TERMS & CONDITIONS

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Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.6%	\$
Credit Card Fee 4%	\$
Total	\$





Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____



FURNITURE ORDER FORM

CHAIRS															
QTY		DISCOUNT		STANDARD		QTY		DISCOUNT		STANDARD					
MOLDED SIDE CHAIR				\$68.00		\$82.00		PADDED ARM CHAIR				\$88.00		\$105.00	
PADDED SIDE CHAIR				\$79.00		\$95.00		PADDED STOOL				\$98.00		\$117.00	

ACCESSORIES				
QTY		DISCOUNT	STANDARD	TOTAL
	WASTEBASKET	\$19.00	\$23.00	
	EASEL	\$46.00	\$56.00	
	PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)	\$127.00	\$153.00	
	PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)	\$137.00	\$165.00	
	LINEN FOR 30" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$32.00	N/A	
	LINEN FOR 40" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$37.00	N/A	
	TABLE TOP (PLEXI) SNEEZE GUARD 25.5" X 35.5" MUST BE ORDERED IN ADVANCE		\$60.00	
	BAG RACK	\$77.00	\$93.00	
	WATERFALL RACK	\$85.00	\$102.00	
	GARMENT RACK	\$98.00	\$118.00	
	BLACK GARMENT RACK – NON-ROLLING	\$107.00	\$128.00	
	STANCHION w/ RETRACTABLE BELT	\$58.00	\$69.00	
	LITERATURE RACK	\$107.00	\$128.00	
	TICKET TUMBLER	\$88.00	\$106.00	
	SIGN STAND (22" X 28")	\$77.00	\$93.00	
	TACKBOARD (4' X 6') Velcro & pushpin compatible	\$146.00	\$175.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	\$159.00	\$191.00	
	BANDING (PER PALLET)	\$40.00	\$50.00	
	SHRINK WRAP (PER PALLET)	\$40.00	\$50.00	

TERMS & CONDITIONS

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Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.6%	\$
Credit Card fee 4%	\$
Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____



FURNITURE ACCESSORIES



Wastebasket



Easel



36" D x 40" H
Pedestal



36" D x 30" H
Pedestal



Linen Colors
Black White



Bag Rack



Waterfall Rack



Garment Rack



Black Garment Rack
Non - Rolling



Chrome Stanchion
w/Retractable Belt



Black Literature
Rack (6 slots)



Chrome Sign Stand



Ticket Tumbler

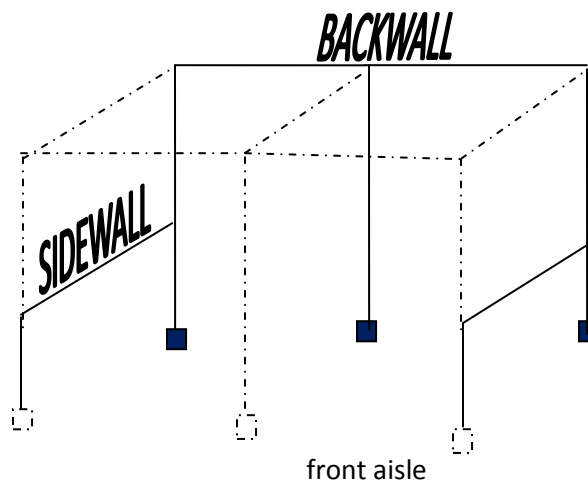
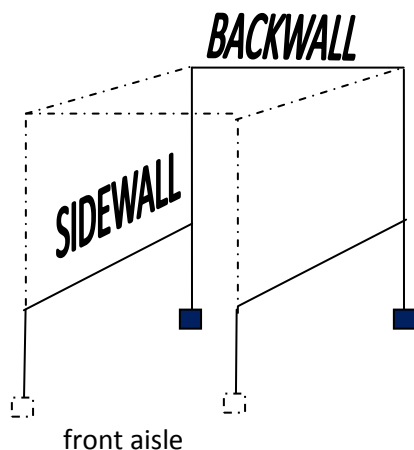


4'x6' or 4'x8' Tackboard
Single or Double Sided



EXTRA STEEL ORDER FORM

Circle your booth size: 8' x 10' 10' x 10' 10' x 20' Other _____



Draw in Extra Steel using the pictures above accordingly:

Apply symbols: XXX=crossbar O=8' pole & base Δ=3' pole & base

Customize Your Booth (enter the quantity):

QTY	ITEM	RATE	TOTAL
_____	Crossbars	\$11.50	_____
_____	8' Pole & Base	\$22.50	_____
_____	3' Pole & Base	\$18.50	_____
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.		Sub Total	\$ _____
		Sales Tax 8.6%	\$ _____
		Credit Card fee 4%	\$ _____
		Total	\$ _____

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____

Contact: _____
Fax: _____



PLANT & FLORAL ORDER FORM

QTY	CUSTOM FLORAL DESIGNS	DISCOUNT	STANDARD	TOTAL
	Small Traditional (12")	\$85.00	\$111.00	
	Large Traditional (18")	\$124.00	\$161.00	
	Small Tropical (12")	\$85.00	\$111.00	
	Large Tropical (18")	\$124.00	\$161.00	
	Boutonnieres	\$20.00	\$26.00	
	Corsages	\$33.00	\$43.00	
QTY	BLOOMING PLANTS	DISCOUNT	STANDARD	TOTAL
	Mum Yellow___ White___ Purple___	\$21.00	\$27.00	
	Azalea Red___ Pink___ White___	\$29.00	\$38.00	
	Bromeliad Red___ Yellow___ Pink___	\$18.00	\$38.00	
	Kalanchoe Red___ Yellow___ Orange___	\$23.00	\$30.00	
QTY	TROPICAL PLANTS	DISCOUNT	STANDARD	TOTAL
	Small Ferns	\$21.00	\$27.00	
	Large Ferns	\$34.00	\$44.00	
	3 Foot Green Plant	\$38.00	\$49.00	
	4 Foot Green Plant	\$51.00	\$66.00	
	5 Foot Green Plant	\$64.00	\$83.00	
	6 Foot Green Plant	\$77.00	\$100.00	
	7 Foot Green Plant	\$90.00	\$117.00	
	8 Foot Green Plant	\$103.00	\$140.00	
QTY	MISCELLANEOUS	DISCOUNT	STANDARD	TOTAL
	10 Foot Plant or Taller	Call for quote	Call for quote	
	Lighting (Twinkle/Up/Can)	Call for quote	Call for quote	
	Assorted Containers	Call for quote	Call for quote	
TERMS & CONDITIONS To receive the discount rate, orders must be received & paid for by Friday, September 17, 2021 . Cancelled orders will be charged at 50% of total due if cancelled within 30 days of move in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). Minimum delivery charge of \$55 or 20% (whichever is greater) of total order will apply. No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.		Subtotal \$ Delivery \$55 or 20% Sales Tax 8.6% \$ Credit Card Fee 4% \$ Total \$		

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____

Contact: _____
 Fax: _____



CUSTOM SIGN ORDER FORM

CUSTOM SIGN

(one color) 10 words max on White Stock		LETTER COLOR	QTY	DISCOUNT	STANDARD	TOTAL
7" X 11"	Horizontal ___ Vertical ___	_____	_____	\$45.00	\$55.00	_____
7" x 44"	Horizontal ___ Vertical ___	_____	_____	\$55.00	\$65.00	_____
11" x 14"	Horizontal ___ Vertical ___	_____	_____	\$65.00	\$75.00	_____
14" x 22"	Horizontal ___ Vertical ___	_____	_____	\$75.00	\$85.00	_____
22" x 28"	Horizontal ___ Vertical ___	_____	_____	\$85.00	\$95.00	_____
28" x 44"	Horizontal ___ Vertical ___	_____	_____	\$95.00	\$105.00	_____

DIGITAL SIGNS

CONV-SI has full service capabilities for the reproduction of digital graphics. Our capabilities include, but are not limited to, four-color, photo quality, high resolution digital printing, any size banners, exhibit graphics, carpet graphics, and more.

DIGITAL SIGNS (four color)			DISCOUNT	STANDARD	TOTAL
_____	x	_____ = _____	\$16.50 sq. ft.	\$22.00 sq. ft.	_____
Length		Width Square foot			
Design Rate (per hour) is \$90.00. This is charged if design copy needs to be manipulated in any way.					

BANNERS

_____	x	_____ = _____	\$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length		Width Square foot		Single Sided	
_____	x	_____ = _____	X 2 \$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length		Width Square foot		Double Sided	
Please contact CONV-SI for art requirements, material options, or special quotes.					

TERMS & CONDITIONS

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Sub Total	\$
Sales Tax 8.6 %	\$
Credit Card Fee 4%	\$
Total:	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

CREATIVE SERVICES – ARTWORK SUBMITTAL GUIDELINES**CONV-SI Creative Services**

Large scale event printing can be foreign territory for those who are used to working with publication sized media. Our desire is to provide you with the best quality graphic design and production for your event or exhibit. You can help us in that effort by submitting digital art files using the following artwork guidelines. If you are sending us completed, Print Ready files, please pass this information on to your Graphic Designer for reference. If you are working with a CONV-SI Creative Services Designer to create a new show look or to design an exhibit, please include any information that might be relevant to translating your brand and incorporating it into your event or exhibit.

Acceptable File Formats

We accept native files from the following programs:

- Adobe Products: Illustrator (.ai), InDesign (.indd), Photoshop (.psd)

Other file types we can work with:

- Acrobat (.pdf), Encapsulated Post Script (.eps), Tagged Image File Format (.tiff), Joint Photographic Expert Group (.jpeg or .jpg)

Files need to be converted to CMYK with a minimum DPI of 300. Increase DPI accordingly for scaled document sizes.

Logos

Logos are an important aspect of event branding and sponsorship programs. Please make sure that you provide us with vector versions of your logo and your sponsors logos if you plan on utilizing them graphically.

Fonts

In print ready artwork, please convert all fonts to outlines. If there's a chance your graphics may need to be altered before printing please do not outline your fonts. Instead, provide files for any fonts used in your documents. If we are designing your graphics for you, please include files for any fonts you would like to be used.

Links

Please properly package any artwork that is externally linked inside your native files. Missing links can cause your files to launch with errors, and we will not be able to print your artwork correctly without them.

Artwork Setup

- Keep in mind that here at CONV-SI we work on PCs; all MAC files will need to be converted in order for us to open them. Only use letters, numbers, hyphens and spaces in your file names, and avoid using any special glyphs or characters.
- All graphic files should be set up using CMYK color profiles. If your files are set up in RGB and we convert them here, there may be a substantial difference in your color choices.
- Graphic dimensions that exceed 200" in width or height should be set up at 50%. If the files you are submitting are not set up at full scale, please make a note of the scaled percentage in your file names.
- It is highly recommended that you provide a preview PDF of your unit, panels or graphics as you intend them to be printed. This helps us to visually detect common errors such as missing fonts, missing links or images, and other issues that may vary from computer to computer.

Design Time & Capability

- Graphic pricing does not include design time or prepress file preparation. Art submitted that is not print ready according to the guidelines listed here and require modification will be reflected on your final invoice at \$90.00/hr.
- CONV-SI's Creative Services Design team is here to help you achieve an eye-catching show or exhibit look. We're happy to work directly with you or your in-house designer to ensure your graphic elements are visually impactful and make the best use of your space. Please speak with your Account Executive or Exhibitor Services Coordinator to start conceptualizing your look!











Uploading Artwork

Files under 10MB can be forwarded through email. Larger files, or multiple files, can be submitted to our Creative Services department either by uploading to our FTP server, or by using any online available File Share method (DropBox, Box.com, Hightail, WeTransfer, 4Shared, GoogleDrive, etc).

For questions about CONV-SI Creative Services, prepping your files for submission, or to gain access to our FTP server, please email us at:
graphics@Convention-SI.com



RENTAL DISPLAY COUNTERS & ACCESSORIES

DISCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
 1 Meter Counter, white, black or gray panels		\$324.00	\$389.00	
 1 Meter Counter, with Custom Graphics		\$461.00	\$553.00	
 1 ½ Meter Counter, white, black, or gray panels		\$490.00	\$563.00	
 1 ½ Meter Counter, with Custom Graphics		\$691.00	\$829.00	
 2 Meter Counter, white, black, or gray panels		\$654.00	\$785.00	
 2 Meter Counter, with Custom Graphics		\$924.00	\$1,109.00	
 Curved Counter. Call for Graphics Quote			\$489.00	
 Computer Work Station. Call for Graphics Quote			\$650.00	
 Reception Counter. Call for Graphics Quote.			\$500.00	
 POP UP RENTAL DISPLAY - 10' Curved Backwall Display, with Velcro compatible fabric panels. Included: One Case Table and 3 spotlights. Call for Graphics Quote			\$825.00	

Note: All Counters come with one (1) shelf. Locking doors are also available. Please call for pricing

TERMS & CONDITIONS

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No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.

Sub Total (Estimate)	\$
Sales Tax 8.6%	\$
Credit Card fee 4%	\$
Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____




Contact: _____

Fax: _____






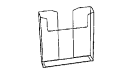


SLATWALL & GRIDWALL ORDER FORM

SLATWALL & GRIDWALL

	DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
	1 Meter by 8ft High Slat wall		\$70.00	\$84.00	
	2' x 8' Grid Wall		\$65.00	\$78.00	
	2'x 6' Grid Wall		\$60.00	\$72.00	

SLATWALL & GRIDWALL ACCESSORIES

	Gridwall & Slatwall Brackets (per set of 2)		\$11.50	\$13.50	
	Gridwall & Slatwall Hooks (per set of 2)		\$11.50	\$13.50	
	10" Shelf for both Gridwall & Rental Display Booths.		\$15.00	\$17.00	
	Light - 75-watt black arm light.		\$26.00	\$31.00	
	Half Page Holder		\$15.00	\$17.00	
	Full Page Holder		\$17.00	\$21.00	

TERMS & CONDITIONS

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Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.

Sub Total (Estimate)	\$
Sales Tax 8.6%	\$
Credit Card Fee 4%	\$
Total	\$

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____



INSTALLATION AND DISMANTLE LABOR ORDER FORM

LABOR RATES	Per person/ Hour Rate	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	
Straight Time	\$95.00	\$108.00	\$124.00	Monday-Friday, 8:00 am to 4:30 pm Monday-Friday, 4:30 pm to Midnight, Saturday – Sunday 8:00 am to Midnight
Overtime	\$142.50	\$162.00	\$186.00	
Double Time	\$190.00	\$216.00	\$248.00	All days Midnight to 8:00 am & All Observed Union Holidays

One-hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments

SUPERVISION OPTIONS

CONV-SI – Supervision

Supervision is provided by CONV-SI. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for each installation & each dismantle. Booth instructions with diagrams are required.

EXHIBITOR – Supervision

All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CONV-SI Service Desk to start labor.

Exhibitor assumes the responsibility and any liability arising from the work performed by union labor under Exhibitor Supervision.

ESTIMATED LABOR ORDER							
	DATE	TIME	NUMBER OF LABORER'S	SUPERVISION <small>Please indicate, CONV-SI or Exhibitor Supervision</small>	ESTIMATED # OF HOURS	RATE	SUBTOTAL
INSTALLATION							
DISMANTLE							

Tools or equipment needed i.e.; ladder, drill etc. _____

Please estimate the number of workers and hours per workers needed for installation and dismantle.

Hours will be calculated to actual hours worked to the original estimate and based upon date received.

Additional labor required will be calculated and invoiced at show site rates.

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.	Sub Total (Estimate)	\$
	Sales Tax 8.6%	Not Applicable
	Credit Card Fee 4%	\$
	Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____



IN BOOTH FORK LIFT LABOR

FORKLIFT RATES	Hour Rate (Forklift & Operator)	Hour Rate (Forklift & Operator)	Hour Rate (Forklift & Operator)			
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	<u>Labor Hours:</u>		
Straight Time	\$155.00	\$178.00	\$220.00	Monday-Friday; 8:00 am to 4:30 pm		
Overtime	\$232.50	\$267.00	\$330.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight		
Double Time	\$310.00	\$356.00	\$440.00	All days Midnight to 8:00 am & All Observed Union Holidays		
One-hour minimum charge per Forklift. Thereafter, labor is charged in ½ hour increments						
All orders place on show site are 30% above Regular Rate Listed.						
HELPER RATES (to spot machinery)						
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	<u>Labor Hours:</u>		
Straight Time	\$95.00	\$108.00	\$123.50	Monday-Friday; 8:00 am to 4:30 pm		
Overtime	\$142.50	\$162.00	\$185.25	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight		
Double Time	\$190.00	\$216.00	\$247.00	All days Midnight to 8:00 am & All Observed Union Holidays		
One Hour Minimum charge per Helper. Thereafter, labor is charges in ½ hour increments						
All orders place on show site are 30% above Regular Rate Listed.						
FORKLIFT ORDER						
	NUMBER OF FORKLIFTS	WEIGHT	NUMBER OF HELPERS	DATE	TIME	APPROX HOURS
INSTALLATION	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____
DESCRIPTION OF WORK TO BE DONE:			SPECIFY OTHER EQUIPMENT NEEDED- Additional fees Please Circle:			
_____ Spotting of equipment			Straps (call for quote) Crane (call for quote)			
_____ Installation/Dismantle of Header			Chains (Call for quote) Cage (call for quote)			
Other: _____			Fork Extensions			

Please provide the onsite contact information:

Name: _____

Phone Number: _____

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, September 17, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.	Subtotal:	\$ _____
	Sales Tax 8.6%:	Not Applicable
	Credit Card Fee 4%:	\$ _____
	Total:	\$ _____

Exhibitor Information

Company Name: _____

Phone: _____

Contact: _____

Fax: _____

Booth Number: _____



NON-OFFICIAL CONTRACTOR

Show Management has appointed CONV-SI as the official service contractor to perform and provide necessary services and equipment. Should any Exhibitor wish to employ the service of a contractor other than the official contractor, the following conditions must be met.

1. The Exhibitor must inform CONV-SI of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move-in date, at CONV-SI
2. The Non-Official Contractor to be used by the exhibitor must do the following:
 - A. Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: The ITS Arizona 28th Annual Conference 2021, exhibiting company name, booth number, and the non-official contractors name and phone number.
 - B. Agree to abide by the rules and regulations of the show.
 - C. Agree to abide by all union rules and regulations.
 - D. Information must be received at CONV-SI no later than 30 days prior to the scheduled move in date.
 - E. Identification badges must be worn at all times. Temporary badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibit-related equipment. All non-official contractors must check-in at the CONV-SI Service Desk prior to setup and dismantle.
 - F. If the Certificate of Insurance and the Notification of Intent (see below) is not supplied to CONV-SI by the 30-day deadline date, the exhibiting firm or non-official contractor will be required to order labor from CONV-SI
3. For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the Exhibitor. The Exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name:				Booth Number:	
Contact at Show:					
Non-Official Contractor:					
Address:					
	City,		State	Zip	
Phone:		E-Mail			
Authorized Signature:				Date:	



THIRD PARTY AUTHORIZATION FORM

To authorize CONV-SI to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to the show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions sections of this service kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

Exhibiting Company Information

Exhibiting Company Name: _____ Booth Number: _____
Exhibiting Company Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

Indicate which services are to be invoiced to the Third party:

☐ All Services ☐ I&D Labor/Supervision ☐ Material Handling ☐ Rental Items ☐ Other

Third Party Company Information

Third Party Company Name: _____
Third Party Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

THIRD PARTY CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card#

Name on Card: _____

Billing Address: _____

(REQUIRED) _____

City: _____ State: _____ Zip: _____

Expiration Date: Card Verification #

Cardholder's Signature: _____ Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CONV-SI Payment Policy included in the Exhibitor Kit. A \$100 service charge will be applied should the credit card charges be declined.



ARIZONA UNION GUIDELINES AND SAFETY TIPS

To assist you in planning for your participation we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. The following is a description of the work rules and an outline of union jurisdiction. CONV-SI has skilled, friendly and quality conscious employees in Arizona available to assist you with most aspects of your exhibiting experience. Arrangements for labor and other services can be made through the forms provided in this exhibitor service kit.

Booth Labor

Currently, we have an agreement with the Local International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all setup and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings and unloading and delivering of all display related materials.

- Exhibitors may use full-time company personnel that will be staffing their exhibit to assist in setup and/or dismantling of their own booths.
- Exhibitors may employ the services of Non-Official Contractors providing the following requirements are met:
 - A. Exhibitors must advise CONV-SI in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The Intent to Use Non-Official Contractor form must be completed by both parties and returned no less than thirty (30) days prior to setup.
 - B. Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing CONV-SI as an additional insured, furnished by their broker to CONV-SI office no less than thirty (30) days in advance of actual installation dates.
 - C. Non-Official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
 - D. All personnel must wear proper identification at show site.
- All non-official installation and dismantle contractors will be allowed on the exhibit floor only during installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.
- Exhibitors that plan to setup and dismantle their own booths or equipment, with their own employees, are not required to fill out the Non-official contractor's form or send in proof of insurance.

Material Handling

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as, two wheeled hand dollies and four wheeled flat carts. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than CONV-SI. Any crated materials must be handled by union personnel.

Gratuities

CONV-SI requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the CONV-SI Service Desk.

Safety

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. CONV-SI cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see an Exhibitor Service Representative at the CONV-SI Service Desk or the enclosed Labor Order form.



FIRE REGULATIONS

BOOTH CONSTRUCTION

- Using other than what has been provided by CONV-SI, i.e. booths, platforms and space dividers, shall be made of materials that are flame resistant or rendered so, to the satisfactory of the Fire Department representatives.
- Coverings for counters or tables used within or as part of the booth shall be flame resistant.
- All electrical wiring and apparatus will be a 3-wire UL type approved.

FIRE RESISTANT TREATMENT

- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller the 1232 square inches or 28" x 44", if separated from other combustibles by a minimum of 12" horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant, and their use is prohibited.

COMBUSTIBLES

- Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department.
- All exhibit and display empty cartons must be stored in an approved drayage area.
- If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth back wall is strictly prohibited.

OBSTRUCTIONS

- Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles.
- Booth construction shall be substantial and fixed in position in specified areas for the duration of the show.
- Easels and any signage shall not be placed beyond the booth area into aisles.
- Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designation signs.



LIMITS OF LIABILITY

In placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CONV-SI in its sole discretion. Upon participation of any CONV-SI show or event, the exhibitor and its agents shall be bound by the terms and conditions set forth in sections 1 through 14 below. Likewise, once CONV-SI has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CONV-SI or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in sections 1 through 14 below.

1. CONV-SI and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damages as determined by CONV-SI.
2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CONV-SI or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of material from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booths unattended. Therefore, it is agreed that CONV-SI and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CONV-SI or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. CONV-SI and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CONV-SI in time to obtain the proper equipment.
4. CONV-SI and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, utilities, and other events of force majeure. Any and all work performed by CONV-SI or its subcontractors up to and including the occurrence of any of the above must be paid in full.
5. CONV-SI and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. CONV-SI and its subcontractors are not insurers; i.e., CONV-SI does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by CONV-SI under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or non performance of services by CONV-SI, or from the negligence of CONV-SI, its subcontractors or their respective employees. If such loss or damage occurs, the liability of CONV-SI and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. CONV-SI and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. CONV-SI will not be bound to honor any claim or action brought against CONV-SI or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CONV-SI and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CONV-SI or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CONV-SI or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility there of.
10. CONV-SI and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CONV-SI Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CONV-SI and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CONV-SI shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CONV-SI and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CONV-SI assumes no liability as a result of rerouting or handling.
13. Dry and cold storage – Exhibitor stores products at its own risk. CONV-SI assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with CONV-SI or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CONV-SI for freight handling services or any other services provided by CONV-SI or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CONV-SI prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CONV-SI or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.



DEADLINE FOR DISCOUNT RATE

Order must be received by:

September 22, 2021

Event #898002

Vendor Equipment/ Utility order Form

Return To: Mesa Convention Center

PO Box 1466 Mesa, AZ85211-1466

OR

Email to Kristin.Bergstrom@mesaaz.gov

Phone: (480) 644-5843 or Fax: (480) 644-5880

Quantity	Item	Discounted Rate	Floor Rate	Total Amount
_____	20amp @ 120v outlet	\$60	\$80	\$ _____
_____	208, 1phase, 3phase (120v over 20 amps)	\$155	\$175	\$ _____
_____	Surge protector		\$20	\$ _____
_____	Wired Internet – Secured		\$250	\$ _____
_____	Wireless Internet – Unsecured		\$150	\$ _____
_____	Telephone line		\$105	\$ _____
_____	Risers - per 6' x 8' piece		\$35	\$ _____
_____	Parking Pass - per day		\$10	\$ _____
_____	Linen - per piece		\$7	\$ _____
Sub Total				\$ _____
+ 8.3% Sales Tax				\$ _____
Grand Total				\$ _____

Event name and date(s).

ITS Arizona 28th Annual Conference 2021

September 29-30, 2021

COMPANY'S NAME _____ Email _____ BOOTH # _____

MAILING ADDRESS _____ CITY _____

PHONE # _____ STATE _____ ZIP CODE _____

AUTHORIZED BY _____ SIGNED _____

ORDER CONTRACT MUST BE SIGNED TO RECEIVE SERVICE

PAYMENT CONSTITUTES ACKNOWLEDGEMENT OF ALL ABOVE

STAFF USE ONLY

Booth _____

event # _____

Name _____

ID _____

FLOOR/ADVANCE/PAID

Select Preferred Payment:

*Contact me for payment prior to event date _____

- Equipment/utility will be in booth upon arrival

*Pay onsite on event day _____

- Equipment/utility will not be delivered until payment is received



STANDARD ELECTRIC SERVICES AVAILABLE

120 Volt, A.C., single phase, 60 cycle

208 Volt, A.C., single phase, 60 cycle **Available in selected areas.**

208 Volt, A.C., three phase, 60 cycle **Contact your Show Manager.**

CONDITIONS AND REGULATIONS

1. Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal, state, and city safety codes.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of exposition.
4. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
5. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
6. All material and equipment furnished by Mesa Convention Center for this service order shall remain the property of Mesa Convention Center and shall be removed ONLY by Mesa Convention Center at close of show.
7. **All exhibitors' cords must be of the 3-wire grounded type.** Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
8. Rates quoted for all connections cover only bringing of electrical or plumbing services to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus material basis.
9. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
10. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged with Mesa Convention Center.
11. **For 24-hour service, double the normal rate.**
12. Compressed air, water supply and drainage, outside electrical services in meeting rooms will be done on a time and materials basis.
13. Mesa Convention Center is not responsible for voltage fluctuations or power failure because of temporary conditions.
14. Credit will not be given for outlets installed and not used.
15. All outlets are a single plug in.
16. Mesa Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring power to booth.

Payment:

PAYMENT IN FULL is required on all orders before equipment or utility is received. Arizona State and City of Mesa sales tax will apply to all equipment and utility orders. **All orders must be received prior to designated discount date (top of form) to utilize the discounted rate, otherwise floor rates will apply. Payment for discounted rate can be made the day of show as long as paperwork was submitted prior to deadline date. Visa, MasterCard, American Express, Discover are all acceptable forms of payment.** Cash and checks are not accepted. All orders must be paid in full prior to show opening. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage in an attorney, the lessee agrees to pay all costs, expenses, and the attorneys' fees expended or incurred by the lessor in connection therewith. Unpaid balances are subject to 1 ½% per month thereafter. Lessor will not be responsible for strikes, accidents, fires, an act of God or delays beyond control.