

IMPORTANT EXHIBITOR TIPS AND REMINDERS

****PLEASE READ THIS ENTIRE INFORMATION SHEET AND SHARE THESE REMINDERS WITH ALL STAFF WHO WILL BE WORKING YOUR BOOTH****

- **Standard Booth Package** (included with your booth purchase/registration):
 - 8' Draped Back Wall
 - 3' Draped Side Rail
 - (1) 6' Draped Table
 - (2) Chairs
 - (1) Waste Basket w/ Liner
 - (1) 7" x 44" ID Sign
- **Official Decorator:** Convention Services of the Southwest, Inc. (CSS) has been contracted to provide resources and services for the show (e.g., additional/different furnishings for your booth, labor for setting up your booth, material handling for shipments being sent to the show, etc.). You will find everything you need to order through the CSS online ordering system or in the Exhibitor Service Kit.
 - **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 CSS at esr@cssabq.com or (505) 243-9889 to obtain one.
 - **Shipments / Drayage (Material Handling):**
 - **Shipping** is the movement of freight from one city to the next (i.e., shipping items to the show or warehouse by the Exhibitor). Exhibitors may use any carrier or their choice for shipping.
 - **Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
 - **Drayage (Material Handling)** includes receiving the shipment, storing the shipment and delivering to the booth, storing the empty containers if needed during the show, and moving the pieces from the booth to the loading dock and loading on to the designated outbound carrier at the end of the show. Additional information on Material Handling is available in the Exhibitor Service Kit or from CSS.
 - CSS will receive shipments at the advanced warehouse between *Monday, September 4 – Monday, September 30, 2024*, and at the exhibit facility beginning *Wednesday, October 2, 2024*. Shipments arriving outside of these dates may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.
- **Electrical, Internet, AV, Lead Scanning, and Catering:**
 - Forms for ordering Power, Internet, AV, Lead Retrieval, and Catering services are also included in the exhibitor kit, although these services are not provided by CSS.
- **Assistance:** Please do not hesitate to contact us if you need help or just have a question. We want you to have a successful show. We are very grateful for your support, and we are anticipating another very successful AISES conference.
 - **Prior to the Show:**
 - Contact AISES staff for additional exhibitor support and conference information at exhibitors@aises.org or (720) 552-6123 option 5
 - CSS can help with or answer questions about the Exhibitor Service Kit ordering:
Espí Sanchez or Lorie Wrobel
Email: esr@cssabq.com
Phone: (505) 243-9889
 - **On-Site Help:**
 - AISES personnel will be available on site to help you from October 2nd through the end of the college and career fair. You may reach them at the on-site AISES registration desks.
 - CSS will also have a service desk in the exhibit hall to answer questions as you are moving in and out if you have reserved booth space. Other service providers will also have representatives present.



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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2024 AISES NATIONAL CONFERENCE

Henry B. Gonzalez Convention Center

San Antonio, Texas

Thursday, October 03 – Saturday, October 05, 2024

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 the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 8.25% in San Antonio, Texas**. Sales tax is applicable to rentals. Labor and material handling services are exempt in the state of Texas. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **ArcBest (ABF Freight) 1-800-654-7019**.

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

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

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2024 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 03, 2024	7:00AM – 5:00PM
Show Date:	Friday, October 04, 2024	9:00AM – 4:00PM
Exhibitor Move-Out:	Friday, October 04, 2024	4:30PM – 8:00PM

MARKETPLACE

Vendor Move-In:	Wednesday, October 02, 2024	12:00PM – 5:00PM
Show Dates:	Thursday, October 03, 2024	8:30AM – 5:30PM
	Friday, October 04, 2024	8:30AM – 5:30PM
	Saturday, October 05, 2024	8:30AM – 5:30PM
Vendor Move-Out:	Saturday, October 05, 2024	5:30PM – 7:00PM

Outside freight carriers must be checked in by:

Friday, October 04, 2024 @ 7:00PM

All materials must be packed with bill(s) of lading turned in to **CSS** by:

Friday, October 04, 2024 @ 8:00PM

SHOW LOCATION: Henry B. Gonzalez CC • Exhibit Halls 3, 4A, 4B • 900 E. Market Street • San Antonio, 78205

STANDARD BOOTH PACKAGE:

(Included with booth purchase)

The exhibit hall **IS NOT** carpeted.

Aisle Carpet color is **Tuxedo**.

EXHIBIT HALL - 10' x 10'

8' Black, Teal, Plum, Draped Back

3' Black Draped Side Rail

(1) 6' Plum Draped Table

(2) Molded Plastic Chairs

(1) Waste Basket w/ Liner

(1) 7" x 44" ID Sign

MARKETPLACE - 10' x 10'

8' Black, Teal, Plum, Draped Back Wall

3' Black Draped Side Rail

(2) 8' Teal Draped Tables

(2) Molded Plastic Chairs

(1) Waste Basket w/ Liner

(1) 7" x 44" ID Sign

Note to Vehicle Exhibitors:

Visqueen or other floor covering (carpet) must be under the vehicle for facility floor protection.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:

Wednesday, September 04, 2024

Submission deadline for exhibitor appointed contractor (EAC) notification:

Wednesday, September 04, 2024

Last date to receive certificate of insurance for EAC:

Wednesday, September 04, 2024

Advance Orders and Payment Deadline:

Friday, September 20, 2024

Last date freight can arrive at the advance warehouse:

Monday, September 30, 2024

First date for direct shipments to facility:

Wednesday, October 02, 2024

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Mon – Fri - 8:00AM – 12:00PM & 1:00PM – 3:00PM

Wednesday, Sept 04 – Monday, Sept 30, 2024

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2024
c/o **CSS** / Freeman
3323 N Pan Am Expressway
Suite 126
San Antonio, TX 78219

FIRST DAY FOR DIRECT FREIGHT

Wednesday, October 02, 2024 --- 8:00AM – 5:00PM

Thursday, October 03, 2024 --- 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2024
Exhibit Halls 3 & 4
237 Tower of the Americas Way
San Antonio, TX 78205



1921 Bellamah NW
Albuquerque, NM 87104
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esr@cssabq.com

CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

For your payment security, we recommend that you log in to your account in our online ordering portal to authorize and process your order.

If you are unable to process your payment through our portal, you can 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.)

Last 4 of
Credit Card #:

--	--	--	--

Expiration
Date:

--	--	--	--

Billing
Zip Code:

--	--	--	--	--

You will need to call CSS to provide your complete credit card number and card verification # to adhere to PCI Compliance Standards.

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Rigging	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
Forms Included but ordered from a different location	
Internet	XXXXXXXX
AV	XXXXXXXX
Electrical	XXXXXXXX
Lead Retrieval	XXXXXXXX
Catering	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 the 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 the 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 **Friday, September 20, 2024**. *(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 who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after the close of the 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 **Friday, September 20, 2024**.
- 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 the 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: AISES 2024	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: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	164	196
	6'L X 30"H Draped Table	184	220
	8'L X 30"H Draped Table	214	257
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	187	224
	6'L X 40"H Draped Counter	225	270
	8'L X 40"H Draped Counter	246	295
	30"D X 40"H Spandex Round Highboy	211	253
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	94	113
	6'L X 30"H Undraped Table	108	129
	8'L X 30"H Undraped Table	137	164
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	108	129
	6'L X 40"H Undraped Counter	125	150
	8'L X 40"H Undraped Counter	143	172
TABLE SKIRTING (choose skirt color below)			
	4th Side Table Drape for Table 30"H	92	111
	4th Side Table Drape for Counter 40"H	108	130
	Individual Table Skirt for Table 30"H	111	133
	Individual Table Skirt for Counter 40"H	128	154
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' High Drapery/linear ft.	14	18
	8' High Drapery/linear ft.	24	28
	3' Upright w/ 1/2 Base	26	30
	8' Upright w/ Full Base	27	32
	Crossbar	27	32
STANDARD FURNITURE AND ACCESSORIES			
	Grey Molded Plastic Chair	72	84
	Padded Side Chair	96	113
	Padded Arm Chair	105	122
	Upholstered Bar Stool with Back	118	138
	Bag Rack	94	106
	Flat Literature Rack	223	249
	Aluminum Easel	44	49
	Wastebasket with Liner	30	34
	Fishbowl	42	47
	4' x 8' Horizontal Poster Board	204	245
	36" x 48" Double Sided Magnetic Whiteboard	204	245
	4'L Table Riser (draped in vinyl)	79	95
	6'L Table Riser (draped in vinyl)	103	110

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

SKIRT AND DRAPE COLOR CHOICES (please circle choice)					SPANDEX COLOR CHOICES (please circle choice)		
Blue	Gold	Teal	Beige	Hunter Green	Red	Black	Blue
Black	White	Peach	Burgundy	Terra-Cotta	White	Teal	Silver
Red	Silver	Plum					

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.25%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



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



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

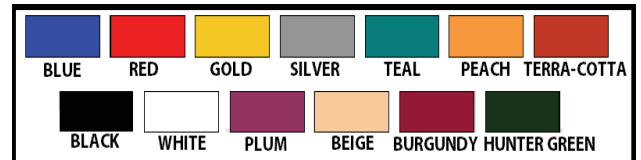


SPANDEX HIGHBOY
30" D X 40" H

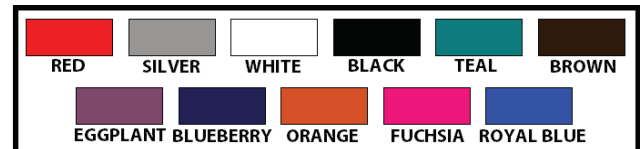


**ROUND CONFERENCE
TABLE/COUNTER**
36" D (BLACK/WHITE) or
40" D (GREY) x 30" or 40" H

DRAPE COLORS



SPANDEX COLORS



**MOLDED PLASTIC
CHAIR**



PADDED SIDE CHAIR



PADDED ARM CHAIR



**UPHOLSTERED
BAR STOOL**



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



CHROME BAG RACK
(3" at center)
1"W 41"H 26"W



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



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



ACCORDION LITERATURE
STAND
5' HIGH



POSTER BOARD
(HORIZONTAL)
4' X 8'



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



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30EBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30EBBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30EBHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30EBHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.9%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	365.25	456.75	
	30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	365.25	456.75	
	36ATO	Atomic 36" Round Table	36"RND 30"H	323.75	404.75	
	36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	427.75	534.75	
	36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	427.75	534.75	
	36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	305.50	382.00	
	36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	305.50	382.00	
	36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	427.75	534.75	
	36GRHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	427.75	534.75	
	36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	427.75	534.75	
	36MTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	427.75	534.75	
	36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	427.75	534.75	
	36WTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	427.75	534.75	
	42ATO	Atomic 42" Round Table	42"RND 30"H	323.75	404.75	
	42BKCT	42" Round Table	42"RND 29"H	487.50	609.50	
	ACHBCB	Ace High Back Chair	26"L 26"D 41.75-44.25"H	335.50	419.25	
	ACEHBC	Ace High Back Chair	26"L 26"D 41.75-44.25"H	335.50	419.25	
	ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-35.75"H	316.00	395.00	
	ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-35.75"H	316.00	395.00	
	ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D 18"H	335.50	419.25	
	ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D 18"H	466.75	583.50	
	ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D 18"H	335.50	419.25	
	ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D 18"H	335.50	419.25	
	ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D 18"H	466.75	583.50	
	ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	323.75	404.75	
	ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	323.75	404.75	
	ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	323.75	404.75	
	ALC100	Alondra Cocktail Table	47"L 24"D 16"H	405.50	507.00	
	ALC200	Alondra Cocktail Table	47"L 24"D 17"H	405.50	507.00	
	ALE100	Alondra End Table	20"L 20"D 20"H	323.75	404.73	
	ALE200	Alondra End Table	20"L 20"D 21"H	323.75	404.73	
	ATHCHA	Atherton Chair	27"L 31"D 30"H	702.00	877.50	
	AURA	Aura Round Table	15"RND 22"H	180.75	226.00	
	BC8	Madison Bookcase	36"L 12"D 72"H	568.00	710.25	
	BCHWHT	Baja Chair	36"L 30.5"D 28"H	764.50	955.50	
	BCW	Madrid Chair	30"L 30"D 31"H	702.00	877.50	
	BKC10N	10' Table	120"L 48"D 29"H	1,118.50	1,397.50	
	BKC10P	10' Table, Powered	120"L 48"D 29"H	1,423.50	1,779.50	

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PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.9%)	\$
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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
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Authorized by:		

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	BKCT5N	5' Table	60"L 48"D 29"H	609.75	762.25	
	BKCT5P	5' Table, Powered	60"L 48"D 29"H	690.25	863.00	
	BKCT8N	8' Table	96"L 48"D 29"H	1,118.00	1,397.50	
	BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,423.50	1,779.50	
	BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	100.00	130.00	
	BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	100.00	130.00	
	BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	100.00	130.00	
	BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	967.25	1,209.00	
	BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	405.50	507.00	
	BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D 31.75"H	405.50	507.00	
	BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	405.50	507.00	
	BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D 31.75"H	405.50	507.00	
	BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	702.00	877.50	
	BS001	Shark Barstool	22"L 19"D 34-44"H	365.25	456.75	
	BS002	Zoey Barstool	15"L 16"D 30-34.75"H	335.50	419.25	
	BSFWHT	Baja Sofa	86"L 30"D 28"H	1,161.00	1,451.25	
	BSR	Syntax Barstool	23"L 19"D 43.25"H	262.50	328.25	
	BSS	Banana Barstool	21"L 22"D 41"H	335.50	419.25	
	BST	Banana Barstool	21"L 22"D 41"H	335.50	419.25	
	BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	438.00	547.75	
	BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSM LN	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSM LV	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	

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	BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	366.50	458.25	
	C10PWR	10' Table, Powered	120"L 48"D 29"H	1,423.50	1,779.50	
	C1C	Geo Cocktail Table	50"L 22"D 16"H	335.50	419.25	
	C1E	Silverado Cocktail Table	36"RND 17"H	335.50	419.25	
	C1FWB	Geo Cocktail Table	47"L 24"D 17"H	335.50	419.25	
	C1W	Sydney Cocktail Table	48"L 26"D 18"H	335.50	419.25	
	C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	466.75	583.50	
	C1Y	Sydney Cocktail Table	48"L 26"D 18"H	335.50	419.25	
	C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	466.75	583.50	
	C5PWR	5' Table, Powered	60"L 48"D 29"H	690.25	863.00	
	C8PWR	8' Table, Powered	96"L 60"D 29"H	1,423.50	1,779.50	
	CB1	42" Round Table	42"RND 29"H	425.00	552.50	
	CB8	42" Round Madison Table	42"RND 29"H	487.50	609.50	
	CBSBAZ	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	234.00	292.50	
	CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	173.00	216.25	
	CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	173.00	216.25	
	CE1	Geo Table, Rounded Square	42"L 42"D 29"H	365.25	456.75	
	CE2	Geo Table, Rectangle	60"L 36"D 29"H	609.75	762.25	
	CF1	Geo Table, Rounded Square	42"L 42"D 29"H	365.25	456.75	
	CF2	Geo Table, Rectangle	60"L 36"D 29"H	609.75	762.25	
	CHR002	Allegro Chair	36"L 34.5"D 30"H	764.50	955.50	
	CNTCHR	Century Chair	30"L 30"D 31"H	702.00	877.50	

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	COCHTP	Cordoba Chair	37"L 32"D 32.75"H	609.75	762.25	
	COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	873.50	1092.00	
	CONF10	10' Table	120"L 48"D 29"H	1,118.50	1,397.50	
	CONF42	42" Round Table	42"RND 29"H	487.50	609.50	
	CONF5	5' Table	60"L 48"D 29"H	609.75	762.25	
	CONF8	8' Table	96"L 60"D 29"H	1,118.00	1,397.50	
	CS4	Syntax Chair	23"L 19"D 32.25"H	243.00	304.00	
	CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	550.00	687.50	
	CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	316.00	395.00	
	DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	243.00	304.00	
	DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	810.00	1,012.50	
	DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	405.50	507.00	
	DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	303.00	378.75	
	DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	547.25	684.25	
	DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	405.50	507.00	
	DUET	Duet Stack Chair	21"L 23"D 33"H	100.00	125.25	
	E1C	Geo End Table	24"L 24"D 20"H	275.00	357.50	
	E1E	Silverado End Table	24"RND 22"H	262.50	328.25	
	E1FWB	Geo End Table	20"L 20"D 21"H	275.00	357.50	
	E1W	Sydney End Table	27"L 23"D 22"H	323.75	404.75	
	E1Y	Sydney End Table	27"L 23"D 22"H	323.75	404.75	
	END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	568.00	710.25	
	END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	568.00	710.25	
	END02B	Endless Square Ottoman	34"L 34"D 15"H	498.00	622.50	
	END02W	Endless Square Ottoman	34"L 34"D 15"H	498.00	622.50	
	FAIRCW	Fairfax Chair	27"L 26"D 30"H	520.00	650.00	
	FAIRSW	Fairfax Sofa	62"L 26"D 30"H	669.50	837.00	
	GENCHA	Genesis Chair	27.5"L 27.5"D 40-43.5"H	324.00	292.50	
	HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	709.75	887.25	
	HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,118.00	1,397.50	
	JD8	Madison Executive Desk	60"L 30"D 29"H	732.00	915.00	
	KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	310.75	388.50	
	KEYCHR	Key Largo Chair	35"L 35"D 34"H	520.00	650.00	
	KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	609.75	762.25	
	KEYSOF	Key Largo Sofa	79"L 35"D 34"H	669.50	837.00	
	LA14	Mason Table Lamp	16"RND 26"H	173.00	216.25	
	LA15	Mason Floor Lamp	18"RND 55"H	323.75	404.75	
	LABREA	La Brea Swivel Chair	35"L 27"D 40"H	609.75	762.25	

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	LENCHA	Lena Chair	27"L 25"D 31"H	609.75	762.25	
	LMBAR	Laguna Barstool	18"L 20"D 47"H	234.00	292.50	
	LMCHR	Laguna Chair	18"L 19"D 34"H	173.00	216.25	
	LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	335.50	419.25	
	LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	262.50	328.25	
	MADC05	Madison 5' Table	60"L 48"D 29"H	609.75	732.25	
	MADC08	Madison 8' Table	96"L 60"D 29"H	1,118.00	1,397.50	
	MADC10	Madison 10' Table	120"L 48"D 29"H	1,118.00	1,397.50	
	MALGRN	Malba Chair	20"L 20"D 32"H	120.00	156.00	
	MALGRY	Malba Chair	20"L 20"D 32"H	120.00	156.00	
	MAR001	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR002	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR003	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR004	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR005	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR006	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR007	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR008	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR009	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR010	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR011	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR012	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR013	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR014	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR015	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	262.50	328.25	
	MAR020	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MAR021	Marche Swivel Ottoman	17"RND 18"H	262.50	328.25	
	MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	335.50	419.25	
	MARCBE	Marina Chair	17.5"L 19.5"D 35"H	202.75	253.50	
	MARCBK	Marina Chair	17.5"L 19.5"D 35"H	202.75	253.50	
	MARCBR	Marina Chair	17.5"L 19.5"D 35"H	202.75	253.50	
	MARCRD	Marina Chair	17.5"L 19.5"D 35"H	202.75	253.50	
	MARCWH	Marina Chair	17.5"L 19.5"D 35"H	202.75	253.50	

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	MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	335.50	419.25	
	MESCTG	Mesa Cocktail Table	36"RND 17.25"H	335.50	419.25	
	MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	335.50	419.25	
	MESETB	Mesa End Table	20.5"RND 21.25"H	262.50	328.25	
	MESETG	Mesa End Table	24"RND 21.25"H	262.50	328.25	
	MESETW	Mesa End Table	20.5"RND 21.25"H	262.50	328.25	
	MIRWHT	Miramar Divider, White	63"L 23"D 83"H	589.00	736.25	
	MONCHA	Montreal Chair	30"L 23.25"D 30"H	764.50	955.50	
	MONLOV	Montreal Loveseat	65"L 27.25"D 39.5"H	967.25	1,209.00	
	MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	478.50	598.00	
	MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	1,830.50	2,288.00	
	MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,545.75	1,932.25	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	1,830.50	2,288.00	
	MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,727.75	2,159.75	
	NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	946.50	1,183.00	
	NPLCHR	Naples Chair	36"L 30"D 33.25"H	764.50	955.50	
	NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,171.25	1,464.25	
	NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	967.25	1,209.00	
	NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,161.00	1,451.25	
	NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,383.25	1,729.00	
	P30BWH	30" Bar Table, Powered	30" RND 42"H	894.50	1,118.00	
	P30CWH	30" Cafe Table, Powered	30" RND 29"H	894.50	1,118.00	
	OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	310.00	403.00	
	PALSOF	Palm Beach Sofa	69"L 29"D 33"H	986.75	1,233.50	
	PASCHR	Pasadena Chair	27"L 25"D 26"H	405.50	507.00	
	PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	650.00	812.50	
	PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	650.00	812.50	
	PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	764.50	955.50	
	PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	764.50	955.50	
	PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	283.50	354.25	
	PSHCCS	Posh Shelving	36"L 18"D 72"H	466.75	583.50	
	REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	366.50	458.25	
	REGOTT	Regis End Table	16"L 15.5"D 16.5"H	323.75	404.75	
	ROLLBL	Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLGY	Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLRD	Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLWH	Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	173.00	216.25	

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PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.9%)	\$
TOTAL	\$



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esr@cssabq.com

UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	384.75	481.00	
	RSTSTL	Rustique Barstool	13"L 13"D 30"H	153.50	191.75	
	SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	100.00	130.00	
	SC3	Brewer Chair	20"L 20"D 32"H	190.00	247.00	
	SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	SFA002	Allegro Sofa	73"L 34.5"D 30"H	986.75	1,233.50	
	STECOA	Sterling Chair	33"L 33.5"D 32"H	946.50	1,183.00	
	STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,383.25	1,729.00	
	STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	91.00	113.75	
	STNSGN	Stanchion Sign Holder	10"L 13"H	80.50	100.75	
	SWAN	Swanson Swivel Chair	28"L 25"D 30"H	478.50	598.00	
	SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	335.50	419.25	
	SYDBEE	Sydney End Table	27"L 23"D 22"H	323.75	404.75	
	SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	335.50	419.25	
	SYDWDE	Sydney End Table	27"L 23"D 22"H	323.75	404.75	
	TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	180.75	226.00	
	TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	202.75	253.50	
	TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	478.50	598.00	
	TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	478.50	598.00	
	TECH	Tech Desk, Powered	60"L 30"D 30"H	478.50	598.00	
	TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	222.25	278.00	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	722.75	903.50	
	TMBTBL	Timber Table	16"RND 17"H	180.75	226.00	
	TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	650.00	812.50	
	VALCGN	Valencia Chair	28"L 30.5"D 31"H	520.00	650.00	
	VALCHA	Valencia Chair	28"L 30.5"D 31"H	520.00	650.00	
	VALCOT	Valencia Chair	28"L 30.5"D 31"H	520.00	650.00	
	VALSOF	Valencia Sofa	63"L 30.5"D 31"H	669.50	837.00	
	VALVOT	Valencia Loveseat	63"L 30.5"D 31"H	669.50	837.00	
	VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	155.00	201.50	
	VILHUB	Village Charging Hub	12"L 12"D 28.25"H	366.50	458.25	
	VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,220.75	1,526.00	
	VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	995.75	1,244.75	
	VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	995.75	1,244.75	
	VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,220.75	1,526.00	
	VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VTA	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	295.00	369.00	
	VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	305.50	382.00	
	VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	305.50	382.00	
	VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	305.50	382.00	
	WD3	Work Table	48"L 24"D 30"H	375.75	469.75	
	WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	478.50	598.00	
	XBAR	Christopher Barstool	19"L 19"D 41"H	262.50	328.25	
	XCHR	Christopher Chair	17"L 19"D 35"H	173.00	216.25	

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TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: Connect (X) 2024	Advance Payment Deadline: Wednesday, April 24, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	ZENBAR	Zenith Barstool	19"L 20"D 44"H	234.00	292.50	
	ZENCHR	Zenith Chair	18.25"L 22"D 32"H	173.00	216.25	
	ZTA	30" Round Madison Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	295.00	369.00	
	ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	305.50	382.00	
	ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	305.50	382.00	
	ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	305.50	382.00	

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Tax (8.9%)	\$
TOTAL	\$



2024

TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT

CORT®

EVENTS



INSPIRED EXHIBIT IDEAS

To transform spaces,
build connections, and
foster engagement

10' X 20' BOOTH



10' X 20' BOOTH



10' X 10' BOOTH



10' X 10' BOOTH



10' X 10' BOOTH



10' X 20' BOOTH











10' X 20' BOOTH



Table of Contents

Legend

-  Lighted
-  Outdoor
-  Powered

2	Introduction
3	Table of Contents
 4	Top Tips
 6	Soft Seating
12	Powered Seating
13	Accent Chairs
 17	Group Seating
23	Ottomans
 26	Bar Seating
 32	Bar & Café Tables
36	Communal Tables
 38	Powered Product
 41	Accent Tables
45	Side Tables
46	Office & Storage Essentials
47	Executive Conference Tables
50	Executive Seating
52	Counters and Pedestals
 53	Essential Accessories, Lighting and Greenery

	4 Top Tips		6 Soft Seating
	17 Group Seating		26 Bar Seating
	32 Bar & Café Tables		38 Powered Product
	41 Accent & Side Tables		53 Essentials: Office, Accessories & Greenery

TOP TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.



2 Lux Lounge

Encourage meaningful conversations by creating relaxing, comfortable “living room” environments where attendees will linger.



3 Green with Envy

Biophilic elements such as life-like plants and hedges enhance a feeling of serenity and well-being for attendees.



4 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality for maximum engagement and interaction.



5 Experience First

Got limited space? Use ottomans in small theaters for quick demonstrations.



TOP TIPS

for
**Tradeshow
Exhibits**

Use these tips to bring your space to life and empower clients to make it their own.

8 In the Loop

Create an intimate and inclusive setting for small group discussions with ottomans styled around an accent table.



10 Create Space

When clients need privacy, clear dividers between sofas or conference tables can give space for breakout meetings.



6 Natural Materials

Use natural materials to design warm environments that are inviting and conducive to learning.



7 Power Up!

Include powered products throughout your exhibit to provide a place to relax and recharge.



9 Make it Pop!

Add flashes of color to your design to draw attention and reinforce brand themes.

11 Share the Look

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFAS, LOVESEATS, CLUB CHAIRS

White



Baja



Fairfax



Palm Beach

Black



Naples



Key Largo



SOFAS, LOVESEATS, CLUB CHAIRS

Cool Tones



Montreal



Allegro

Neutral Tones



Cordoba



Sterling















Valencia







Warm Tones









Valencia







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Loveseat	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCGN	Green Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCOT	Oat Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Loveseat	VALVOT	Oat Fabric	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS

White



Brooklyn

Pasadena

Swanson

Madrid

Black



Brooklyn

Pro Executive Guest

Neutral Tones



Century



La Brea



Munich



Tech



Warm Tones



Lena



Bowery









Terrace















Atherton



Wentworth

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	White Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	Length: 24" Depth: 30.5" Height: 31.25" Seat Length: 22.5" Seat Depth: 21.5" Seat Height: 17.5"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING

White



Christopher



Marina



Razor



Zenith

Black



Blade



Brewer



Chelsea



Duet



Marina



Syntax

Cool Tones



Blade



Chelsea



Marina



Malba

GROUP SEATING

Neutral Tones



Lucent



Chelsea



Malba



Rustique

Warm Tones



Chelsea



Blade



Marina







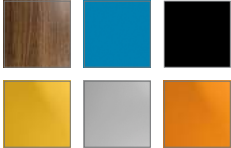
Laguna


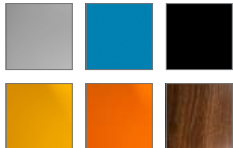









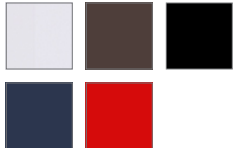


Chelsea









Marina





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5" Seat Height: 18.75"
 	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"
	Zenith Chair	ZENCHR	White, Chrome	Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
 	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Marche Swivel Ottoman	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
 	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

BAR SEATING

White



Banana



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

Black



Banana



Blade



Chelsea



Lift



Marina



Syntax

Cool Tones



Blade



Chelsea



Marina

BAR SEATING

Neutral Tones



Lucent



Chelsea



Lift



Rustique

Warm Tones



Chelsea



Blade



Lift



Marina









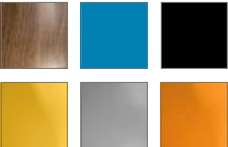
Laguna





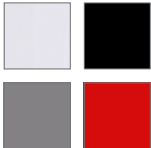



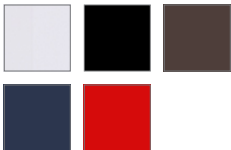




Chelsea











Marina







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
  	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 46" Seat Length: 18" Seat Depth: 16" Seat Height: 30.75"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Kamden Barstool	KABSWH	White Vinyl, Chrome	Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15" Seat Depth: 19" Seat Height: 22-32"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 15" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 45"
 	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30EBBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 42"
 	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
 	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
 	30" Round Café Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"

35







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
  	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
 	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
  	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
 	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Adelaide Powered Cocktail Table	Powered: ADCTWP Non-Powered: ADCTWH Powered: ADCTBP Non-Powered: ADCTBK	White Top, Silver Black Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
 	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
 	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"











Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	10' Table	Powered: C10PWR Non-Powered: CONF10 Powered: BKC10P Non-Powered: BKC10N	White Top, Silver Black Top, Silver	Length: 120" Depth: 48" Height: 29"







40







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP Non-Powered: ADCTBK Powered: ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
 	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
 	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 47" Depth: 24" Height: 17" Length: 47" Depth: 24" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200	Brandy Maple Top, Chrome	Length: 20" Depth: 20" Height: 21"
		ALE100	Glass Top, Chrome	Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB	Brandy Maple Top, Black Base	Length: 47" Depth: 24" Height: 17"
		C1C	Glass Top, Chrome Base	Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB	Brandy Maple Top, Black Base	Length: 20" Depth: 20" Height: 21"
		E1C	Glass Top, Chrome Base	Length: 24" Depth: 24" Height: 20"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Mesa Cocktail Table	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"
 	Mesa End Table	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Regis End Table	REGOTT	Brushed Metal	Length: 16" Depth: 15.5" Height: 16.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
 	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
 	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39" Depth: 1.5" Height: 72"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	42" Round Table	CONF42 42BKCT	White Top, Black Black Top, Black	Round: 42" Height: 29"
 	10' Table	Powered: BKC10P Non-Powered: BKC10N Powered: C10PWR Non-Powered: CONF10	Black Top, Silver White Top, Silver	Length: 120" Depth: 48" Height: 29"
 	8' Table	Powered: BKCT8P Non-Powered: BKCT8N Powered: C8PWR Non-Powered: CONF8	Black Top, Silver White Top, Silver	Length: 96" Depth: 60" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	5' Table	Powered: BKCT5P Non-Powered: BKCT5N Powered: C5PWR Non-Powered: CONF5	Black Top, Silver White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted	MTCPUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"



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CARPET ORDER FORM

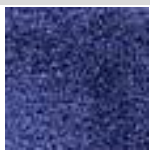
CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	Advance Payment Deadline:	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	245	294
	10' x 20' carpet	490	588
	10' x 30' carpet	735	882
	10' x 40' carpet	980	1176
	SPECIAL CUT STANDARD CARPET (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.)	\$5.44 per sq. ft.	\$6.53 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.01 per sq. ft.	\$2.42 per sq. ft.

STANDARD CARPET COLOR *(please circle color choice)*



Blue



Red



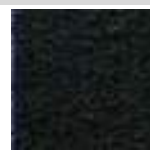
Grey



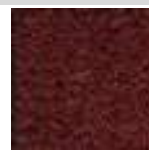
Teal



Hunter Green



Black



Burgundy



Plum

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 (8.25%)	\$
TOTAL	\$



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

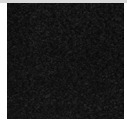
ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet

Carpet Size _____ x _____ = _____ square feet x \$8.45 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)



Black



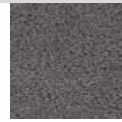
Grey Pearl



Red



Navy



Lava Rock



Paprika



Graphite



Royal Blue



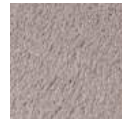
Silky Beige



Ivory



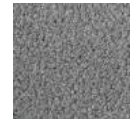
Smoke



Sword



White



Silver Cloud

Visqueen is available at **\$1.36** (advanced price) or **\$1.64** (standard price) per square foot installed

_____ x _____ = _____ square feet x \$1.36 or \$1.64 = \$ _____ TOTAL

Carpet Padding is available at **\$2.01** (advanced) or **\$2.42** (standard) per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$2.01 or \$2.42 = \$ _____ TOTAL

****NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL****

CONTACT CSS FOR ADDITIONAL FLOORING OPTIONS OR NEEDS

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 (8.25)	\$
TOTAL	\$



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RENTAL DISPLAY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

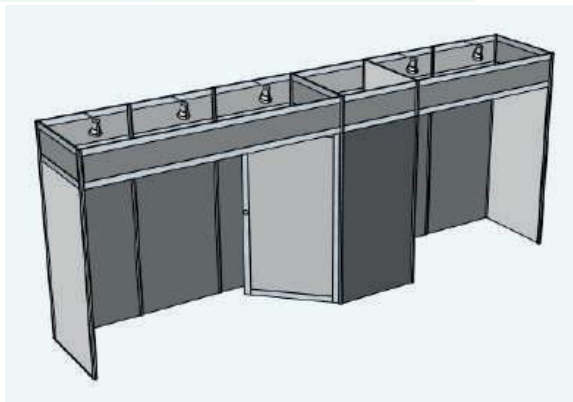
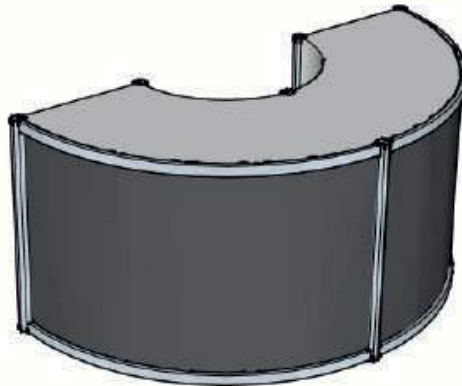
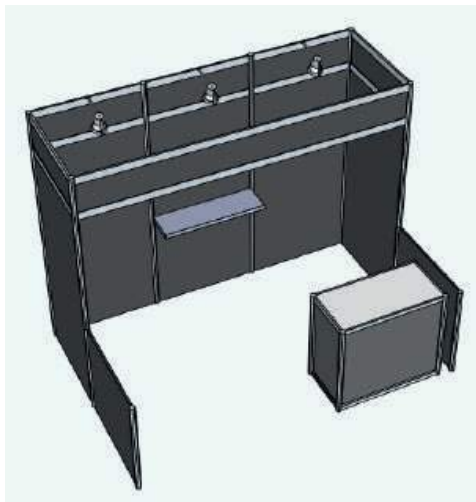
Rental Display Units

Please contact CSS Exhibitor Services Department to order Rental Display Units at

Email: esr@cssabq.com

Or

Phone: (505) 243-9889





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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	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**.

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$126.90	\$152.28
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$190.35	\$228.42
Sundays and Holidays	\$253.80	\$304.56

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$224.50	\$269.40
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$336.75	\$404.10
Sundays and Holidays	\$449.00	\$538.80

****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 Exempt	\$
TOTAL	\$

EXHIBITOR APPOINTED CONTACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: **Wed, Sept 4, 2024**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Wednesday, September 04, 2024**.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Wednesday, September 04, 2024**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. *(Show aisles and public space are not part of the booth area.)*
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

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

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

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

AISES 2024



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RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Please Note: if your sign weighs over 250 lbs or has a motor, you need to order your rigging directly through the facility provider (Encore).

CSS reserves the right to assemble, install, and dismantle hanging banners and signs (non-electrical) with approved devices and type of cable to safely hang banner or sign. **CSS** also reserves the right to use the required amount of labor to **safely** do the job.

Rigging labor will be billed in 1/2 hour increments with a **one-hour minimum**.

RATES FOR RIGGING	Advance Price	Standard Price
	Per Crew / Per Hour	Per Crew / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$557.00	\$669.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$835.50	\$1,003.50
Sundays and Holidays	\$1,114.00	\$1,338.00

**Exhibitor must contract all sign hanging with the official service contractor.

If banner or sign requires assembly, installation, and/or dismantling with the use of supporting devices such as cabling, wire, Crosby's, and/or turnbuckles, work will be performed on a time and material basis. Materials will be invoiced at the show site.

- ❖ If riggers are not picked up or canceled without 24-hour notice, your estimated rigging hours will be charged.
- ❖ If display materials have not arrived by scheduled rigging install times, your estimated rigging hours will be charged.

Does a sign need to be assembled?

YES

NO

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

SPECIAL INSTRUCTIONS: (Please provide information such as weight, size and shape of sign.)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
TOTAL	\$



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VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DIRECT MOBILE UNITS / MOTORIZED VEHICLES / EXHIBIT AREA

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by **CSS** to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas with **CSS** spotters, or have **CSS** supply an operator when available.

Mobile units are to have 1/4 tank of gas or less and once vehicle is in place, battery is to be disconnected, gas cap locked or taped.

EXHIBIT AREA:

MOBILE UNITS

\$ 250 PER UNIT (Round Trip)

Number of Units: _____ Type: _____

Dimensions of Largest Unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Comments/Special Handling Requirements: _____

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
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.



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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: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	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 Mon – Fri - 8:00AM – 12:00PM & 1:00PM – 3:00PM Wednesday, Sept 04 – Monday, Sept 30, 2024 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # AISES 2024 c/o CSS / Freeman 3323 N Pan Am Expressway Suite 126 San Antonio, TX 78219	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Wednesday, October 02, 2024 --- 8:00AM – 5:00PM Thursday, October 03, 2024 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS AISES 2024 Exhibit Halls 3 & 4 237 Tower of the Americas Way San Antonio, TX 78205	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

Our preferred freight carrier is: ArcBest (ABF Freight) 1-800-654-7019

****Freight will be re-routed from show floor on Friday, October 04, 2024 @ 7:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 130 per cwt = \$ 650

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

\$ 130 per cwt. **\$ 260** minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ **\$ 130** per cwt = \$ _____

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

\$ 118 per cwt. **\$ 236** minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ **\$ 118** 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 \$24 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing 30 lbs. or less will be charged a **\$67 material handling fee.**

Banding and Shrink Wrap will be charged at **\$78** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$65 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
TOTAL	\$

HANGING SIGN SHIPPING LABELS

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024
c/o CSS / Freeman
3323 N Pan Am Expressway
Suite 126
San Antonio, TX 78219
HANGING SIGN

Whse Hrs: M-F – 8am- 12pm & 1pm – 4pm
MUST ARRIVE BY: Monday, Sep. 30, 2024

✂

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024
c/o CSS / Freeman
3323 N Pan Am Expressway
Suite 126
San Antonio, TX 78219
HANGING SIGN

Whse Hrs: M-F – 8am- 12pm & 1pm – 4pm
MUST ARRIVE BY: Monday, Sep. 30, 2024

✂

HANGING SIGN SHIPPING LABELS

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

RUSH


TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024
c/o CSS /
c/o CSS / Freeman
3323 N Pan Am Expressway
Suite 126
HANGING SIGN

Whse Hrs: M-F – 8am- 12pm & 1pm – 4pm
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**ADVANCE WAREHOUSE**
CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024
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MUST ARRIVE BY: Monday, Sep. 30, 2024

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ADVANCE WAREHOUSE SHIPPING LABELS

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024

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Whse Hrs: M-F – 8am- 12pm & 1pm – 4pm

MUST ARRIVE BY: Mon, Sept. 30, 2024

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024

c/o CSS / Freeman
3323 N Pan Am Expressway
Suite 126
San Antonio, TX 78219


Whse Hrs: M-F – 8am- 12pm & 1pm – 4pm

MUST ARRIVE BY: Mon, Sept. 30, 2024

✂

✂

DIRECT SHIPPING LABELS

**DIRECT TO SHOW**
CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS


AISES 2024

c/o CSS
Henry B. Gonzalez – Exhibit Halls 3-4
237 Tower of the Americas Way
San Antonio, TX 78205

Must NOT arrive before 10/02/24
DIRECT Shipments Received:
October 02, 2024 – 8:00AM – 5:00PM
October 03, 2024 – 8:00AM – 5:00PM

✂

✂

**DIRECT TO SHOW**
CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2024

c/o CSS
Henry B. Gonzalez – Exhibit Halls 3-4
237 Tower of the Americas Way
San Antonio, TX 78205

Must NOT arrive before 10/02/24
DIRECT Shipments Received:
October 02, 2024 – 8:00AM – 5:00PM
October 03, 2024 – 8:00AM – 5:00PM

✂

✂



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

email us @
esr@cssabq.com

OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	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, **ArcBest (ABF Freight)**, is authorized to ship show materials to the above address. (Exhibitor must contact ABF directly for quotes if needed at 800-654-7019 or tradeshowsupport@arcb.com.)
- ☐ 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 the preferred Show Carrier.)
- ☐ 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 be shipped through Preferred Show Carrier at Exhibitor's expense.

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

***Priority
handling of
your inbound
and outbound
shipments***

***Guaranteed
expedited air
and ground
services***

***LTL Ground
Transportation***

***International
Transportation***

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





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

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esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	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)	\$.76 per sq. ft. (One Day)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.14 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	_____	=	_____

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

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 (8.25%)	\$
TOTAL	\$



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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12" W	111	134	
	Floral Arrangement 18"H x 12" W	156	188	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (please circle choice) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	102	121	
	Mums (select color) White Yellow Purple Rust	102	121	
	Small Ferns	64	77	
	Large Ferns	102	121	
	3 – 4-foot green plants	121	146	
	5 – 6-foot green plants	200	241	
	7 – 8-foot green plants	246	295	
			Delivery Charge	21
PLEASE READ PAYMENT POLICY			SUBTOTAL	\$
			Tax (8.25%)	\$
			TOTAL	\$

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

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



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email us @
esr@cssabq.com

SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2024	Advance Payment Deadline: Friday, September 20, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board (1 meter x 8')	Vertical (unframed)		468	560	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (8.25%)	\$
TOTAL	\$

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

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

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

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

RASTER FILES: .PSD, .TIF, .EPS, .JPG

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

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

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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.



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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.



* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



INTERNET SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: AISES 2024	
Billing Company Name:		Show Start Date: October 2, 2024		Show End Date: October 5, 2024
Billing Company Address:		INCENTIVE ORDER DEADLINE: September 16, 2024		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for Light Internet Usage		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available for UHD Streaming					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / floor work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEs	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

Customer Number:

2024-017-964

ORDER NOW ➔

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* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



TELEPHONE SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: AISES 2024	
Billing Company Name:		Show Start Date: October 2, 2024		Show End Date: October 5, 2024
Billing Company Address:		INCENTIVE ORDER DEADLINE: September 16, 2024		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

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Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 30% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

Customer Number:

2024-017-964

ORDER NOW

"COMMUNICATIONS" FLOOR PLAN WORKSHEET

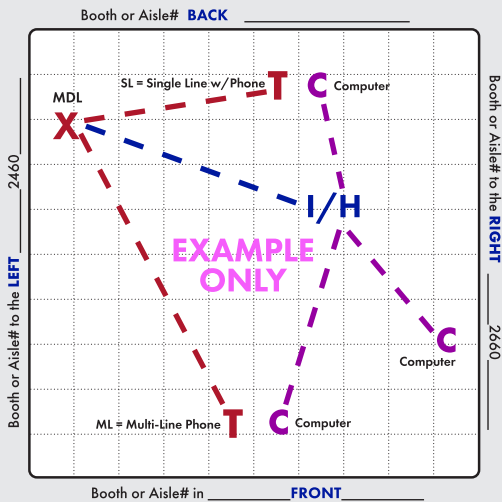
Company Name:

Show: **AISES 2024**

Booth/Room #:

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

Customer / Ref #: **2024-017-964**



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX...

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

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

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

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

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____

Booth Orientation: For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline



You may reach us with questions at:

Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:

Show: **AISES 2024**

Booth/Room #:

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

Customer / Ref #: **2024-017-964**

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



encoreSM

Exhibitor AV On-line

2024 AISES National Conference

October 4, 2024

Henry B. Gonzalez Convention Center
San Antonio, Texas

[Encore EventNow](#) | [Audio Visual Solutions](#) | [Order Online \(encoreglobal.com\)](#)

- Type name of the event in the search box (American Indian Science & Engineering Society)
- Find the Event
- Click Shop for Event
- Make selections and submit AV order.

If you do not see what you need for your event, please call 800-966-4498, or click on the chat icon at the link to connect with a representative during office hours, 9a-5p CST, Monday-Friday.

NAME OF SHOW: **2024 AISES NATIONAL CONFERENCE**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freeman.com/store.

ELECTRICAL

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
110/120 VOLT					
500 Watts (5 amps)	_____	_____	124.50	186.75	= \$ _____
1000 Watts (10 amps)	_____	_____	166.25	249.40	= \$ _____
2000 Watts (20 amps)	_____	_____	226.50	339.75	= \$ _____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	363.50	545.25	= \$ _____
30 Amps	_____	_____	432.25	648.40	= \$ _____
60 Amps	_____	_____	686.25	1,029.40	= \$ _____
100 Amps	_____	_____	1021.75	1,532.65	= \$ _____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	468.00	702.00	= \$ _____
30 Amps	_____	_____	569.50	854.25	= \$ _____
60 Amps	_____	_____	938.25	1,407.40	= \$ _____
100 Amps	_____	_____	1,303.50	1,955.25	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$5.25 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ _____ = \$ _____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	_____	137.50	206.25	= \$ _____
Double Light Stand (400w)	_____	_____	146.25	219.40	= \$ _____

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **LATE DATE**.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

LIGHT STAND PLACEMENT

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

TOTAL COST

Total Cost = \$ _____

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

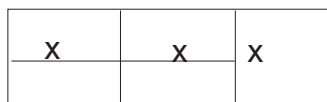
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

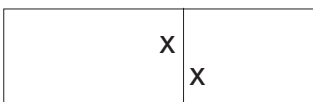
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

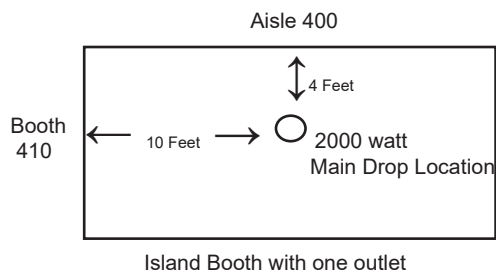


BACK TO BACK PENINSULA

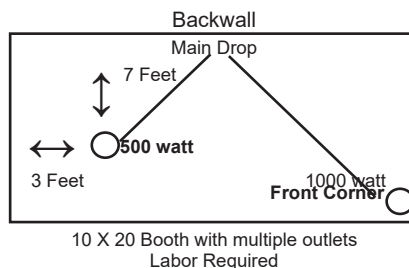
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at www.freeman.com/store to print as a base layout.



Island Booth with one outlet



OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

NAME OF SHOW: 2024 AISES NATIONAL CONFERENCE

COMPANY NAME:BOOTH #:

CONTACT NAME:PHONE #:

E-MAIL ADDRESS:

ELECTRICAL SERVICE GRID

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other pieces of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specifid dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattagges/amerpages. Please **do not** simply place an X where power is required.
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

A measurement scale can be applied to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot20 x 20 use 1 square = 1/2 foot40 x 40 use 1 square = 1 foot

Adjacent Aisle or Booth#

Adjacent Aisle or Booth#

Adjacent Aisle or Booth#

Adjacent Aisle or Booth#

NAME OF SHOW: **2024 AISES NATIONAL CONFERENCE**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freeman.com/store.

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time: Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays)

Double time: Monday - Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$123.00	\$172.25
Electrician - OT	\$246.00	\$334.50
Condor w/crew - ST	\$655.25	\$917.50
Condor w/crew - OT	\$784.50	\$1,098.50
Forklift w/operator - ST	\$174.00	\$243.75
Forklift w/operator - OT	\$238.50	\$334.00

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

Print Name: _____

Authorized Signature: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Name of On-Site Contact: _____ Cell Phone: _____

Special Instructions: _____

SELECT WORK TYPE

Floor Work _____ Booth Work _____

Floor Work _____ Booth Work _____

Floor Work _____ Booth Work _____

TOTAL COST

Total Cost = \$ _____

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

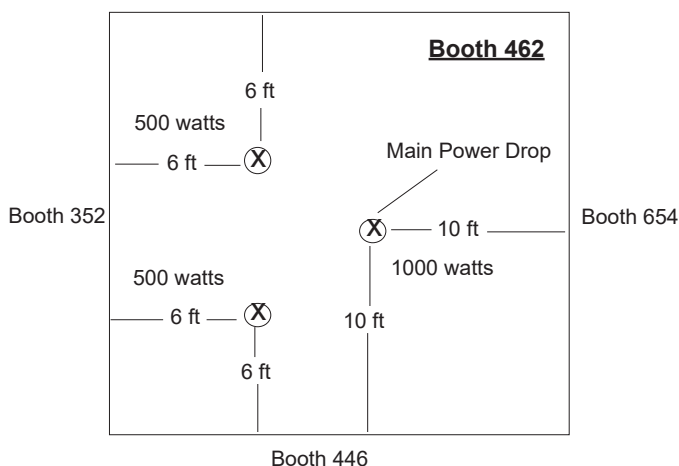
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 36 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device
to capture leads
Just Point & Scan

MobilePlus™



Large format
device to capture
leads
Just Point & Scan

iPad MiniPlus™



Use your own
device to capture
leads
Just Point & Scan

LeadsPlus™ App



**AMERICAN
TRADESHOW SERVICES**



American Indian Science & Engineering Society National Conference 2024
Henry B. Gonzalez Convention Center | San Antonio, TX
October 3 - 5, 2024 (Show Date October 4th)

ATS AMERICAN
TRADESHOW SERVICES

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, AUGUST 30, 2024

Click here to
ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 36 months



Handheld
"State of the Art"
Honeywell Scanner

MobilePlus™



Use our iPad &
our LeadsPlus
Application

iPad® Mini Plus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App	\$ 359.00	\$ 409.00	_____	\$ _____
(First License)				
LeadsPlus App	\$ 99.00	\$ 149.00	_____	\$ _____
(Additional License)				
LeadsPlus App Bundles: (First License Included)				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____

Mobile Plus Add-Ons:	Post Dis. Deadline		
Custom Survey	\$ 60.00	\$ 80.00	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	\$ _____
Developer Kit	\$ 350.00	\$ 350.00	\$ _____

Sub-Total = \$ _____

Click here to ORDER ONLINE

Username: AISES2024 | Password: 1001

SATX Sales Tax 8.25% = \$ _____
Total Due (in US Funds) = \$ _____
3% Credit Card Surcharge = \$ _____

(PLEASE PRINT)

BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ ☐ ☐

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

CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com

Questions? Please call: 985-240-5507 Fax: 985-809-1888

Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

EXHIBITORPACK

HENRY B. GONZÁLEZ CONVENTION CENTER
SAN ANTONIO, TEXAS



THE RK CULINARY GROUP

*****ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.**

Welcome

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience. Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!

POLICIES AND PROCEDURES

THE RK CULINARY GROUP (RKIII), LLC EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

*****Orders must be received and secured with a credit card two weeks prior to the start of the show, or a \$250.00 late fee will be applied.**

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through the show's electrician.

HENRY B. GONZÁLEZ CONVENTION CENTER EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

**Alcoholic Not
Permitted at AISES**

EXHIBITOR SERVICES

FEES

BOOTH DELIVERY

\$30 | DELIVERY

RECEIVING & STORAGE FEE

\$250 | DAY

CHINA FLATWARE

\$3.00 | PERSON

ICE

\$15 | 10 LBS

ATTENDANT FEE

\$150 | MINIMUM, FOR A 5-HOUR CONSECUTIVE PERIOD

\$30 | EACH ADDITIONAL HOUR

(SEE PAGE 8 FOR BARTENDER FEES)

BEVERAGES

COFFEE

Regular and Decaffeinated

\$74.00 | GALLON

ASSORTED HOT HERBAL TEA

\$74.00 | GALLON

ICED TEA

\$56.00 | GALLON

HOT COCOA

\$74.00 | GALLON

SODAS

\$4.50 | CAN

LEMONADE

\$56.00 | GALLON

AGUA FRESCAS

\$62.00 | GALLON

FRUIT INFUSED WATER

Prickly Pear-Hibiscus

Watermelon-Mint

Pineapple-Strawberry

\$62.00 | GALLON

BOTTLED WATER

\$4.50 | BOTTLE

SELF SERVE WATER UNIT

\$89.00 | DAY

Spring Water

\$42.00 | 5 GALLON BOTTLE

ALL BEVERAGE SERVICES INCLUDE
8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.



STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Starbucks Coffee, Decaf Coffee, Tazo Tea Bags, sleeves, cups, sugar, creamers, stirs. (Flavored Syrups are an additional cost.)

BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W x 2'10" H
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

COFFEE, DECAF & HOT TEA, CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$100.00 | GALLON

MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

Margarita Mix Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

MINIMUM OF 3 GALLONS PER ORDER

\$130.00 | GALLON

SMOOTHIE MACHINE

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: 120 VOLTS

\$450.00 | DAY

Smoothie Flavors

Peach, Strawberry, Mango, Strawberry-Banana

MINIMUM OF 3 GALLONS PER ORDER

\$110.00 | GALLON

ANTIQUE POPCORN CART

Service includes bags and cocktail napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 24" L x 40" W
POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

Popcorn

One case contains 24 packages.

Approximately 15-18 servings per package.

\$250.00 | CASE

COOKIE BAKING OVEN

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 20" W
POWER REQUIREMENTS: 120 VOLTS; 15 AMPS

\$550.00 | DAY

Cookie Options

Chocolate Chip, Oatmeal Raisin, Sugar

\$47.00 | DOZEN



STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic Syrup, Napkins and Ice.

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

Syrups

Classic and raspberry are included

CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID

\$100.00 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT
SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

FREEZER

BOOTH FLOOR SPACE REQUIREMENTS: 59" L x 26" W | 25" L x 50" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET
\$300.00 | DAY

Ice Cream Bars
\$6.00 | EACH

ITALIAN ICE CART RENTAL

BOOTH FLOOR SPACE REQUIREMENTS: 25" L x 33" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET
\$550.00 | DAY

Italian Ice Flavors
Mango, Watermelon, Strawberry, Lime
MINIMUM ORDER OF 100 SERVINGS
\$5.00 | 4OZ SERVING



YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

BOOTH FLOOR SPACE REQUIREMENTS: MACHINE IS 15 SQUARE FEET
POWER REQUIREMENTS: 220 VOLT / 30 AMP
\$1600.00 | INITIAL SET UP FEE
\$500 | ADDITIONAL DAY FEE

Additional Gallons of Yogurt
\$1050.00 | GALLON (220 Servings)



OJ MACHINE

Service includes cups, lids, straws, napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 70"H X 27"L X 21" W
POWER REQUIREMENTS: 120 VOLTS
\$450.00 | DAY

Case of Oranges - makes (20-25) 4 oz cups
\$125.00 | CASE

*Prosecco (*Requires Bartender)*
\$35.00 | BOTTLE
MINIMUM ORDER OF SIX (6) BOTTLES

TABLE TOP ESPRESSO MACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 17" W
POWER REQUIRED: TWO-WIRE GROUNDED SERVICE | 220 VOLTS; 30 AMPS | (L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED
\$800.00 | DAY

Espresso Beverage Options
Americano, Cappuccino, Caramel Macchiato, Latte, Mocha
5 flavored syrups included
MINIMUM OF 250 BEVERAGES SERVED
\$6.00 | BEVERAGE

PRETZEL WARMER

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 20" L X 19" W POWER REQUIREMENTS: 120 VOLTS
\$550.00 | DAY

Soft Pretzel
\$54.00 | DOZEN

ALL MACHINES REQUIRE AN ATTENDANT
SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

BAKERY ITEMS

BAKERY FRESH COOKIES

\$47.00 | DOZEN

ASSORTED PASTRIES

Cinnamon Rolls, Danish, Donuts

\$53.00 | DOZEN

PECAN BROWNIES AND BLONDIES

\$51.00 | DOZEN

ASSORTED MINICUPCAKES

\$54.00 | DOZEN

PIE TIME

Mini and Classic Pies

Includes: Seasonal Fruit, Chocolate Pies

\$11.00 | SERVING

HORS D'OEUVRES

INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6.50 | EACH

CHIPS AND SALSA

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$9.00 | PERSON

PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$9.00 | PERSON

RK'S JALAPEÑO CHICKEN BITES

\$6.50 | EACH

PULLED BEEF SHORTRIB EMPANADAS

\$6.50 | EACH

Additional Options Available Upon Request

SERVICE INCLUDES 6" DISPOSABLE PLATES AND COCKTAIL NAPKINS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR ORDER FORM &

CREDIT CARD AUTHORIZATION



PLEASE RETURN THIS ORDER FORM & CREDIT CARD AUTHORIZATION FORM TO:

210.225.4535 | FAX 210.270.8260 | trodriguez@therkgroup.com

THE RK CULINARY GROUP

Trade Show Name:				Show Dates:			
Location of Exhibits:		Booth Number:		Booth Name:			
Company Name:				On-Site Contact: [AUTHORIZED SIGNEE]			
Phone #:				Phone #:			
Cell #:				Cell #:			
Fax #:				Fax #:			
Email #:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
<i>Sign for Authorization:</i> _____						Sub Total:	
						22% Service Charge:	
						8.25% Sales Tax:	
						Additional Deposit:	\$200.00
						Grand Total:	

PLEASE REMEMBER:

*** ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.

ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW



CREDIT CARD AUTHORIZATION FORM
THE RK CULINARY GROUP
900 E. MARKET ST SAN ANTONIO, TX 78205
Phone: 210-225-4535 | Fax: 210-270-8260

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Group for any of the services you may receive. Please note there will be a 4% convenience fee applied to your credit card charge.

I, _____ (client) hereby authorize **The RK Culinary Group** to charge my credit card as indicated on this form and use for any outstanding balances due to the company.

CARDHOLDER INFORMATION:

Name as it appears on card: _____

Credit Card Stmt. Address: _____

Street / City / State / Zip Code

Phone Number: _____ (including area code)

Cardholder Signature: _____

Email Address for receipt verification: _____

CREDIT CARD INFORMATION:

VISA _____ MASTERCARD _____ AMX _____ DISCOVER _____

Credit Card Number: _____

Expiration Date: _____ CVV2 Security Code: _____

Amount to be charge: _____

EVENT INFORMATION:

Event Order # _____ Date of Event: _____

Event Name: _____ Location: _____

Name to be Billed (invoiced): _____

Billing Address: _____

Street / City / State / Zip Code