Dear Exhibitor:

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

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

When placing your order, please keep in mind:

➢ On-Line Ordering is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.

➢ Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.

➢ Review our payment policy carefully. CSS requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.

➢ Please include the prevailing sales tax in your order, currently 7.65% in Denver, Colorado. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Colorado. (If you have a state or federal exemption, please include with forms at the time of ordering.)

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

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

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

SHOW NAME: 2018 SWTA Freedom Through Transit Annual Conference

VEHICLE MOVE-IN: Monday, March 05, 2018 8:30AM – 10:00AM
EXHIBITOR MOVE-IN: Monday, March 05, 2018 10:00AM – 4:00PM

GENERAL SESSION DATE(S): Monday, March 05, 2018 4:00PM – 5:00PM
Tuesday, March 06, 2018 8:00AM – 4:00PM

SHOW DATE(S): Monday, March 05, 2018 5:00PM – 6:30PM
Tuesday, March 06, 2018 8:00AM – 4:00PM

EXHIBITOR MOVE-OUT: Tuesday, March 06, 2018 4:00PM – 7:00PM

Outside freight carriers must be checked in by: Tuesday, March 06, 2018 @ 6:00PM
All materials must be packed with bill(s) of lading turned in to CSS by: Tuesday, March 06, 2018 @ 7:00PM

SHOW LOCATION: Colorado Convention Center
Exhibit Hall C
700 14th St
Denver, Colorado

STANDARD BOOTH PACKAGE: EXHIBIT HALL – 10’ x 10’
(Included with booth purchase)
8’ Beige/Peach Draped Back Wall
3’ Beige Draped Side Rail
(1) 6’ Beige Draped Table
(2) Molded Plastic Chairs
(1) Waste Basket w/ Liner
(1) 7” x 44” ID Sign

The exhibit hall IS NOT carpeted.

IMPORTANT DEADLINES:
First date freight can arrive at the advance warehouse: Friday, February 02, 2018
Submission deadline for exhibitor appointed contractor (EAC) notification: Friday, February 02, 2018
Last date to receive certificate of insurance for EAC: Friday, February 02, 2018
Advance Orders and Payment Deadline: Monday, February 12, 2018
Last date freight can arrive at the advance warehouse: Thursday, March 01, 2018
First date for direct shipments to facility: Monday, March 05, 2018

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday 8:00AM – 4:00PM
Friday, February 2 – Thursday, March 1, 2018
ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
SWTA 2018
c/o CSS
YRC Denver – 890
14700 Smith Road
Aurora, CO 80011

FIRST DAY FOR DIRECT FREIGHT
Monday, March 5, 2018 – 8:00AM – 4:00PM
DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o CSS
SWTA 2018
Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO 80202
# CREDIT CARD AUTHORIZATION

## ORDER SUMMARY FORM

## TERMS AND CONDITIONS ACCEPTANCE

**Event Name:** SWTA 2018  
**Advance Payment Deadline:** Monday, February 12, 2018  
**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

**Authorized by:**

## CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS Payment Policy**, the **CSS Material Handling Information and Limits of Liability**, and the **CSS Conditions and Regulations for electrical usage** provided with your Service Kit. **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.)

<table>
<thead>
<tr>
<th>Account #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
</tr>
<tr>
<td>Card Verification #: (3 or 4 Digit Code on Card):</td>
</tr>
</tbody>
</table>

**Cardholder Signature**

**Cardholder Name (please print)**

## CSS ORDER FORMS

<table>
<thead>
<tr>
<th>CSS ORDER FORMS</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings</td>
<td></td>
</tr>
<tr>
<td>Upgrade Furnishings</td>
<td></td>
</tr>
<tr>
<td>Carpet / Prestige Carpet</td>
<td></td>
</tr>
<tr>
<td>Rental Display</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Rigging</td>
<td></td>
</tr>
<tr>
<td>Material Handling</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
</tr>
<tr>
<td>Floral</td>
<td></td>
</tr>
<tr>
<td>Sign/Graphics</td>
<td></td>
</tr>
<tr>
<td>Information/Forms included but ordered from a different location</td>
<td></td>
</tr>
<tr>
<td>Electrical / Utilities</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>Network / Wireless</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>Food Services</td>
<td>XXXXXXXXX</td>
</tr>
</tbody>
</table>

**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.**

Rev 03.16
PAYMENT POLICY

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
   a. Advance payment by Company Check, Wire Transfer, or e-check: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest, Inc. (CSS) and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A Credit Card Authorization form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
      i. Please note that for Wire Transfer/ACH payments, CSS does not pay bank fees from the sending or receiving bank. Please add $25.00 to amounts transferred to be considered paid in full.
      ii. CSS will add a fee of $35.00 to any order where the check payment is returned as insufficient funds.
   b. Credit Card: For your convenience we accept Visa, MasterCard, and American Express. You must complete the Credit Card Authorization form. For discount rates to apply, CSS must receive this form by Monday, February 12, 2018. (There will be a $75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

2. On-Line Ordering
   a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes (drayage fees are added once freight is received and floor orders may be added).

PAYMENT TERMS

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

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

Please notify your company representative whom will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.
If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Form). Third Parties must contact CSS for an on-line log in.
CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by Monday, February 12, 2018.
- This form is to be accompanied by a completed Credit Card Authorization form from EACH PARTY.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show close.

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

- [ ] Furniture/Carpet
- [ ] Booth Cleaning
- [ ] Material Handling
- [ ] Booth Labor

Other:

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

<table>
<thead>
<tr>
<th>Event Name: SWTA 2018</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company:</td>
<td>Display House 3rd Party:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td>Fax #:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td>Authorized Signature:</td>
</tr>
<tr>
<td>Print Name &amp; Title:</td>
<td>Print Name &amp; Title:</td>
</tr>
</tbody>
</table>
**FURNISHINGS ORDER FORM**

**Event Name:** SWTA 2018  
**Advance Payment Deadline:** Monday, February 12, 2018

**Company Name:**  
**Telephone #:**

**Billing Address:**  
**Fax #:**

**City/State/Zip:**  
**Email Address:**

**Authorized by:**

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' draped table</td>
<td>121</td>
<td>157</td>
<td></td>
</tr>
<tr>
<td>6' x 2' draped table</td>
<td>133</td>
<td>173</td>
<td></td>
</tr>
<tr>
<td>8' x 2' draped table</td>
<td>163</td>
<td>212</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' draped counter</td>
<td>133</td>
<td>173</td>
<td></td>
</tr>
<tr>
<td>6' x 2' draped counter</td>
<td>163</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>8' x 2' draped counter</td>
<td>194</td>
<td>253</td>
<td></td>
</tr>
<tr>
<td>30&quot;D x 40&quot;H spandex round highboy</td>
<td>163</td>
<td>212</td>
<td></td>
</tr>
</tbody>
</table>

### UNDRAPE DISPLAY TABLES - 30" HIGH

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' wood table</td>
<td>79</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>6' x 2' wood table</td>
<td>85</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>8' x 2' wood table</td>
<td>97</td>
<td>126</td>
<td></td>
</tr>
</tbody>
</table>

### UNDRAPE DISPLAY COUNTERS - 40" HIGH

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' wood counter</td>
<td>85</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>6' x 2' wood counter</td>
<td>103</td>
<td>134</td>
<td></td>
</tr>
<tr>
<td>8' x 2' wood counter</td>
<td>114</td>
<td>149</td>
<td></td>
</tr>
</tbody>
</table>

### TABLE SKIRTING (choose skirt color below)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' high drapery/linear ft.</td>
<td>12</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>8' high drapery/linear ft.</td>
<td>19</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>3' upright w/ 1/2 base</td>
<td>15</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>8' upright w/ full base</td>
<td>20</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Crossbar</td>
<td>20</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th side table drape 30&quot;</td>
<td>55</td>
<td>66</td>
<td></td>
</tr>
<tr>
<td>4th side table drape 40&quot;</td>
<td>64</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Individual table skirt 30&quot;</td>
<td>66</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Individual table skirt 40&quot;</td>
<td>76</td>
<td>91</td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD FURNITURE AND ACCESSORIES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey Molded Plastic Chair</td>
<td>61</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>82</td>
<td>106</td>
<td></td>
</tr>
<tr>
<td>Padded Side Chair</td>
<td>89</td>
<td>116</td>
<td></td>
</tr>
<tr>
<td>Upholstered Bar Stool with Back</td>
<td>100</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Bag Rack (circle choice)</td>
<td>56</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Literature Rack (circle choice)</td>
<td>132</td>
<td>158</td>
<td></td>
</tr>
<tr>
<td>Aluminum Easel</td>
<td>26</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>iPad Stand</td>
<td>150</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Wastebasket with Liner</td>
<td>18</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Fishbowl</td>
<td>25</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>4' x 8&quot; Board* (circle choices)</td>
<td>Peg Board Horizontal or Poster Board Vertical</td>
<td>150</td>
<td>195</td>
</tr>
<tr>
<td>36&quot; x 48&quot; Double Sided Magnetic Whiteboard</td>
<td>150</td>
<td>195</td>
<td></td>
</tr>
<tr>
<td>4' x 7'H Table Riser (draped in vinyl)</td>
<td>56</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>6' x 7'H Table Riser (draped in vinyl)</td>
<td>73</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Glass Show Case (48&quot;W x 18&quot;D x 38&quot;H w/lock and light)</td>
<td>368</td>
<td>Contact for Quote</td>
<td></td>
</tr>
</tbody>
</table>

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

### SKIRT AND DRAPE COLOR CHOICES (please circle choice)

<table>
<thead>
<tr>
<th>Blue</th>
<th>Gold</th>
<th>Teal</th>
<th>Beige</th>
<th>Hunter Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>White</td>
<td>Peach</td>
<td>Orange</td>
<td>Terra-Cotta</td>
</tr>
<tr>
<td>Red</td>
<td>Silver</td>
<td>Plum</td>
<td>Burgundy</td>
<td></td>
</tr>
</tbody>
</table>

### SPANDEX COLOR CHOICES (please circle choice)

<table>
<thead>
<tr>
<th>Red</th>
<th>Black</th>
<th>Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Teal</td>
<td>Silver</td>
</tr>
</tbody>
</table>

### PLEASE READ PAYMENT POLICY

| SUBTOTAL | $ |
| Tax (7.65%) | $ |
| TOTAL | $ |

**Rev 06.16**
DRAPIED TABLE
2' W X (4', 6', OR 8' L) X 30” H

DRAPIED COUNTER
2' W X (4', 6', OR 8' L) X 40” H

DRAPIED PEDESTAL
2' W X 2’L X 30” H

DRAPIED PEDESTAL
2’ W X 2’L X 40” H

DRAFT COLORS

BLUE  RED  GOLD  SILVER  TEAL  PEACH  TERRA-COTTA

BLACK  WHITE  PLUM  BEIGE  BURGUNDY  HUNTER GREEN

SPANDEX COLORS

RED  SILVER  WHITE  BLACK  TEAL  BLUE

SPANDEX HIGHBOY
30” D X 40” H

UNDRAPIED TABLE/COUNTER
2’ W X (4', 6', OR 8' L) X 30” H OR 40” H

36” ROUND BLACK/WHITE
CONFERENCE TABLE/COUNTER
36” D x 30” or 40” H

40” ROUND GREY
CONFERENCE TABLE/COUNTER
40” D x 30” or 40” H
PADDED SIDE CHAIR
SPECKLED GREY/BLACK

PADDED ARM CHAIR
SPECKLED GREY/BLACK

MOLDED PLASTIC CHAIR
GREY

UPHOLSTERED BAR STOOL
SPECKLED GREY/BLACK
ACCORDION LITERATURE STAND
5' HIGH WITH 6 POCKETS

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

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

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

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

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

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

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

FLAT LITERATURE STAND WITH 6 POCKETS
55" H X 14" W X 9" L
UPGRADE FURNISHINGS ORDER FORM

Event Name: SWTA 2018
Advance Payment Deadline: Monday, February 12, 2018
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.

UPGRADE CHAIRS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color (please circle)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jetson Chair</td>
<td>15&quot; x 15&quot; w/ adjustable seat</td>
<td>White/Black</td>
<td>158</td>
<td></td>
</tr>
<tr>
<td>Leather Office Chair w/ Mesh Back</td>
<td>34.7&quot;H x 22.75&quot;W x 24&quot;D</td>
<td>Black Only</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Leather Steno Chair w/ Wheels</td>
<td>44&quot;H x 26&quot;W x 27&quot;D</td>
<td>Black Only</td>
<td>158</td>
<td></td>
</tr>
<tr>
<td>Modern Chair</td>
<td>33.5&quot;H x 21&quot;W x 19.5&quot;D</td>
<td>White Only</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Soda Fountain Barstool</td>
<td>30&quot;H x 17&quot;W x 17&quot;D</td>
<td>Red/Black</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Swivel Barstools w/ Curved Back</td>
<td>32.5&quot;H x 22.5&quot;W x 18&quot;D</td>
<td>White/Black</td>
<td>184</td>
<td></td>
</tr>
</tbody>
</table>

UPGRADE TABLES

| 24" Bistro Table | 42"H x 24"W x 24"D | White/Black | 210 |
| 31" Glass Table | 29"H x 31.5"W x 31.5"D |            | 236 |
| Glass and Chrome End Table | 15"H x 23"W x 23"D |            | 158 |
| Glass and Chrome Coffee Table | 15.8"H x 39.4"W x 19.7"D |            | 184 |
| Rectangular Conference Table | 30"H x 36"W x 60"D |            | 840 |
| Triangle Glass Top Table | 35"H x 35"W x 35"D |            | 236 |

UPGRADE SEATING

| Barrel Chair | 29"H x 28"W x 29"D | Black Only | 289 |
| Leather Loveseat | 34"H x 58"W x 36"D | Black Only | 315 |
| Leather Sofa | 34"H x 80"W x 36"D | Black Only | 368 |
| Chrome Leather Accent Chairs | 30.5"H x 30.5"W x 27.5"D | White/Black | 368 |
| Chrome Leather Chair | 32"H x 36"W x 33"D | White Only | 476 |
| Chrome Leather Love Seat | 32"H x 59"W x 33"D | White Only | 604 |
| Chrome Leather Sofa | 32"H x 81"W x 33"D | White Only | 761 |
| Futon Lounger | 32"H x 71"W x 34"D | Vanilla Only | 446 |

**UPGRADE FURNISHINGS CANCELLED AFTER THE ADVANCED ORDER DEADLINE DATE ABOVE ARE NON-REFUNDABLE**

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

PLEASE READ PAYMENT POLICY

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax (7.65%)</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

Rev 07.16
24" BISTRO TABLE 42" H x 24" D with adjustable seat

Shows with Jetson Chairs 15"x15" (adjustable seat rented separately)
RECTANGULAR CONFERENCE TABLE
30” H x 36” W x 60” D

TRIANGLE GLASS TOP TABLE
35” H x 35” W x 35” D

GLASS END TABLE (Available in chrome or black)
15” H x 23” W x 23” D

31” ROUND GLASS TOP TABLE
29” H x 31.5” D

GLASS COFFEE TABLE (Available in chrome or black)
15.8” H x 39.4” W x 19.7” D
UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

BLACK LEATHER SEATING

SOFA
32” H X 80” W X 33” D

LOVE SEAT
32” H X 59” W X 33” D

BARREL CHAIR
29” H X 28” W X 29” D

WHITE AND CHROME LEATHER SEATING

CHAIR
32” H X 36” W X 33” D

LOVE SEAT
32” H X 59” W X 33” D

SOFA
32” H X 81” W X 33” D

VANILLA FUTON LOUNGER
32” H X 71” W X 34” D

AVAILABLE IN WHITE OR BLACK

CHROME LEATHER ACCENT CHAIRS
30.5” H X 30.5 W X 27.5” D
CARPET ORDER FORM

Event Name: SWTA 2018  
Advance Payment Deadline: Monday, February 12, 2018

Booth # (s):

Company Name:  
Telephone #:

Billing Address:  
Fax #:

City/State/Zip:  
Email Address:

Authorized by:

STANDARD CARPET

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' carpet</td>
<td>158</td>
<td>205</td>
</tr>
<tr>
<td></td>
<td>10' x 20' carpet</td>
<td>274</td>
<td>356</td>
</tr>
<tr>
<td></td>
<td>10' x 30' carpet</td>
<td>411</td>
<td>513</td>
</tr>
<tr>
<td></td>
<td>10' x 40' carpet</td>
<td>548</td>
<td>685</td>
</tr>
</tbody>
</table>

STANDARD CARPET COLOR (please circle color choice)

Blue  Red  Grey  Teal  Hunter Green  Black  Burgundy  Plum

SPECIAL CUT STANDARD CARPET

Special sizes are available at $3.62 per square foot in any dimensions. (Carpet rolls are 10’ wide, so special cut would be required for sizes smaller than 10’ wide or a length other than in a 10’ increment.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size ________ x _________ = ________ square feet x $3.62 = $ ________ TOTAL

Visqueen is available at $0.57 per square foot installed

__________x__________ = __________ square feet x $0.57 = $ ________ TOTAL

Carpet Padding is available at $0.93 per square foot installed (100 sq. ft. min)

__________x__________ = __________ square feet x $0.93 = $ ________ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

** NO TELEPHONE ORDERS WILL BE ACCEPTED. **

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

PLEASE READ PAYMENT POLICY

For color samples please visit http://www.cssabq.com/exhibitors/exhibitor-services.
**PRESTIGE CARPET ORDER FORM**

### Event Name:
**SWTA 2018**

### Advance Payment Deadline:
**Monday, February 12, 2018**

### 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

<table>
<thead>
<tr>
<th>Carpet Size</th>
<th>x</th>
<th>=</th>
<th>square feet x $4.77 = $</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

#### PRESTIGE CARPET COLOR (please circle color choice)
- White
- Sword
- Dusty Trail
- Real Red
- Castle Grey
- Silver Cloud
- Coal Black
- Darkest Denim
- Swirling Fog
- Steel Beam
- Charcoal
- Polo
- Meditation

**Visqueen** is available at $0.57 per square foot installed

<table>
<thead>
<tr>
<th>x</th>
<th>=</th>
<th>square feet x $0.57 = $</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**Carpet Padding** is available at $0.93 per square foot installed (100 sq. ft. min charge)

<table>
<thead>
<tr>
<th>x</th>
<th>=</th>
<th>square feet x $0.93 = $</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

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

Carpet Samples are available upon request – please fill out the mailing information below.

### Mail Photo to:

### Attention:

### Company:

### Address:

### City: | State: | Zip Code:
|---|---|---|

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

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax (7.65%)</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL** | $ |
Prestige Carpet Color Selector

- White
- Sword
- Dusty Trail
- Real Red
- Castle Grey
- Silver Cloud
- Coal Black
- Darkest Denim
- Swirling Fog
- Steel Beam
- Charcoal
- Polo
- Meditation
RENTAL DISPLAY ORDER FORM

Event Name: SWTA 2018  
Advance Payment Deadline: Monday, February 12, 2018  
Booth # (s):  

Company Name:  
Billing Address:  
City/State/Zip:  
Authorized by:  

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

RENTAL DISPLAY UNITS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic #3000</td>
<td></td>
<td>1050</td>
<td>1260</td>
</tr>
<tr>
<td>10’x10’ #3010</td>
<td></td>
<td>1350</td>
<td>1620</td>
</tr>
<tr>
<td>10’x10’ #3001 (3 spotlights, 1 shelf)</td>
<td></td>
<td>2550</td>
<td>3060</td>
</tr>
<tr>
<td>10’x10’ #3002 (3 spotlights, 1 shelf, 1-meter counter)</td>
<td></td>
<td>2850</td>
<td>3420</td>
</tr>
<tr>
<td>10’x10’ #3002A (3 spotlights, 1 shelf, 1 - ½ round counter)</td>
<td></td>
<td>3050</td>
<td>3660</td>
</tr>
<tr>
<td>10’x10’ #3011 (2 spotlights, 1 - 1 meter curved counter)</td>
<td></td>
<td>3050</td>
<td>3660</td>
</tr>
<tr>
<td>10’x10’ #3012 (2 spotlights, 2 - ½ meter pedestals)</td>
<td></td>
<td>3200</td>
<td>3840</td>
</tr>
<tr>
<td>10’x10’ #3013 (3 spotlights, curved end back counter)</td>
<td></td>
<td>3400</td>
<td>4080</td>
</tr>
<tr>
<td>10’x10’ #3014 (1 spotlight, 1 - ¼ round counter)</td>
<td></td>
<td>3600</td>
<td>4320</td>
</tr>
<tr>
<td>10’x20’ #3003 (6 spotlights)</td>
<td></td>
<td>3750</td>
<td>4500</td>
</tr>
<tr>
<td>10’x20’ #3004 (6 spotlights, 1-2 meter counter)</td>
<td></td>
<td>4000</td>
<td>4800</td>
</tr>
<tr>
<td>10’x20’ #3005 (5 spotlights)</td>
<td></td>
<td>4300</td>
<td>5160</td>
</tr>
<tr>
<td>10’x20’ #3005 (6 spotlights, 1-1 meter closet)</td>
<td></td>
<td>4500</td>
<td>5400</td>
</tr>
<tr>
<td>10’x20’ #3021 (6 spotlights, 1 - 2 meter radius counter)</td>
<td></td>
<td>4500</td>
<td>5400</td>
</tr>
<tr>
<td>10’x20’ #3022 (6 spotlights, curved header, 1 - 2 meter counter)</td>
<td></td>
<td>4600</td>
<td>5520</td>
</tr>
<tr>
<td>10’x20’ #3023 (6 spotlights, 1 - 2 meter counter w/ curved ends)</td>
<td></td>
<td>4600</td>
<td>5520</td>
</tr>
<tr>
<td>10’x20’ #3024 (6 spotlights, 4 curved shelves, 1 - ½ round counter)</td>
<td></td>
<td>4700</td>
<td>5640</td>
</tr>
<tr>
<td>10’x20’ #3025 (7 spotlights, 3 - 1.5 meter curved counters)</td>
<td></td>
<td>4850</td>
<td>5820</td>
</tr>
<tr>
<td>10’x10’ Office #3006</td>
<td></td>
<td>2844</td>
<td>3412</td>
</tr>
<tr>
<td>Table Top Display #3007</td>
<td></td>
<td>559</td>
<td>671</td>
</tr>
</tbody>
</table>

Custom Display Units  
Contact for Quote

Header Copy Options (please select choice):
- ☐ Custom Graphics with logo can be provided at no additional cost. (Please contact for further instructions.)
- ☐ Standard Header: Black Block Lettering (Indicate header text in box below)

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

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

Select Table Drape Color (Unit #3007 only, circle color choice):
- Blue
- Red
- Gold
- Silver
- Black
- White
- Beige
- Plum
- Teal
- Terra-Cotta
- Burgundy
- Hunter Green

Select Carpet Color (Units #3001-3006 and #3010-3025 only, circle color choice):
- Blue
- Red
- Teal
- Grey
- Plum
- Black
- Hunter Green
- Burgundy

ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Pedestal (36”H x 20 ½”W x 20 ½”D)</td>
<td>250</td>
<td>300</td>
</tr>
<tr>
<td>1 Meter Counter, white cabinet (36”H x 20 ½”D w/sliding door)</td>
<td>450</td>
<td>540</td>
</tr>
<tr>
<td>1/4 Round Counter, white (36”H w/ curved back, no door)</td>
<td>500</td>
<td>600</td>
</tr>
<tr>
<td>1 Meter Curved Counter, white (36”H w/ sliding door)</td>
<td>500</td>
<td>600</td>
</tr>
<tr>
<td>1-1/2 Meter Curved Counter, white (36”H w/ sliding door)</td>
<td>550</td>
<td>660</td>
</tr>
<tr>
<td>2 Meter Counter, white cabinet (36”H x 20 ½”D w/sliding door)</td>
<td>600</td>
<td>720</td>
</tr>
<tr>
<td>1/2 Round Counter (36”H w/ curved back, no door)</td>
<td>650</td>
<td>780</td>
</tr>
<tr>
<td>2 Meter Radius Counter, white (36”H w/ curved back, no door)</td>
<td>650</td>
<td>780</td>
</tr>
<tr>
<td>Vertical Glass Display</td>
<td>441</td>
<td>529</td>
</tr>
<tr>
<td>Display Spotlights</td>
<td>58</td>
<td>70</td>
</tr>
<tr>
<td>Straight Shelves with brackets</td>
<td>58</td>
<td>70</td>
</tr>
<tr>
<td>Angle Shelves with brackets</td>
<td>58</td>
<td>70</td>
</tr>
<tr>
<td>Side Rails, 80”L x 36”H to match display</td>
<td>239</td>
<td>287</td>
</tr>
<tr>
<td>Clear Literature Holders, 1 pocket 8 ½” x 11”</td>
<td>17</td>
<td>20</td>
</tr>
</tbody>
</table>

PLEASE READ PAYMENT POLICY

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>Tax (7.65%)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Event Name: SWTA 2018  
Advance Payment Deadline: Monday, February 12, 2018  
Booth # (s): 

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
<th>Billing Address:</th>
<th>Fax #:</th>
<th>City/State/Zip:</th>
<th>Email Address:</th>
<th>Authorized by:</th>
</tr>
</thead>
</table>

Display labor & Forklift will be billed in ½ hour increments with a one-hour minimum. Orders placed after the Advance Payment Deadline - add 20%.

**DISPLAY LABOR RATES**

- Straight time – 8:00AM – 4:30PM (Weekdays) $95 per person/per hour
- Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays) $135 per person/per hour
- Sundays and Holidays $165 per person/per hour

**FORKLIFT RATES WITH OPERATOR**

- Straight time – 8:00AM – 4:30PM (Weekdays) $184 per hour
- Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays) $224 per hour
- Sundays and Holidays $254 per hour

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

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

**PLAN A – EXHIBITOR SUPERVISION**

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

Representative Name/Company

**PLAN B – CSS SUPERVISION**

***Please fill out all outbound shipping information.

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

Please complete this section:

<table>
<thead>
<tr>
<th>Labor Type</th>
<th>No. of People</th>
<th>Date</th>
<th>Time</th>
<th>Approximate Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE READ PAYMENT POLICY**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Exempt</td>
<td>$-------------------</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Rev 07.16
LABOR JURISDICTIONS

DENVER, COLORADO

UNION JURISDICTIONS FOR DENVER, COLORADO

THE FOLLOWING GUIDELINES APPLY IN DENVER, COLORADO:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

CONVENTION, DISPLAY, TRADE SHOW LABOR CONDITIONS

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No 7.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than 60 minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the official General Service Contractor or by any other contractor signatory to the IATSE, Local 7 labor agreement.

MATERIAL HANDLING

Exhibitors may handle their own hand carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies or forklifts, will be handled by labor through IATSE Local No 7. Equipment and labor is arranged through the General Service Contractor.

DOCK SPACE

Dock space is limited at the Colorado Convention Center and it is under the control and authority of the General Services Contractor.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CSS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

GRATUITIES

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

IN GENERAL

- Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or CSS Management. Direct any questions in regards to union claimed jurisdictions or practices to CSS Management.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of CSS. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
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 Friday, February 2, 2018.
- 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 Friday, February 2, 2018. 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.
- 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.

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.**
RIGGING ORDER FORM

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>SWTA 2018</th>
<th>Advance Payment Deadline:</th>
<th>Monday, February 12, 2018</th>
<th>Booth # (s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
<td>Telephone #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
<td>Fax #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ½ hour increments with a one-hour minimum. Orders placed after the Advance Payment Deadline – add 20%.

RATES FOR RIGGING:
- Straight time – 8:00AM – 4:30PM (Weekdays) $441 per crew hour
- Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays) $481 per crew hour
- Sundays and Holidays $511 per crew hour

**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 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 sign need to be assembled? YES NO

Please order sign assembly from “Labor Order Form”.

Please complete this section:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Approximate Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

PLEASE READ PAYMENT POLICY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td>$</td>
</tr>
<tr>
<td>Tax (7.65%)</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>
MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

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, recrating, 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.
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.**
### Event Name: SWTA 2018

**Advance Payment Deadline:** Monday, February 12, 2018

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

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:**

1. This Material Handling Agreement (MHA) is signed.
2. Exhibitor's materials are delivered to CSS’s warehouse or to an event site for which CSS is the Official Show Contractor.
3. An order for labor and/or rental equipment is placed by Exhibitor with CSS.

---

### ADVANCE FREIGHT RECEIVING

**Monday – Friday 8:00AM – 4:00PM**

**Friday, February 2 – Thursday, March 1, 2018**

#### ADVANCE SHIPPING ADDRESS

**Ship To:** Exhibitor Name and Booth #

- SWTA 2018
- c/o CSS
- YRC Denver – 890
- 14700 Smith Road
- Aurora, CO 80011

<table>
<thead>
<tr>
<th>Number of Pieces:</th>
<th>Estimated Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbound Freight Carrier:</td>
<td></td>
</tr>
</tbody>
</table>

**DIRECT SHIPPING ADDRESS**

**Ship To:** Exhibitor Name and Booth #

- c/o CSS
- AISES 2018
- Colorado Convention Center
- Exhibit Hall C
- 700 14th Street
- Denver, CO 80202

<table>
<thead>
<tr>
<th>Number of Pieces:</th>
<th>Estimated Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbound Freight Carrier:</td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

**Please read Payment Policy**

---

**Sample:** Weight $500 \div 100 = \text{Total CWT 5} @ $95 per cwt = $475

---

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

- $95 per cwt.
- $190 minimum charge

\[
\text{Weight} \frac{\text{__}500}{100} = \text{Total CWT} \frac{\text{__}5}{@\$95\text{ per cwt} = \$475} 
\]

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

- $92 per cwt.
- $184 minimum charge

\[
\text{Weight} \frac{\text{__}500}{100} = \text{Total CWT} \frac{\text{__}5}{@\$92\text{ per cwt} = \$475} 
\]

---

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 $17 per cwt.** (200 lb. minimum applies)
- “Small Package” or shipments weighing less than 30 lbs. will be charged a **$40 material handling fee.**
- Banding and Shrink Wrap will be charged at **$53 per skid or crate.**
- **Outbound Material Handling Only** (freight handled at close of show only) will be charged **$44 per cwt.** (200 lb. minimum applies)

---

**PLEASE READ PAYMENT POLICY**

---

**SUBTOTAL $**

**Tax Exempt $**

**TOTAL $**
ADVANCE WAREHOUSE SHIPPING LABELS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: ________________________________

(Exhibiting Company Name)

BOOTH #: ______  NO. _____ of _____ PCS

SWTA 2018
c/o CSS
YRC Denver - 890
14700 Smith Road
Aurora, CO  80011

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Thurs, March 1, 2018

DIRECT SHIPPING LABELS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: ________________________________

(Exhibiting Company Name)

BOOTH #: ______  NO. _____ of _____ PCS

SWTA 2018
c/o CSS
YRC Denver - 890
14700 Smith Road
Aurora, CO  80011

Must NOT arrive before 3/5/18
DIRECT Shipments Received:
Monday, March 5, 2018
8:00AM - 4:00PM

RUSH

ADVANCE WAREHOUSE

TO: ________________________________

(Exhibiting Company Name)

BOOTH #: ______  NO. _____ of _____ PCS

SWTA 2018
c/o CSS
c/o CSS
YRC Denver - 890
14700 Smith Road
Aurora, CO  80011

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Thurs, March 1, 2018

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: ________________________________

(Exhibiting Company Name)

BOOTH #: ______  NO. _____ of _____ PCS

SWTA 2018
c/o CSS
Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO  80202

Must NOT arrive before 3/5/18
DIRECT Shipments Received:
Monday, March 5, 2018
8:00AM - 4:00PM

RUSH

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: ________________________________

(Exhibiting Company Name)

BOOTH #: ______  NO. _____ of _____ PCS

SWTA 2018
c/o CSS
c/o CSS
Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO  80202

Must NOT arrive before 3/5/18
DIRECT Shipments Received:
Monday, March 5, 2018
8:00AM - 4:00PM

RUSH
OUTBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>SWTA 2018</th>
<th>Advance Payment Deadline:</th>
<th>Monday, February 12, 2018</th>
<th>Booth # (s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Telephone #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

FROM:  
SHIPPER/EXHIBITOR NAME: ____________________________________________
BILLING ADDRESS: ______________________________________________________
CITY: ________________________ STATE: ________ ZIP: __________

TO:  
COMPANY NAME: ______________________________________________________
DELIVERY ADDRESS: __________________________________________________
CITY: ________________________ STATE: ________ ZIP: __________
PHONE# ________________________ ATTN: ________________________
SPECIAL INSTRUCTIONS: ________________________________________________

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

- [ ] The preferred carrier, CSS Logistics, is authorized to ship show materials to the above address.  
  *(Must complete/include CSS Logistics forms.)*

- [ ] The assigned carrier PRE-SCHEDULED (by exhibitor) to pick-up during show move-out is:  
  *(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)*
  - [ ] Common Carrier ____________________________________________
  - [ ] Van Line ____________________________________________________
  - [ ] Air Freight _________________________________________________

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

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

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs

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

CSS LOGISTICS, Inc
1921 Bellamah NW
Albuquerque, NM 87104
p. 505.243.9889
f. 505.243.8197
CSSL@cssabq.com
CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: 2018 SWTA Freedom Through Transit Annual Conference
Colorado Convention Center – Exhibit Hall C
Denver, Colorado
March 5-6, 2018

Dear Exhibitor:

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

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

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees.

SHOW SPECIAL
$275.00 each way

Only applies to total shipping weight of up to 140lbs
(does not include Material Handling, please contact CSS for Material Handling requirements)

You pack-n-wrap
We provide labels and shipping documents

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

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

Thank you for your business!
## Ship Direct to Advance Warehouse

### Freight is Accepted From:
Friday, February 2 – Thursday, March 1, 2018

### Order Form

#### Exhibitor Information:
- **Adv Whse Contact:** Lorie Wrobel
- **Phone:** 505-243-9889
- **c/o CSS**
- **YRC Denver -890**
- **Address:** 14700 Smith Road
- **City:** Aurora
- **State:** CO
- **Zip:** 80011

#### Company Information:
- **Contact Name and Phone #**

#### Pick Up Address:
- **City:**
- **State:**
- **Zip:**

#### Pick Up Date and Time:

#### Special Services Needed/Requested – Important – Circle **Y** or **N** in Each Box

<table>
<thead>
<tr>
<th>No Dock Available</th>
<th>Lift Gate Required</th>
<th>High Rise Office</th>
<th>Limited Access</th>
<th>Hazardous Materials</th>
<th>Food</th>
<th>Poison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Y</strong> / <strong>N</strong></td>
<td><strong>Y</strong> / <strong>N</strong></td>
<td><strong>Y</strong> / <strong>N</strong></td>
<td><strong>Y</strong> / <strong>N</strong></td>
<td><strong>Y</strong> / <strong>N</strong></td>
<td></td>
<td><strong>Y</strong> / <strong>N</strong></td>
</tr>
</tbody>
</table>

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

### Package Description

<table>
<thead>
<tr>
<th>No Pieces</th>
<th>Package Type</th>
<th>Description of articles, special marks and exceptions</th>
<th>Dimensions (L W H)</th>
<th>Est Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carton / Fiber / Crate / Skid</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Carton / Fiber / Crate / Skid</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Credit Card Authorization

All Freight charges are paid IN FULL at time of weight verification (approximately 24 hours after picking up). For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

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

#### Credit Card Information:
- **Credit Card #:**
- **Expiration Date:**
- **CIV Code:**
- **Billing Zip Code:**

#### Name on card / Signature

#### EMAIL (REQUIRED)

**Date**
**SHIP DIRECT TO TRADESHOW (SHOW SITE)**

**Show Name:** SWTA 2018

**Booth #**

**FREIGHT IS ONLY ACCEPTED FROM:** Monday, March 2018 - 8:00AM – 4:00PM

**Company:**

- **Contact Name and Phone #**
- **Pick Up Address:**  
  - **City:**  
  - **State:**  
  - **Zip:**
- **Pick Up Date and TIME**

**Exhibitor:**

- **C/O CSS**  
  - **Phone:** 505-991-5711
- **Facility:** Colorado Convention Center  
  - **Exhibit Hall C**
- **Address:**  
  - **City:** Denver  
  - **State:** CO  
  - **Zip:** 80202

**SHIP BY GROUND (Circle One)**

- Standard Ground – ships in 2-5 days
- Time Critical – ships 1-2 days faster than standard

**SHIP BY AIR (Circle Service Desired)**

- **Overnight (Circle One):** First AM AM PM
- **2nd Day Air (Circle One):** AM Standard Delivery

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

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

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

<table>
<thead>
<tr>
<th>No Pieces</th>
<th>Package Type</th>
<th>Description of articles, special marks and exceptions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Carton / Fiber / Crate / Skid</td>
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<td>W</td>
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<td>W</td>
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<td></td>
<td></td>
<td>L</td>
<td>W</td>
</tr>
</tbody>
</table>

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

**CREDIT CARD AUTHORIZATION**

All Freight charges are paid IN FULL at time of weight verification (approximately 24 hours after picking up) For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

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

**Credit Card #:**

**Expiration Date:**

**CIV Code:**

**Billing Zip Code:**

**Name on card / Signature**

**EMAIL (REQUIRED)**

**Date**
**ORDER FORM**

**RETURN FROM SHOW**

---

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

- **Show Name:** SWTA 2018
- **Booth #**

**Exhibiting Company:**

- **Facility:** Colorado Convention Center – Exhibit Hall C
- **Pick Up Address:** 700 14th Street
- **City:** Denver
  - **State:** CO
  - **Zip:** 80202

**Ship TO (Consignee):**

- **Contact Name and Phone #:**
- **Address:**
  - **City:**
  - **State:**
  - **Zip:**

---

**SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND**

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

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
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<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

**No Pieces**

- **Package Type:**
  - Carton / Fiber / Crate / Skid
  - Carton / Fiber / Crate / Skid
  - Carton / Fiber / Crate / Skid
  - Carton / Fiber / Crate / Skid

**Description of articles, special marks and exceptions**

<table>
<thead>
<tr>
<th>Carton / Fiber / Crate / Skid</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
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- **Visa (begins w/4)**
- **MasterCard (begins w/5)**
- **American Express (begins w/3)**

**Credit Card #:**

**Expiration Date:**

**CIV Code:**

**Billing Zip Code:**

**Name on card / Signature**

**EMAIL (REQUIRED)**

**Date**
(a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:

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

Sec 3

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

Sec 4

(a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier’s liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier’s option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner’s expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier’s attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier’s invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections (a) and (b) and the procedure provided in this section, is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

(a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

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

Sec 7

(a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee’s liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

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

Sec 9

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

**Event Name:** SWTA 2018  
**Advance Payment Deadline:** Monday, February 12, 2018  
**Booth # (s):**

| **Company Name:** |  
| **Telephone #:** |  
| **Billing Address:** |  
| **Fax #:** |  
| **City/State/Zip:** |  
| **Email Address:** |  
| **Authorized by:** |  

## CLEANING SERVICES (select only one of the services below)

<p>| <strong>SERVICES AVAILABLE</strong> |</p>
<table>
<thead>
<tr>
<th><strong>Quantity (# of booths)</strong></th>
<th><strong>Description</strong></th>
<th><strong>Price</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial Cleaning (Vacuum &amp; empty wastebasket(s) before first show day only)</td>
<td>$ .45 per sq. ft. (One Day)</td>
</tr>
<tr>
<td></td>
<td>Daily Cleaning (Vacuum &amp; empty wastebasket(s) for all show days)</td>
<td>$ .41 per sq. ft. (Daily)</td>
</tr>
<tr>
<td></td>
<td>Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)</td>
<td>$1.30 per sq. ft. (Daily)</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th><strong># of Booths</strong></th>
<th><strong>X</strong></th>
<th><strong>Booth Size</strong></th>
<th><strong>=</strong></th>
<th><strong>Total sq. ft.</strong></th>
<th><strong>X</strong></th>
<th><strong>Rate per sq. ft.</strong></th>
<th><strong>X</strong></th>
<th><strong># of Days</strong></th>
<th><strong>=</strong></th>
<th><strong>Subtotal</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

## PLEASE READ PAYMENT POLICY

| **SUBTOTAL** | $ |  
| **Tax (7.65%)** | $ |  
| **TOTAL** | $ |  

---

Rev 02.15
## FLORAL ORDER FORM

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>SWTA 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Payment Deadline:</td>
<td>Monday, February 12, 2018</td>
</tr>
<tr>
<td>Booth # (s):</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Floral Arrangement 12&quot;H x 12&quot;W</td>
<td>78</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Floral Arrangement 18&quot;H x 12&quot;W</td>
<td>110</td>
<td>143</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Custom Designed Arrangement</td>
<td></td>
<td>Contact for Quote</td>
<td></td>
</tr>
<tr>
<td>Color:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Width:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Potted Flowers (please circle choice)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalanchoe</td>
<td></td>
<td>69</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Persian Violet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azalea</td>
<td></td>
<td>Chrysanthemum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begonia</td>
<td></td>
<td>Cyclamen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Mums (select color)</td>
<td>53</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Ferns</td>
<td></td>
<td>53</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Large Ferns</td>
<td></td>
<td>85</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>3 – 4 foot green plants</td>
<td></td>
<td>85</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>5 – 6 foot green plants</td>
<td></td>
<td>121</td>
<td>157</td>
<td></td>
</tr>
<tr>
<td>7 – 8 foot green plants</td>
<td></td>
<td>151</td>
<td>197</td>
<td></td>
</tr>
</tbody>
</table>

**Delivery Charge** | **20**

**PLEASE READ PAYMENT POLICY**

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

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

Event Name: SWTA 2018
Advance Payment Deadline: Monday, February 12, 2018
Booth # (s):

Company Name: 
Telephone #:
Billing Address: 
Fax #:
City/State/Zip: 
Email Address: 
Authorized by: 

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Orientation</th>
<th>Letter Color</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>16</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>36</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>42</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>55</td>
<td>66</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>74</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>24” x 36”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>100</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>140</td>
<td>168</td>
<td></td>
</tr>
<tr>
<td>Meter Board (1 meter x 8’)</td>
<td>Vertical (unframed)</td>
<td></td>
<td></td>
<td>315</td>
<td>378</td>
<td></td>
</tr>
<tr>
<td>Custom Signs</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners</td>
<td>Vertical Horizontal</td>
<td></td>
<td></td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE READ PAYMENT POLICY.

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, .TIFF, .EPS, .JPG

When submitting a raster file, the optimal resolution is 100 PPI at 100% or 200 PPI if file is built at ½ 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:
FIRE REGULATIONS

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 12-16 oz.
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 devises 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, FMG).

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 fryer 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 ¼ teaspoon per minute if tipped over.
3. The devise or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the devise 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 ¼ 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 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.
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.
COLORADO CONVENTION CENTER
Online Ordering For:

ELECTRICAL SERVICES
AUDIO VISUAL
TELEPHONE / CABLE TV
AIR, WATER, & DRAIN SERVICES
INTERNET / NETWORKING
FOOD SERVICES

➢ Visit the exhibitor page on the convention center’s website (http://denverconvention.com/exhibit-at-an-event).

➢ Receive 20% off by placing your order online.

➢ Order must be placed no later than two weeks prior to first show move-in date.
**Exhibitor Company Name:**

**Show Name:**

---

**Billing Company Name:**

**Show Dates:**

---

**Billing Company Address:**

**Incentive Order Deadline:**

14 Days Prior to 1st Day of Show Move-in

---

**City, State / Country, Zip:**

**Booth / Room #:**

---

**Contact:**

**Phone Number:**

---

**Contact Email:**

**Cell Number:**

---

**On-Site Contact:**

**On-Site Number:**

---

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

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

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

---

**PRINT AUTHORIZED NAME ACCEPTING TERMS AND CONDITIONS:**

**AUTHORIZED SIGNATURE ACCEPTING TERMS AND CONDITIONS:**

---

**Dedicated Wired Internet**

Routers Allowed

- Connection speeds of 3Mbps and up

- Required for:
  - Web Casting
  - HD Streaming
  - Routers (wired or wireless)

- Includes 5 Static Public IP Addresses

---

**Broadband Wired Internet**

No Wired or Wireless Routers

- Connection speeds 1.5Mbps Burstable to 3Mbps, DHCP

- Recommended for:
  - Internet Applications
  - Social Media
  - Multi Media Downloads

- Includes 1 Private IP Address

---

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

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

---

<table>
<thead>
<tr>
<th>1. Internet Services – Routers Prohibited</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Broadband Internet Service</td>
<td></td>
<td>$895</td>
<td>$1,140</td>
<td>$1,368</td>
<td></td>
</tr>
<tr>
<td>b. Additional Device for Broadband Service, Per Device Up to 4</td>
<td></td>
<td>$185</td>
<td>$220</td>
<td>$255</td>
<td></td>
</tr>
</tbody>
</table>

If you require 6 or more devices — Please call (888) 446-6911.

---

<table>
<thead>
<tr>
<th>2. Dedicated Internet Services – Routers Supported</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Dedicated 3Mbps</td>
<td></td>
<td>$3,495</td>
<td>$4,370</td>
<td>$5,244</td>
<td></td>
</tr>
<tr>
<td>b. Dedicated 6Mbps</td>
<td></td>
<td>$5,900</td>
<td>$7,375</td>
<td>$8,850</td>
<td></td>
</tr>
<tr>
<td>c. Dedicated 10Mbps</td>
<td></td>
<td>$7,850</td>
<td>$9,810</td>
<td>$11,772</td>
<td></td>
</tr>
<tr>
<td>d. Upgrade to 29 Public Static IP Addresses</td>
<td></td>
<td>$995</td>
<td>$1,194</td>
<td>$1,433</td>
<td></td>
</tr>
</tbody>
</table>

---

Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.

---

<table>
<thead>
<tr>
<th>3. Internet Equipment &amp; Labor</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Switch Rental – up to 24 ports</td>
<td></td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
<td></td>
</tr>
<tr>
<td>b. Patch Cable (up to 50’) – Cat5e</td>
<td></td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
<td></td>
</tr>
<tr>
<td>c. Labor / Floor Work – Fee Per Hour</td>
<td></td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
<td></td>
</tr>
</tbody>
</table>

---

| 4. Special Quote – Attachment A or Statement of Work (if applicable) | |
|-------------------------------------------------------------------| |
| 5. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines) | |

For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.

---

**SUBTOTAL**

**ESTIMATED 10% TAX / FEES**

**GRAND TOTAL**

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Effective January 1, 2018 – December 31, 2018

**Customer No:** 2018 - 051 -
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

Network Security Policy:

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

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

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

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

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

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***
*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System:

Type of Anti-Virus Software Installed: Norton  McAfee  Other:

Virus Scan Last Updated:

Security Updates Last Performed:

Are You Renting Computers? Yes  No

Rental Company Name:

Rental Company Contact:

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

Signature  Date

Printed Name  Title
Data communications cabling. Smart City is the exclusive installer of 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 5 and 6), and all other data related cabling 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 (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

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

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

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

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

**Size** = Booth dimensions (example 10x10) _______________. **Scale** = 1 Box is equal to __________ ft.
Data communications cabling. Smart City is the exclusive installer of 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 5 and 6), and all other data related cabling fall under Smart City’s area of expertise.

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

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

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a/g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City’s Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a/b/g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

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 cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, NO Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. 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 site survey fee). 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. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City’s approval) will be activated / available for your use.

Signature: ___________________________ Date: ___________________________
Printed Name: ___________________________ Title: ___________________________
Email: ___________________________ Contact Phone #: ___________________________
### Exhibition Technology Rental Form

**Exhibitor Information**

- **Company Name:**
- **Booth / Room:**
- **Show Name:**

**Contact Information**

- **Contact Name:**
- **Contact #:**
- **Billing Address:**
- **City, State, Country, Zip:**
- **Email:**

**Onsite Contact Information**

- **Onsite Contact:**
- **Onsite Contact #:**
- **Fax #:**

**Credit Card Information**

- **Card Type:**
- **Card Number:**
- **Expiration Date (MM / YY):**
- **AVS, CVV, CVC, CID (Security Code):**
- **Print Card Holder Name:**
- **Card Holder Signature:**

### Presentation Aids

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Qty</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Projection Cart or Safe Lock Stand w/ Drape</td>
<td>25</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flipchart Stand with Paper Pad w/ Makers</td>
<td>50</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poster/ Sign Easel</td>
<td>15</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' x 6' White Board</td>
<td>50</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless Handheld Microphone</td>
<td>125</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless Lapel Microphone</td>
<td>125</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wired Handheld Microphone</td>
<td>25</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA System w/ 2 Speakers &amp; 4 Ch. Mixer</td>
<td>150</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hot Spot Powered Speakers</td>
<td>50</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD Player</td>
<td>35</td>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

Please call for any orders that require more than (2) Microphones and/or (2) Speakers as additional labor/support may be required.

Please call 303-228-8047 with any questions or special requests.

Please fax completed form to 303-758-5722 or BEsobar@ImageAV.com.

Upon receipt this form, an order confirmation will be sent back to you.

Labor to be billed at $70/hr/technician, M-F 7:00am - 11:59pm.
$105 per hour, per technician, anytime Saturday/Sunday.
$140 per hour, per technician, any day between 12:00am-6:59am.

* A 3% Administration Fee will be added to each order.
* Prices subject to change without notice for orders received within 5 days of event.
* All orders will receive a minimum of a 1 Hr of setup & 1 Hr of teardown labor per order.
* Additional labor may be required.
* Payment must be received 48Hrs prior to event.
* All applicable Denver and Colorado Sales Taxes will apply.

## Video/Data Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Qty</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DVD or Blu-ray Player</td>
<td>75</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DVCAM Deck</td>
<td>200</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop Computer</td>
<td>125</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4000 ANSI Lumen Projector</td>
<td>300</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7000 ANSI Lumen Projector</td>
<td>600</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tripod Projector Screen 5’ - 7’</td>
<td>50</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tripod Projector Screen 8’</td>
<td>75</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19” Flat Panel LCD</td>
<td>105</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23” Flat Panel LCD</td>
<td>140</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24” Flat Panel LCD</td>
<td>150</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26” Flat Panel LCD</td>
<td>160</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27” Flat Panel LCD</td>
<td>170</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32” Flat Panel LCD</td>
<td>200</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40” LED Monitor w/ stand</td>
<td>300</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>55” LED Monitor w/ stand</td>
<td>450</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70” LED Monitor w/stand</td>
<td>700</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>80” LED Monitor w/stand</td>
<td>800</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wall Mount for Monitor</td>
<td>75</td>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

All 19” - 27” monitors require external speakers for audio support.
All 19”-32” monitors come with Table-Top Stands.
All 40”-70” monitors come with Rolling Floor Stands.

Labor to mount monitors must be arranged through General Services Contractor by exhibitor.

### Exhibition Technology Rental Charges*:

- **Sales Tax @ 7.65%**
- **Labor**
- **Administration Fee @ 3%**
- **Total Rental Charges**

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**EXHIBITOR TECHNOLOGY**

**RENTAL FORM**

**COLORADO CONVENTION CENTER**

700 14th Street, Denver, CO 80202

Office: 303.228.8047    Email Beth: BEsobar@ImageAV.com
Fax: 303.758.5722    Email Jose: JLaboy@ImageAV.com

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**TOTAL RENTALS**

**SPECIAL DISCOUNT OFFER:**

*Valid for orders received by 11/30/2023. Additional discounts may apply.*