

Dear Exhibitor,

CSI *etc.* is pleased to offer the services contained in our Exhibitor Service Kit for the **Pinners Conference** being held at **West World of Scottsdale** on **October 6 - 7, 2017**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online. Once at the CSI *etc.* ordering system, please enter your email address. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at cs@meetcsi.com or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

CSI *etc.* will be onsite at the CSI *etc.* Service Desk during move-in and move-out to assist with any last minute needs and to answer any questions you may have.

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

Yours Truly,

CSI *etc.* Exhibitor Service Department

SHOW INFORMATION

BOOTH PACKAGE:	Each 8' x 8' and 10' x 10' booth is equipped with; 8' high Black back drape, 3' high Black side rail, and (1) 7"x 44" ID Sign.
SHOW COLORS:	Black Drape & Red (Aisle only)- carpet
BOOTH CARPET:	The West World of Scottsdale is not carpeted, however carpet is available to match your company color & booth theme through CSI etc.

SHOW SCHEDULE

Exhibitor Move-in:	Thursday, October 5, 2017
Time:	8:00AM – 6:00PM
VIP Night:	Thursday, October 5, 2017 (VIP Night)
Time:	7:00PM – 9:00PM
Exhibit Hours:	Friday, October 6, 2017
Time:	10:00AM – 8:00PM (VIP early in 9:30AM)
Exhibit Hours:	Saturday, October 7, 2017
Time:	9:00AM – 7:00PM (VIP early in at 8:30AM)
Exhibitor Move-out:	Saturday, October 7, 2017
Time:	7:00PM – 11:00PM
Empties Will Be Returned After:	6:00PM
Carrier Check In:	8:00PM

DEADLINE DATES

Discount Deadline Date:	9/20/17
Advance Shipments Can Begin to Arrive:	9/1/17
Last Day for Advance Shipments without a Surcharge:	9/29/17

SHIPPING

ADVANCE SHIPMENT

Shipments to arrive between (9/1 - 9/29)

Company Name & Booth Number
Pinners Conference
c/o CSI etc.
4802 W. Van Buren Street
Phoenix, Arizona 85043

DIRECT SHIPMENTS

To arrive **ONLY** during **MOVE-IN** hours

Company Name & Booth Number
Pinners Conference
c/o CSI etc.
West World of Scottsdale
16601 North Pima Rd.
Scottsdale, AZ 85260

SERVICE DESK HOURS:	Move-in and Move-out
SHIPPING /LOGISTICS:	Do you need to ship your product to the show? CSI etc. is here to help. For inbound and outbound shipment quotes, please call our Logistics Department at 602-923-0011. Or please see the link on the left hand side of the web page for our e-mail freight request form.
ASSISTANCE:	If you should have any questions or need further assistance regarding any of the order forms, please call CSI Exhibitor Services at 800-471-7330 or e-mail at cs@meetcsi.com .

PAYMENT POLICY

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

Discount Pricing

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

Discount Deadline Date:	9/20/17
Material Handling Deadline Date:	9/29/17

Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Conference Services International. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$50.00 fee for NSF Checks.

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

Cancellation/Refund Policies

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

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

Tax Exemption

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

ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

BOOTH NUMBER: _____
 COMPANY NAME: _____
 CONTACT NAME: _____
 ADDRESS: _____
 CITY, STATE Zip
 PHONE: FAX: _____
 EMAIL: _____

ORDER SUMMARY (TOTAL FROM ORDER FORMS)

*TABLE & CHAIRS.....	_____	VEHICLE PLACEMENT	_____
*BOOTH ACCESSORIES.....	_____	*CUSTOM SIGN.....	_____
*CARPET & DRAPE.....	_____	*RENTAL DISPLAY.....	_____
BOOTH CLEANING	_____	*RENTAL DISPLAY & ACCESSORIES.....	_____
*EXTRA STEEL.....	_____	*SHIPPING	_____
MATERIAL HANDLING (ESTIMATED)...	_____		
*STORAGE SERVICE.....	_____		
CARTLOAD.....	_____		
LABOR.....	_____		
FORKLIFT.....	_____		
		TOTAL ESTIMATED CHARGES _____ *PLUS SALES TAX 8.6% _____ (include sales tax where applicable) Surcharge 3% _____ GRAND TOTAL _____	

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

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# _____
 Name on Card: _____
 Billing Address: _____
 (REQUIRED) _____ Zip _____
 City: _____ State: _____
 Expiration Date: _____ Card Verification # _____

Cardholder's Signature: _____

Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

NON-OFFICIAL CONTRACTOR

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

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name: _____	Booth Number: _____
Contact at Show: _____	
Non-Official Contractor: _____	
Address: _____	

City, _____	State _____ Zip _____
Phone: _____	Fax: _____
Authorized Signature: _____	Date: _____

THIRD PARTY AUTHORIZATION FORM

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

Gratuities

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

Safety

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

Exhibiting Company Information

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

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

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

Third Party Company Information

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

THIRD PARTY CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# _____
Name on Card: _____
Billing Address: _____
(REQUIRED) _____ Zip _____
City: _____ State: _____
Expiration Date: _____ Card Verification # _____
Cardholder's Signature: _____ Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

FIRE REGULATIONS

BOOTH CONSTRUCTION

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

FIRE RESISTANT TREATMENT

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

COMBUSTIBLES

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

Storage behind booth back wall is strictly prohibited.

OBSTRUCTIONS

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

TABLE & CHAIR ORDER FORM

<u>QTY</u>	<u>30" TABLES ~ UNSKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	30" - 4' X 2' UNSKIRTED TABLE	\$51.00	\$64.00	
	30" - 6' X 2' UNSKIRTED TABLE	\$61.00	\$76.00	
	30" - 8' X 2' UNSKIRTED TABLE	\$73.00	\$92.00	
<u>QTY</u>	<u>30" TABLES ~ SKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Gold, Green, Teal, White			
	30" - 4' X 2' SKIRTED TABLE COLOR: _____	\$100.00	\$125.00	
	30" - 6' X 2' SKIRTED TABLE COLOR: _____	\$120.00	\$150.00	
	30" - 8' X 2' SKIRTED TABLE COLOR: _____	\$144.00	\$180.00	
	Skirt all four sides COLOR: _____	\$56.00	\$70.00	
<u>QTY</u>	<u>40" TABLES ~ UNSKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	40" - 4' X 2' UNSKIRTED TABLE	\$63.00	\$78.00	
	40" - 6' X 2' UNSKIRTED TABLE	\$75.00	\$94.00	
	40" - 8' X 2' UNSKIRTED TABLE	\$91.00	\$113.00	
<u>QTY</u>	<u>40" TABLES ~ SKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Green, White, Teal, Gold			
	40" - 4' X 2' SKIRTED TABLE COLOR: _____	\$124.00	\$155.00	
	40" - 6' X 2' SKIRTED TABLE COLOR: _____	\$148.00	\$185.00	
	40" - 8' X 2' SKIRTED TABLE COLOR: _____	\$178.00	\$224.00	
	Skirt all four sides COLOR: _____	\$66.00	\$83.00	
<u>QTY</u>	<u>TABLE RISERS</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	4' X 12" TABLE RISER w/white cover	\$44.00	\$55.00	
	6' X 12" TABLE RISER w/white cover	\$53.00	\$66.00	
	8' X 12" TABLE RISER w/ white cover	\$64.00	\$80.00	
<u>QTY</u>	<u>CHAIRS</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	MOLDED (PLASTIC) SIDE CHAIR	\$69.00	\$87.00	
	PADDED SIDE CHAIR	\$83.00	\$103.00	
	PADDED ARM CHAIR	\$99.00	\$124.00	
	PADDED STOOL	\$119.00	\$148.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 9/20/17. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total \$ Sales Tax 8.6% \$ 3% Fee \$ Total Due \$	

Exhibitor Information

Company Name: _____

Phone: _____

Contact: _____

Fax: _____

Booth Number: _____

TABLES



4' x 2', 6' x 2', or 8' x 2'
30'' or 40'' Unskirted Table



Table Top Riser
w/White Cover



4' x 2', 6' x 2', or 8' x 2'
30'' or 40'' Skirted Table

Table Skirt Colors		
Black	Red	Blue
White	Gold	Teal
Silver	Green	Burgundy

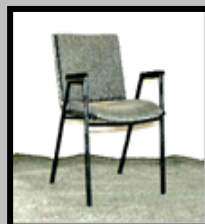
CHAIRS



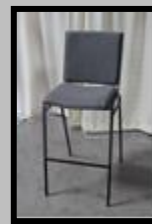
Molded



Padded Side



Padded Side w/Arms



Padded Stool

ACCESSORIES ORDER FORM

QTY		DISCOUNT	STANDARD	SUBTOTAL
	WASTEBASKET	\$25.00	\$31.00	
	EASEL	\$44.00	\$55.00	
	PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)	\$124.00	\$155.00	
	PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)	\$134.00	\$168.00	
	LINEN FOR 30" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$32.00	N/A	
	LINEN FOR 40" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$37.00	N/A	
	BAG RACK	\$75.00	\$95.00	
	WATERFALL RACK ** SHOW SPECIAL **	\$70.00	\$109.00	
	GARMENT RACK ** SHOW SPECIAL **	\$80.00	\$140.00	
	BLACK GARMENT RACK – NON ROLLING	\$120.00	\$150.00	
	STANCHION w/ RETRACTABLE BELT	\$56.00	\$70.00	
	LITERATURE RACK	\$135.00	\$169.00	
	TICKET TUMBLER	\$85.00	\$106.00	
	SIGN STAND (22" X 28")	\$74.00	\$92.00	
	TACKBOARD (4' X 6') Velcro & pushpin compatible	\$142.00	\$178.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	\$152.00	\$190.00	
	BANDING (PER PALLET)	\$61.00	\$76.00	
	SHRINK WRAP (PER PALLET)	\$61.00	\$76.00	
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			Sales Tax 8.6%	\$
			3 % fee	\$
			Total Due	\$

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

Display Furniture



Wastebasket



Easel



36" D x 40" H
Pedestal



36" D x 30" H
Pedestal



Linen Colors
☒ Black ☐ White



Bag Rack



Waterfall Rack



Garment Rack



Black Garment Rack
Non - Rolling



Chrome Stanchion
w/Retractable Belt



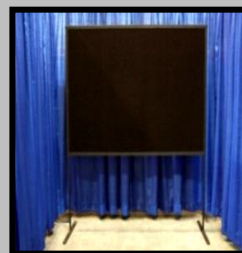
Black Literature
Rack (6 slots)



Chrome Sign Stand



Ticket Tumbler



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

SHOWCASE ORDER FORM

- Fluorescent Lighting
- LED Lighting Upgrade
- Mirrored Sliding Doors w/ Locks (on request)
- Glass Slides- Brushed Silver Frame
- Textured Gray or White Formica Exterior
- Rear Storage w/ Locked Sliding Doors

SHOW SPECIAL

ITEMS	DISCOUNT	STANDARD	QUANTITY	SUBTOTAL
4' Quarter View Fluorescent	\$150.00	\$607.00		\$
5' Quarter View Fluorescent	\$150.00	\$607.00		\$
6' Quarter View Fluorescent	\$150.00	\$607.00		\$
4' Half View Fluorescent	\$150.00	\$607.00		\$
5' Half View Fluorescent	\$150.00	\$607.00		\$
6' Half View Fluorescent	\$150.00	\$607.00		\$
4' LED Upgrade	\$60.00	\$70.00		\$
5' LED Upgrade	\$65.00	\$75.00		\$
6' LED Upgrade	\$70.00	\$80.00		\$
Corner- Quarter View Fluorescent	\$505.00	\$641.00		\$
Corner LED Upgrade	\$65.00	\$723.00		\$

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by 9/20/17.
orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.6%	\$
3% Fee	\$
Grand Total	\$



Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

CARPET & DRAPE ORDER FORM

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

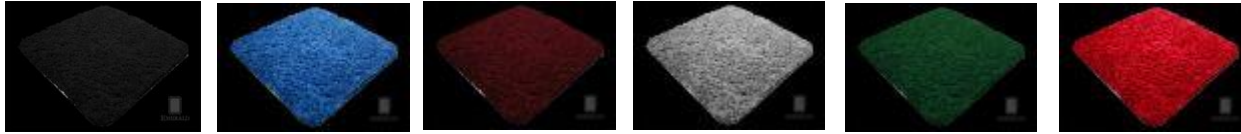
QTY	STANDARD CARPET	DISCOUNT	STANDARD	SUBTOTAL
Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red				
10' x 10' CARPET	COLOR: _____	\$133.00	\$173.00	_____
10' x 20' CARPET	COLOR: _____	\$266.00	\$346.00	_____
10' x 30' CARPET	COLOR: _____	\$399.00	\$519.00	_____
10' x 40' CARPET	COLOR: _____	\$532.00	\$692.00	_____
STANDARD SPECIAL CUT (16 oz.):		SQ FEET	RATE	SUBTOTAL
Ft. X	Ft. COLOR: _____		\$3.25 sq. ft.	_____
PREMIUM CARPET (100 Sq. ft. minimum charge)		TOTAL SQ. FEET	RATE	SUBTOTAL
Designer Plus Colors: Beige, Black, Bronze, Burgundy, Cobalt, Chocolate, Dove, Emerald, Mocha, Navy, Ivory, White, Red, Royal Blue, Sapphire, Terra Cotta				
Designer Plus (26 oz.)	COLOR: _____		\$5.40 sq. ft.	_____
Supreme Colors: Red, Black, White, Charcoal, Silver Cloud, Navy, Emerald, Wheat, Reflex Blue				
Supreme (45 oz.)	COLOR: _____		\$6.70 sq. ft.	_____
Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Rain Forest, Safari				
Matrix	COLOR: _____		\$5.15 sq. ft.	_____
CARPET ACCESSORIES		TOTAL SQ. FEET	RATE	SUBTOTAL
CARPET PADDING				
ft. X	Ft. (100 sq. ft. minimum charge)		\$1.35 sq. ft.	_____
VISQUEEN CARPET COVERING (carpet protection)				
ft. X	Ft. (100 sq. ft. minimum charge)		\$0.80 sq. ft.	_____
QTY	DRAPE (in addition to what is provided)	DISCOUNT	STANDARD	SUBTOTAL
Drape Colors: Black, Blue, Burgundy, Red, Silver, Green, Teal, Plum				
10' Section of 3' HIGH DRAPE, includes steel.	COLOR: _____	\$64.00	\$80.00	_____
10' Section of 8' HIGH DRAPE, includes steel.	COLOR: _____	\$134.00	\$164.00	_____
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 9/20/17. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total \$ Sales Tax 8.6% \$ 3% Fee \$ Total Due \$	

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

Standard Carpet



Black

Blue

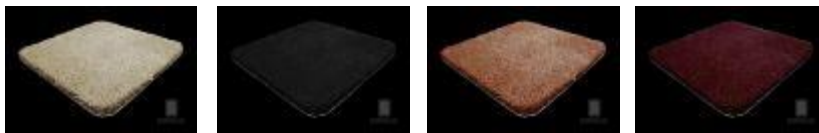
Burgundy

Grey

Green

Red

PREMIUM CARPET SELECTION: Designer Plus Carpet

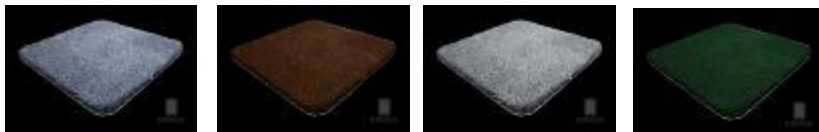


Beige

Black

Bronze

Burgundy

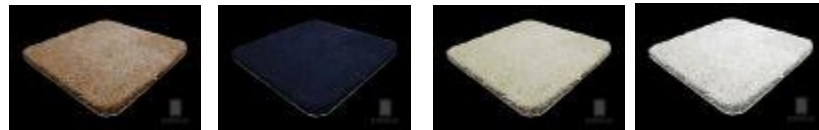


Cobalt

Chocolate

Dove

Emerald

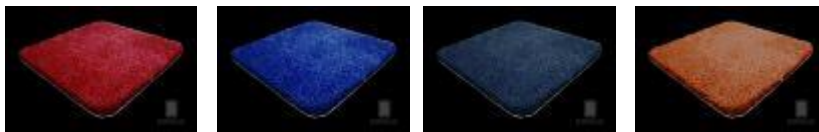


Mocha

Navy

Ivory

White



Red

Royal Blue

Sapphire

Terra Cotta

Supreme Carpet



Red

Black

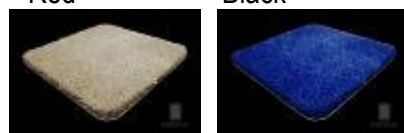
White

Charcoal

Silver Cloud

Navy

Emerald



Wheat

Reflex Blue

Matrix Carpet



Blue Jay

Rain Forest



Cayenne

Pepper



Safari

(Call prior to ordering Premium Carpet, requires two weeks to process)

CSI etc. has more colors to offer than what is pictured above. If you don't see the color you are looking for, please call us at 602-923-0011.

CLEANING ORDER FORM

CLEANING SERVICES

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

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

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

		Price	Subtotal
_____	x _____	\$0.43 sq. ft.	= _____
100 square feet minimum order	Total Number of Days		

Vacuum Once – before initial show opening only.

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

Shampoo (restrictions apply)

		Price	Subtotal
_____	x _____	\$0.92 sq. ft.	= _____
100 square feet minimum order	Total Number of Days		

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

		Price	Subtotal
_____	x _____	\$116.00 per Day	= _____
Up to 200 sq. ft.	Total Number of Days		
_____	x _____	\$139.00 per day	= _____
201 sq. ft -400 sq. ft.	Total Number of Days		
_____	x _____	CALL FOR QUOTE	= _____
401 sq. ft. and above			

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by 9/20/17.
orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Sub Total	\$ _____
Sales Tax 8.6%	Not Applicable
3% Fee	\$ _____
Total	\$ _____

Exhibitor Information

Company Name: _____

Phone: _____

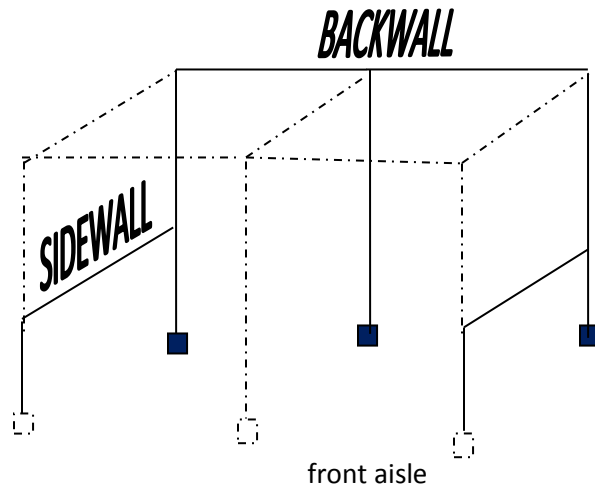
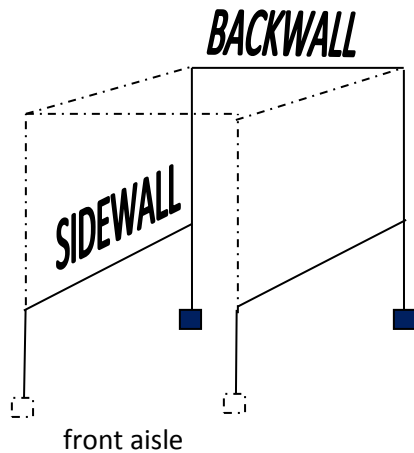
Contact: _____

Fax: _____

Booth Number: _____

EXTRA STEEL ORDER FORM

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



Draw in Extra Steel using the pictures above accordingly:

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

Customize Your Booth (enter the quantity):

QTY	ITEM	RATE	SUBTOTAL
	Crossbars	\$11.00	
	8' Pole & Base	\$22.00	
	3' Pole & Base	\$18.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 9/20/17. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.		Sub Total \$ Sales Tax 8.6% \$ 3% Fee \$ Total \$	

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES:

Advance Shipments – Stored up to 30 days prior to show move-in, and include delivery to the West World of Scottsdale, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **9/29/17**, are subject to additional late shipment charges.

Direct Shipments – Are accepted during exhibitor move-in hours **ONLY**. Includes delivery to your booth, storage of empty container during the show, return of containers to your booth at close of show, move good to the dock, and loading onto outbound carrier.

Early shipments may be refused.

MATERIAL HANDLING FEES:

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

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

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

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

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

Return to warehouse- All shipments not picked up or routed on in house carrier, If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur an additional storage fee.

Rates

Envelope	\$15.50 each
Small Packages (50 pounds and less):	\$77.25 per shipment
Crated or Skidded (Overtime 1way):	\$96.50 per 100 lbs. (200 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed:	\$113.50 per 100 lbs. (200 lb. minimum charge), per shipment
Return to warehouse:	\$35.00 per 100lbs (\$350.00 minimum charge)
*Late Advance Warehouse/Direct Shipments (Surcharge)	30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment

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

	Piece Count	Weight	Carrier Service	Estimated Arrival Date	Estimated Handling Fees
Small Shipments	_____	_____	_____	_____	_____
Crated or Skidded Shipment	_____	_____	_____	_____	_____
Special Handling Shipment	_____	_____	_____	_____	_____

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Shipments to arrive between (9/1 - 9/29)	To arrive ONLY during MOVE-IN hours
Company Name & Booth Number	Company Name & Booth Number
Pinners Conference	Pinners Conference
c/o CSI etc.	c/o CSI etc.
4802 W. Van Buren Street	West World of Scottsdale
Phoenix, Arizona 85043	16601 North Pima Rd.
	Scottsdale, AZ 85260

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

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the Venue.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **9/29/17**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: 10/5/17

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

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

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

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

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

EXHIBIT MOVE-OUT NOTICE

PRIOR TO CLOSE OF SHOW:

- Stop by the CSI Service Desk to pick up your Bill of Lading for outbound shipping.
Note: Material Handling Charges will apply if CSI did not handle your inbound shipment.
- Any and all outbound shipments regardless of carrier, and POV's, **MUST** have completed a Bill of Lading returned to the Service Desk prior to leaving show site.
- **All balances must be paid in full.**
- CSI Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs.

SHOW CLOSING:

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

SHIPPING OF MATERIALS:

When your materials return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. If not provided by your Representative, shipping labels are available at the **CSI Service Desk**.

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

All outbound carriers must be checked in no later than

Official On-site Carrier:




CSI LOGISTICS - SHIPPING MADE EASY

LIMITS OF LIABILITY


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

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

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT	SHIP TO:	 <small>Conference Services International Expositions • Trade Shows • Conventions</small>
	c/o	
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	9/29/17	Phoenix, AZ 85043
	Pinners Conference	
	COMPANY EXHIBIT NAME: _____	
	BOOTH NUMBER _____	
	PIECE COUNT: _____	OF _____

-----Attach a label to each piece-----

ADVANCE SHIPMENT	SHIP TO:	 <small>Conference Services International Expositions • Trade Shows • Conventions</small>
	c/o	
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	9/29/17	Phoenix, AZ 85043
	Pinners Conference	
	COMPANY EXHIBIT NAME: _____	
	BOOTH NUMBER _____	
	PIECE COUNT: _____	OF _____

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

DIRECT SHIPMENT - SHIPPING LABELS

<p>DIRECT SHIPMENT TO THE WEST WORLD OF SCOTTSDALE ~During Exhibitor Move-in ONLY~</p>	<p>SHIP TO: c/o</p>		<p>CSI etc. Conference Services International Expositions • Trade Shows • Conventions</p>
	<p>Direct Shipping Must Arrive During 10/5/17 Only.</p>		<p>West World of Scottsdale 16601 North Pima Rd. Scottsdale, AZ 85260</p>
	<p>Pinners Conference</p>		
	<p>COMPANY EXHIBIT NAME: _____</p>		
	<p>BOOTH NUMBER _____</p>		
<p>PIECE COUNT: _____</p>		<p>OF _____</p>	

-----Attach a label to each piece-----

<p>DIRECT SHIPMENT TO THE WEST WORLD OF SCOTTSDALE ~During Exhibitor Move-in ONLY~</p>	<p>SHIP TO: c/o</p>		<p>CSI etc. Conference Services International Expositions • Trade Shows • Conventions</p>
	<p>Direct Shipping Must Arrive During 10/5/17 Only.</p>		<p>West World of Scottsdale 16601 North Pima Rd. Scottsdale, AZ 85260</p>
	<p>Pinners Conference</p>		
	<p>COMPANY EXHIBIT NAME: _____</p>		
	<p>BOOTH NUMBER _____</p>		
<p>PIECE COUNT: _____</p>		<p>OF _____</p>	

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

CSI TRANSPORTATION - QUOTE REQUEST OR CALL (602) 730-8126

Inbound Shipment

<u>Pick-up Information:</u>	<u>Select Destination: (Please Circle)</u>	
Company Name: _____	<u>Advanced Warehouse:</u>	<u>Direct to Show Site:</u>
Contact Name: _____ Phone: _____	Company Name & Booth #	Company Name & Booth #
Pick-up Address: _____	Pinners Conference	Pinners Conference
City, State, Zip: _____	c/o CSI etc.	c/o CSI etc.
Email Address: _____	4802 W. Van Buren Street	16601 North Pima Rd.
	Phoenix, AZ 85043	Scottsdale, AZ 85260

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

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

Outbound Shipment

<u>Shipping from Show Site:</u>	<u>Destination Information:</u>
Company Name: _____ Booth #: _____	Company Name: _____
16601 North Pima Rd.	Contact: _____ Phone: _____
Scottsdale, AZ 85260	Shipping Address: _____
Contact Name: _____ Phone: _____	City, State, Zip: _____
Email Address: _____	Email Address: _____

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

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

OUTBOUND SHIPPING INSTRUCTIONS

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS FREE SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: EXHIBITING COMPANY NAME: BOOTH:
WEST WORLD OF 16601 North Pima Rd.
SCOTTSDALE'S ADDRESS:
Scottsdale, AZ 85260

SHIPPING DESTINATION 1:

TO: COMPANY NAME:
DELIVERY ADDRESS:
CITY, STATE ZIP
PHONE: ATTN:

ENTER DESIRED # OF SHIPPING LABELS _____

SHIPPING DESTINATION 2:

TO: COMPANY NAME:
DELIVERY ADDRESS:
CITY, STATE ZIP
PHONE: ATTN:

ENTER DESIRED # OF SHIPPING LABELS _____

Please Check Mark Desired Method of Shipment Below:

Your Carrier: ☐ CSI etc. Transportation ☐ Other: _____
Type of Service: ☐ Ground ☐ Air
Delivery Method: ☐ Next Day ☐ 2nd Day ☐ Deferred Delivery ☐ Ground
Special Requirements: ☐ Inside Delivery ☐ Residential ☐ Lift Gate ☐ Other: _____
Delivery Hours (4 hr. window): _____

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

STORAGE SERVICE ORDER FORM

"Full Service" Storage and Shipping Advantages After the Show

Keep Your Exhibit Materials in Arizona After the Show to Avoid Double Loading and Unnecessary Shipping Costs

Benefits of storing your materials with CSI etc. Long term storage includes:

1. Convenience of less shipping/shipping and handling fees.
2. Receive and hold your equipment and/or exhibition materials- short or long term.
3. Provide delivery services – capable of outbound shipping and/or local delivery to any contractor event.

Storage Rates:	Return to Warehouse- (5 Day MAX hold.)	\$35.00 per 100lbs (\$350.00 minimum charge)
	Long term Storage- per month	minimum charge of \$100.00 per month (1,000lb min charge) (≥ 1,000.00 lb.) \$10.00 cwt

Notes:

- **Long term Storage rates apply to Return to Warehouse shipments AFTER 5 days of failed carrier pickup.**
- **Long Term Storage Clients will be billed automatically on a quarterly basis and provided an electronic receipt.**
- All storage services are subject to CSI etc. Terms and Conditions of Contract and/or Storage Agreement.
- Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. CSI etc. is not liable for damages.
- Failure to pay storage fees after 7 days of balance due date will result in a lien against your property.
- Unpaid/ unclaimed materials will be disposed of after 90 days.

Please select which service you are requesting:

☐ **(Check)** Yes! Return my exhibition materials to the warehouse for carrier pickup- 5 Day **MAX** hold.

☐ **(Check)** Yes! Store my exhibition materials in Arizona after this show

Exhibiting Company: _____ Client Name: _____

Email: _____ Telephone: _____

List of items: _____

CREDIT CARD AUTHORIZATION									
Card Type:	AMEX	VISA	MC	DISC	Card#				
Name on Card: _____									
Billing Address: _____									
(REQUIRED)								Zip	
City:		State:							
Expiration Date:				Card Verification #					
Cardholder's Signature: _____					Date: _____				
<small>The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined. Automatic payment will be charged quarterly for long term storage.</small>									

CARTLOAD SERVICE ORDER FORM

Return with Payment & Credit Card Charge Authorization

All orders are governed by CSI etc. Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.

Received by 9/20/17

Company Name	E-mail	Booth Number
--------------	--------	--------------

Special Freight Services – Small Passenger Vehicles Only!

This special service is offered exclusively for this show.

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, CSI etc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are \$50.00 each way. Cart service without a laborer is also available, (1) pushcart, for 30 minute maximum for \$25.00- ID is required for duration of rental.
- This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is anything weighing 200 lbs. or less total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. CSI etc. personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged material handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- Pre-orders will receive preferential service at show site; you may also order this service at the CSI etc. Service Desk.
- Exhibitors may not use carts without authorization by a CSI etc. manager.

Place Your Order Here

	Description	Price	Quantity	Total Price
	Dock to Booth	\$50.00		\$
	Booth to Dock	\$50.00		\$
	Cart Only- Dock to Booth	\$20.00 **SHOW SPECIAL**		
	Cart Only- Booth to Dock	\$20.00 ** SHOW SPEICAL**		
			Grand total	\$

I agree in placing this order that I have accepted CSI etc. Payment Policy, and Terms & Conditions of Contract.

Authorized Signature

Authorized Name (Please Print)	Date
--------------------------------	------

VEHICLE PLACEMENT ORDER FORM

ROUND-TRIP RATE

Straight Time:	RATE
Vehicle moved under its own power (1 Spotter included):	\$175.00 Per vehicle
Vehicle moved under man power (Crew of 3 men)	\$350.00 Per Vehicle

Over Time:	
Vehicle moved under its own Power (1 spotter Included)	\$263.00 per vehicle
Vehicle moved under man power (Crew of 3)	\$525.00 per vehicle

Additional:

Spotter (Straight Time):	\$88/hr. per person (1hr. min.)
Spotter (Overtime)	\$132/hr. per person (1hr. min)

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TERMS & CONDITIONS

Arrangements must be made with Show Management.
This form must be forwarded to Show Management.
Vehicles may only be displayed in accordance with local fire regulations.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
*See West World of Scottsdale guide for guidelines.

Sub Total	\$
Sales Tax 8.6%	\$
3% Fee	\$
Total	\$

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

ARIZONA UNION GUIDELINES AND SAFETY TIPS

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

Booth Labor

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

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

Material Handling

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

INSTALLATION AND DISMANTLE LABOR ORDER FORM

LABOR RATES	Per person/ Hour Rate	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	
Straight Time	\$88.00	\$101.00	\$116.00	Monday-Friday, 8:00 am to 4:30 pm Monday-Friday, 4:30 pm to Midnight,
Overtime	\$132.00	\$152.00	\$174.00	Saturday – Sunday 8:00 am to Midnight
Double Time	\$176.00	\$197.00	\$232.00	All days Midnight to 8:00 am & All Observed Union Holidays

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

SUPERVISION OPTIONS

CSI etc. – Supervision

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

EXHIBITOR – Supervision

All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CSI etc. Service Desk to start labor.

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

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

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

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

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

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

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 9/20/17 . orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.	Sub Total (Estimate) \$	
	Sales Tax 8.6%	Not Applicable
	3% Fee	\$
	Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

IN BOOTH FORK LIFT LABOR

FORKLIFT RATES	Hour Rate (Forklift & Operator)	Hour Rate (Forklift & Operator)	Labor Hours
	<u>Discount</u>	<u>Standard</u>	All orders place on show site are 30% above Regular Rate Listed.
Straight Time	\$153.00	\$175.95	Monday-Friday; 8:00 am to 4:30 pm
Overtime	\$229.50	\$263.92	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight
Double Time	\$306.00	\$351.90	All days Midnight to 8:00 am & All Observed Union Holidays
One hour minimum charge per Forklift. Thereafter, labor is charged in ½ hour increments			

HELPER RATES (to spot machinery)			
	<u>Discount</u>	<u>Standard</u>	All orders place on show site are 30% above Regular Rate Listed.
Straight Time	\$88.00	\$101.00	Monday-Friday; 8:00 am to 4:30 pm
Overtime	\$132.00	\$152.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight
Double Time	\$176.00	\$197.00	All days Midnight to 8:00 am & All Observed Union Holidays
One Hour Minimum charge per Helper. Thereafter, labor is charges in ½ hour increments			

FORKLIFT ORDER						
	NUMBER OF FORKLIFTS	WEIGHT	NUMBER OF HELPERS	DATE	TIME	APPROX HOURS
INSTALLATION	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____
DESCRIPTION OF WORK TO BE DONE			SPECIFY OTHER EQUIPMENT NEEDED			
Spotting of equipment			Straps (call for quote)			
Installation/Dismantle of Header			Chains (Call for quote)			
Other _____			Fork Extensions			
			Crane (call for quote)			
			Cage (call for quote)			

Please provide the onsite contact information:

Name: _____

Phone Number: _____

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 9/20/17. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.	Subtotal:	\$
	Sales Tax	Not Applicable
	8.6%:	
	3% Fee:	\$
	Total:	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

HANGING SIGN ORDER FORM

Rules & General Information: ALL HANGING SIGNS TO BE RECEIVED AT THE ADVANCED WAREHOUSE BY 9/20/17.

Please ship all hanging signs in a separate container, with detailed diagram/ instruction, marked with a label stating "Hanging Sign".

- All hanging signs must comply with Show Management rules and regulations and the venue's limitations.
- All signs must have approved rigging points, with the exception of cloth banners under 100 lbs. CSI etc. reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- Include an engineer-stamped assembly and hanging instructions with the order. CSI etc. accepts no liability for any work completed without such instructions, when required. Work is done at the Exhibitor's risk and the Exhibitor shall indemnify and defend CSI etc. and the Show Organizer from any claims arising out of or related to the installation and dismantle of any sign without approved drawings.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place your electrical service orders and electrical labor on the Electrical Service Order Form.
- All hanging signs must be assembled, installed and removed by CSI etc. Exhibitors, display companies and/or I&D representatives may supervise, but will not be allowed to assemble, install and remove the hanging sign. Set up instructions must be provided with your order. The charge for CSI etc. Supervision of Sign Hanging is 30% of the total bill.

Per Hour Rate

Lift & Crew (consists of 2 people)

*Additional Spotter is required

One Hour Minimum

Straight Time \$270.00

Monday-Friday, 8:00 am to 4:30 pm

Overtime \$405.00

Monday-Friday, 4:30 pm to 8:00 pm, Saturday & Sunday – 8:00 am to Midnight

Double Time \$540.00

All Days Midnight to 8:00am & all Observed Union Holidays

Note: All orders placed late or on show site are 30% above Regular Rate Listed.

***Spotter (Required)** \$88.00/hr. (Straight time)

Installation Date:	Time:	# Hrs. to Hang Sign:	Weight lbs.	Height ft.	Length ft.	Number of Pick Pts	Assembly Required	# Hrs. to Assemble	Lift & Crew (2)	Cost	Supervision	Total
											<input type="checkbox"/> Exhibitor Supervision <input type="checkbox"/> CSI etc. Supervision (20% supervision fee applies)	
Dismantle Date:	Time:	# Hrs. to Remove Sign:	Weight lbs.	Height ft.	Length ft.	Number of Pick Pts	Dis-assembly Required	# Hrs. to Disassemble	Lift & Crew (2)	Cost	Supervision	Total
											<input type="checkbox"/> Exhibitor Supervision <input type="checkbox"/> CSI etc. Supervision (20% supervision fee applies)	
											TOTAL DUE	

Type
☐ Metal ☐ Truss
☐ Fabric – Cloth Banner
☐ Wood
☐ Electrical ☐ No
☐ Yes

Shape
☐ Circle ☐ Triangle
☐ Square
☐ Chain Motor ☐ No

TERMS & CONDITIONS

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orders will be charged at 50% of total if cancelled within 30 days of move-in.

Cancelled orders will be charged 100% of total if cancelled after move-in begins.

Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

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

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

_____ ft. from Top aisle
 (booth # _____)

_____ ft. from Left side
 (booth # _____)

_____ ft. from Right side
 (booth # _____)

_____ ft. from Bottom aisle
 (booth # _____)

BOOTH LAYOUT FORM

RETURN TO CSI etc. by 9/20/17

Company Name	Phone Number for on Site Contact	E-Mail Address	Booth Number
--------------	----------------------------------	----------------	--------------

This grid must be attached to the following order forms to insure proper placement of items in your booth. Please photocopy as needed.

- ☐ Hanging Signs
 ☐ Show Cases
 ☐ Tack board
 ☐ Special Colored Drape
☐ Standard Exhibit System
 ☐ Pad & Carpet

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

CUSTOM SIGN ORDER FORM

Size (one color) (10 words max on White Stock)		LETTER COLOR	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
7" X 11"	Horizontal ___ Vertical ___	_____	_____	\$33.00	\$45.00	_____
7" x 44"	Horizontal ___ Vertical ___	_____	_____	\$39.00	\$51.00	_____
11" x 14"	Horizontal ___ Vertical ___	_____	_____	\$45.00	\$58.00	_____
14" x 22"	Horizontal ___ Vertical ___	_____	_____	\$51.00	\$74.00	_____
22" x 28"	Horizontal ___ Vertical ___	_____	_____	\$85.00	\$108.00	_____
28" x 44"	Horizontal ___ Vertical ___	_____	_____	\$124.00	\$164.00	_____

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

DIGITAL SIGNS (four color)		DISCOUNT RATE	STANDARD RATE	TOTAL
_____ X _____ = _____	_____	\$16.50 sq. ft.	\$22.00 sq. ft.	_____
Length	Width	Square foot		

Design Rate (per hour) is \$75.00. This is charged if design copy needs to be manipulated in any way.

BANNERS

_____ X _____ = _____	\$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length	Width	Square foot	Single Sided
_____ X _____ = _____	\$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length	Width	Square foot	Double Sided

Please contact CSI *etc.* for art requirements, material options, or special quotes.

TERMS & CONDITIONS

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

Sub Total	\$
Sales Tax 8.6 %	\$
3% Fee	\$
Total:	\$

Exhibitor Information

Company Name: _____ Contact: _____ Booth Number: _____
Phone: _____ Fax: _____

CSI CREATIVE SERVICES

Large scale event printing can be foreign territory for those who are used to working with publication sized media. Our desire is to provide you with the best quality graphic design and production for your event or exhibit. You can help us in that effort by submitting digital art files using the following artwork guidelines.

If you are sending us completed, Print Ready files, please pass this information on to your Graphic Designer for reference. If you are working with a CSI Creative Services Designer to create a new show look or to design an exhibit, please include any information that might be relevant to translating your brand and incorporating it into your event or exhibit.

ACCEPTABLE FILE FORMATS

We accept native files from the following programs:

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

Other file types we can work with:

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

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

LOGOS

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

FONTS

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

LINKS

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

Creative Services

ARTWORK SUBMITTAL GUIDELINES

ARTWORK SETUP

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

DESIGN TIME & CAPABILITY

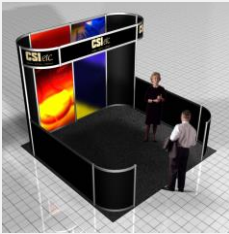
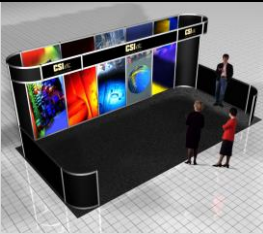
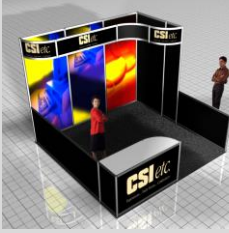
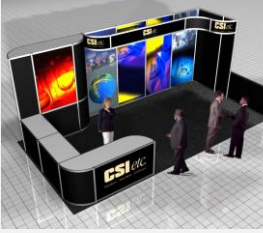
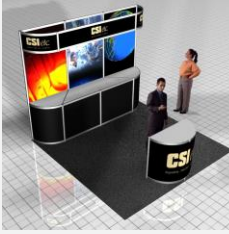
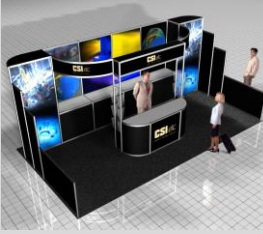
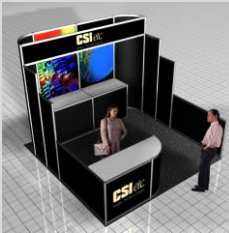


- Graphic pricing does not include design time or prepress file preparation. Art submitted that is not print ready according to the guidelines listed here and require modification will be reflected on your final invoice at \$80.00/hr.
- CSI's Creative Services Design team is here to help you achieve an eye-catching show or exhibit look. We're happy to work directly with you or your in-house designer to ensure your graphic elements are visually impactful and make the best use of your space. Please speak with your Account Executive or Exhibitor Services Coordinator to start conceptualizing your look!

UPLOADING ARTWORK











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

For questions about CSI's Creative Services, prepping your files for submission, or to gain access to our FTP server, please email us at: graphics@meetcsi.com

CUSTOM RENTAL DISPLAYS

	Discount Rate	Standard Rate		Discount Rate	Standard Rate
 <p>CSI 1 QTY _____</p>	\$2,450.00	\$2,950.00 Please call for graphics quotes	 <p>CSI 5 QTY _____</p>	\$3,900.00	\$4,400.00 Please call for graphics quotes
 <p>CSI 2 QTY _____</p>	\$2,950.00	\$3,450.00 Please call for graphics quote	 <p>CSI 6 QTY _____</p>	\$4,400.00	\$4,900.00 Please call for graphics quote
 <p>CSI 3 QTY _____</p>	\$2,750.00	\$3,250.00 Please call for graphics quote	 <p>CSI 7 QTY _____</p>	\$4,700.00	\$5,100.00 Please call for graphics quote
 <p>CSI 4 QTY _____</p>	\$3,450.00	\$3,950.00 Please call for graphics quote	 <p>CSI 8 QTY _____</p>	\$7,500.00	\$7,900.00 Please call for graphics quote
Standard Booth Includes: <ul style="list-style-type: none"> • Booth Carpet • White or Black Hard Wall Panels • Header with Color Artwork • Delivery to Show Site • Drayage, to Booth Location • Installation/Dismantle Labor • Call for other color options 			 <p>CSI 9 QTY _____</p>	\$8,800.00	\$9,300.00 Please call for graphics quote

RENTAL DISPLAY COUNTERS & ACCESSORIES

		QTY	DISCOUNT	STANDARD	TOTAL
	1 Meter Counter, white, black or gray panels		\$324.00	\$389.00	
	1 Meter Counter, with Custom Graphics		\$461.00	\$553.00	
	1 1/2 Meter Counter, white, black, or gray panels		\$490.00	\$563.50	
	1 1/2 Meter Counter, with Custom Graphics		\$691.00	\$829.00	
	2 Meter Counter, white, black, or gray panels		\$654.00	\$785.00	
	2 Meter Counter, with Custom Graphics		\$924.00	\$1,109.00	
	Curved Counter. Call for Graphics Quote			\$489.52	
	Computer Work Station. Call for Graphics Quote			\$650.00	
	Reception Counter. Call for Graphics Quote.			\$500.00	
	POP UP RENTAL DISPLAY - 10' Curved Backwall Display, with Velcro compatible fabric panels. Included: One Case Table and 3 spotlights. Call for Graphics Quote			\$825.00	

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

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	Sales Tax 8.6%	\$
	3% Fee	\$
	Total	\$

Exhibitor Information

Company Name: _____


Phone: _____

Contact: _____







Fax: _____

Booth Number: _____

SLATWALL & GRIDWALL ORDER FORM

	DESCRIPTION	QTY	DISCOUNT	STANDARD	SUBTOTAL
	1 Meter by 8ft High Slat wall		\$77.25	\$93.00	
	2' x 8' Grid Wall ** SHOW SPECIAL **		\$55.00	\$93.00	
	2' x 6' Grid Wall **SHOW SPECIAL**		\$50.00	\$87.00	

ACCESSORIES FOR SLATWALL & GRIDWALL

	Gridwall & Slatwall Brackets (per set of 2)		\$10.50	\$12.50	
	Gridwall & Slatwall Hooks (per hook)		\$5.00	\$6.00	
	10" Shelf for both Gridwall & Rental Display Booths.		\$15.00	\$17.00	
	Light - 75 watt black armlight.		\$26.00	\$31.00	
	Half Page Holder		\$15.00	\$17.00	
	Full Page Holder		\$17.00	\$21.00	

TERMS & CONDITIONS

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

Sub Total (Estimate) \$

Sales Tax 8.6% \$

3% Fee \$

Total \$

Exhibitor Information

Company Name:

Phone:

Contact:

Fax:

Booth Number:

Rates Effective November 1, 2016 - October 31st, 2017

Information & Online Ordering

www.commonwealthexpo.com



Submit To: Commonwealth Electric Company

100 North 3rd Street, Phoenix, AZ 85004

PH 602.253.5881 Fax 602.253.5530



jbryant@commonwealthelectric.com

Event: Pinner's Conference				Dates: October 5th-7th, 2017	
				Event #: 471049	
For Discount Payment Price we must receive your order and payment prior to this					
DEADLINE DISCOUNT DATE OF:				09.21.17	
Company Name:				Booth #	
STANDARD ELECTRICAL DROPS					
Quantity	Description	Discount	Regular	Amount	
Standard Outlet 120V A.C. 60 Cycle					
	500 Watts (5 Amp)	\$90.00	\$121.50		
	1000 Watts (10 Amp)	\$115.00	\$155.25		
	2000 Watts (20 Amp)	\$167.00	\$213.00		
Single Phase 208V A.C. 60 Cycle** Requires MINIMUM (1) hr Labor**					
	20 Amp	\$228.00	\$291.00		
	30 Amp	\$273.00	\$348.00		
	50 Amp	Call for Price Quote & Availability			
	60 Amp				
	100 Amp				
Three Phase 208V A.C. 60 Cycle** Requires MINIMUM (1) hr Labor**					
	20 Amp	\$301.00	\$384.00		
	30 Amp	\$357.00	\$455.00		
	50 Amp	Call for Price Quote & Availability			
	60 Amp				
	100 Amp				
Rental Items					
	Extension Cord 15'	\$30.00			
	Extension Cord 25'	\$32.00			
	5-way power strip	\$30.00			
	3-way adaptor	\$20.00			
Labor					
ST (M-F 8am-4:30pm)		\$88.00			
OT (M-F 4:30pm-12am & Sat 8am-12 am)		\$132.00			
DT (M-F 12Am-8am& all Sundays/Holidays)		\$176.00			
By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations. State of AZ or Federal Tax Exempt form must be submitted with order to receive Exemption		Total Order			
		7.95% Sales Tax			
		Labor Amount			
		Total Due			
Company Name				Phone	
				Fax	
Address				City	State
				Zip	
Email Address				Onsite Contact	
Signature				Print Name	
Paid by: CK AX MC VS		CC #			Exp Date:
Cardholder Signature				Print Name	

If you require services not listed on this form please call for a quote.

24 Hour Services:
Rates are DOUBLE the Outlet Rate
Check if Required

208V Services:
There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service.

ELECTRICAL LABOR:
Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is located outside.

Okay to Proceed (layout with scaled orientation attached) Order will be installed prior to exhibitor move-in.

Layout to follow.

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, required a MINIMUM of (1) hr of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell#



Commonwealth Electric Customer Information

Payment Policy:

Payment in Full is required on all outlets when order is placed. PURCHASE ORDERS are not considered payment. There will be an additional \$25.00 service charge on all returned checks.

Tax: All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the STATE OF ARIZONA, please attach SALES TAX EXEMPTION CERTIFICATE to your order.

Discount Rates: available on orders **and** payments received ten (10) business days prior to show move-in. See the order form for exact date.

Regular Rates: are applied to all orders received AFTER the DEADLINE for DISCOUNT date and orders received on the show floor.

International: payment must be in US Dollars, money order, or credit cards.

Receipts and Confirmations: are available upon REQUEST.

Claims: will not be considered unless filed in writing by exhibitor prior to close of show.

Credit: will not be given for outlets or equipment once they have been installed, regardless of usage.

Unpaid Balances: all balances must be paid prior to show open and any unpaid balances are subject to 1 ½ % thereafter.

Contract Agreement: Lessor will not be responsible for strikes accidents, fires, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that exhibitor has read and agrees to all conditions and regulations as stated on this contract.

Outlets & Equipment:

Each outlet ordered is ONE SINGLE plug-in

Outlets will be located on the floor at the back of the booth or in the most convenient location for CECM. Exceptions include orders submitted with layouts-see layout section.

Outlets are provided at an ADDITIONAL charge and are not part of the booth package unless otherwise indicated on our CECM form.

Outlets are to be ordered separately by each exhibitor and may not be shared with other exhibitors.

Building utility outlets are not a part of the booth space and are not to be used by exhibitors unless specified otherwise

Property: All materials and equipment furnished by CECM for this service order, shall remain the property of CECM and be removed only by CECM at the close of show. At the close of show, please leave all Commonwealth equipment in your booth to be collected.

Special: Exhibitors are responsible for supplying converters-220V to 120/110V-for international equipment. Exhibitors are responsible for GFI, if GFI is required. CECM can provide converters from 220V to 120/110V or GFI's at an additional charge.

Labor:

Requirements: You need to add a minimum of one hour labor to your order if...

You order 208V service or higher. A minimum of one hour of labor is required for EACH 208V connection. Please note your connector for each 208V service on the order form. See the Service Desk to request connect and disconnect.

Request your outlet anywhere but the back of the booth or send a layout for the location of your outlet.

Request exhibitor supervision for the placement of your electrical outlet.

Order an electrical outlet over 20amps 120V.

Request power to be dropped from the ceiling or located overhead.

Request eight (8) or more electrical outlets.

Installation:

CECM will not be responsible for any cutting or altering of any floor covering in order to bring power to a booth in a specific location.

See the Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208V connect/disconnect.

Usage: Usually but can vary:	Up to 500 Watts:	TV, VCR, Radio, Expo Reader
	Up to 2000 Watts:	Vacuum, hair dryers, heat lamps

Indicate BOOTH ORIENTATION on your layout.

Wattage/ampage is usually marked on the back or bottom of appliance or machine

Total light bulb wattage to determine usage

Conditions and Regulations:

All equipment, regardless of source of power, must comply with all federal, state and city safety codes.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

All exhibitors' cords must be of the 3-wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.

Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.