

# CEMS

CONVENTION + EXPO  
MANAGEMENT SERVICES, LLC

EXHIBITOR SERVICES



## EXHIBITOR PACKAGE

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LRGV-AIA Building Communities Conference

September 25-26, 2015

South Padre Island Convention Centre

South Padre Island, TX.

SET IT UP. BREAK IT DOWN.

# Welcome LRGV-AIA Building Communities Conference

Dear Exhibitor,

We take great pleasure in notifying you that **CEMS** has been selected as the "Official Service Contractor" for the **LRGV-AIA Building Communities Conference**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

**Exhibitor Service Department**  
**CEMS**  
**P.O. Box 6330**  
**McAllen, Texas 78502**  
**956.702.4926 Fax: 956.688.8339**  
**Rentals@conventionandexpo.net**

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

LRGV-AIA Building Communities Conference  
**Office:** 302 S. Texas Ave.  
Mercedes, TX 78570  
**Home:** 1101 W Maple  
McAllen, TX. 78504  
Phone: 956-776-0100 Ext. 2050  
Email: [info@lrgvaia.org](mailto:info@lrgvaia.org)

Questions regarding the event venues policies or supplemental services should be directed to:

South Padre Island Convention Centre  
7355 Padre Blvd.  
South Padre Island, Tx. 78597  
Contact: Dixie Rowell  
Phone: 956-761-8383  
Email: [Dixie@sopadre.com](mailto:Dixie@sopadre.com)

Please note the various items being provided for each booth by Show Management (equipment listed on the Event Information PAGE 5).

Analyze your needs carefully and return your order forms with full payment before **Monday, September 14, 2015** to save money as well as ensure the availability of your item. Orders received without payment cannot be processed.



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## Frequently Asked Questions

### WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

Each event is different. Please see the Event Information PAGE 5, which will specifically list what items, if any, will be included in the booth space.

### WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

Unfortunately, items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately at the published rate.

### HOW DO I PLACE MY ORDER?

- ◆ Email your order with the Credit Card Authorization form to:  
[Rentals@conventionandexpo.net](mailto:Rentals@conventionandexpo.net)
- ◆ Mail in your order forms and full payment to:  
**CEMS**  
P.O. Box 6330 McAllen, Texas 78502
- ◆ Fax in your order with the Credit Card Authorization form to:

#### **956-688-8339 Attn: Exhibitor Services**

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers" (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

### WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

### DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

### WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

**Option one: Advance shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **CEMS** move in. Delivery hours are **9:00 AM - 3:00 PM**, Monday - Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

**Option two: Direct shipping** is sending your materials directly to show site during the designated move in times (when permitted by venue). There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

### WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- ◆ Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- ◆ Shipping is the means by which shipments are transported via carriers to and from the event location.

### WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **CEMS** to release your materials to your specified carrier at the close of the event.

### WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice. It is your responsibility to contact and make all arrangements for any carrier to pick up your items from **CEMS** warehouse.

### WHAT ARE THE MOVE OUT PROCEDURES?

A **CEMS** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. You must call your designated carrier with pick up information. A **CEMS** representative will be available at show site for further questions.

### HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at [rentals@conventionandexpo.net](mailto:rentals@conventionandexpo.net).



## Event Information

**Discount Deadline:** Monday, September 14, 2015  
**Show Colors:** Red, Black & Silver  
**Show Carpet:** Facility is Not Carpeted

### Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10' x 10' booth will be provided with:

- ◆ 8' tall backdrop drape
- ◆ 6' skirted table
- ◆ 1 - 7" x 44" ID Sign
- ◆ 3' tall side dividers
- ◆ 2 chairs (provided by the South Padre Island Convention Centre)

### Event Schedule - Subject to Change

Exhibitor Move In:	Thursday, September 24, 2015	11:00AM-4:00PM
	Friday, September 25, 2015	8:00AM-3:00PM
Event Hours:	Friday, September 25, 2015	3:45PM-6:45PM
	Saturday, September 26, 2015	11:15AM-1:15PM

**Exhibitor Move Out:** Saturday, September 26, 2015 1:15PM  
**\*\*Please Note: Items cannot be left overnight for next day pickup.**

**Freight Re-Directed: Fee \$150.00** **From CEMS Warehouse** Monday, September 28, 2015 9:00AM-4:00PM

### Shipping Information *(Material handling charges will apply)*

#### Advance Shipping Address:

CEMS  
c/o LRGV-AIA Building Communities  
Conference  
1305 E. Pecan Ste. G&H  
McAllen, Tx. 78501

**Advance shipments MUST be received by  
Friday, September 18, 2015**

### Assistance

- ◆ If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at **956-702-4926** or send an e-mail to [rentals@conventionandexpo.net](mailto:rentals@conventionandexpo.net).
- ◆ **CEMS** will have a service desk in a convenient location at show site if you require any further assistance.



## Credit Card Authorization

**Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes **CEMS** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:										Booth Number:									
Cardholder Name:																			
Credit Card Number:																			
Expiration Date (mm/yyyy):										CVV Code:									
Card Type:					<input type="checkbox"/> Visa/Master Card					<input type="checkbox"/> Discover					<input type="checkbox"/> American Express				
Billing Address:																			
City, State, Zip:																			
Phone Number:										Fax Number:									
E-mail Address:																			
Authorized Signature:																			
I, _____ agree to the conditions stated in this manual and the above paragraph.																			

Material Handling ( <i>Non-taxable</i> ):	\$
Booth Package:	\$
Display Tables & Accessories:	\$
Carpet & Cleaning:	\$
Pipe & Drape:	\$
Labor ( <i>Non-taxable</i> ):	\$
<b>Total:</b>	\$
<b>Sales Tax 8.25%:</b>	\$
<b>GRAND TOTAL:</b>	\$

### Discount Deadline: Monday, September 14, 2015

- ◆ All prices include delivery, installation, rental charge for the duration of the show and removal at completion.
- ◆ Payment, in full, must accompany all orders by **Monday, September 14, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

**If paying by check, make payable to:** **CEMS**  
**Mail order forms & full payment to:** P.O. Box 6330  
 McAllen, Tx. 78502

*Please reference the Show Name & Company Name*

**Fax orders with full payment to:** **956-688-8339**

ATTN: Exhibitor Services  
**Email orders with full payment to:**  
**Rentals@conventionandexpo.net**

For any additional questions please feel free to call us at 956-702-4926 or send an e-mail to [rentals@conventionandexpo.net](mailto:rentals@conventionandexpo.net).

## Payment Policies

**Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.**

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ Payment, in full, must accompany all orders by **Monday, September 14, 2015** to receive the discount price.
- ◆ Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

### ADDING TAX TO YOUR ORDER

1. Use the Credit Card Authorization form to help add up your order.
  2. Multiply the appropriate **8.25% Sales Tax** by your subtotal and get the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

### PAYMENT OPTIONS

#### ◆ Payment by Mail

Mail in your order forms and full payment to:

**CEMS**

**P.O. Box 6330 McAllen, Texas 78502**

**RE: LRGV-AIA Building Communities Conference**

- ◆ If a check will be submitted for payment please attach with your order forms and mail to **CEMS**. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: **CEMS**

#### ◆ Payment by Fax or Email

Fax in your order with full payment to: **956.688.8339 Attn: Exhibitor Services**

Email your order with full payment to: **rentals@conventionandexpo.net**

- ◆ Orders will **NOT** be processed without full payment. Please fill out the Credit Card Authorization Form.

### ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **CEMS** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

### SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard, Discover, or American Express, as well as checks, travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

### THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **CEMS**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is 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 firm for payment.

### INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check.



## Limits & Liability

### RESPONSIBILITY FOR LABOR

- ◆ **CEMS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- ◆ **CEMS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CEMS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CEMS** or its subcontractors.
- ◆ **CEMS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- ◆ Claims for loss, injury or damage, which are not submitted in writing to **CEMS** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CEMS** or its subcontractors more than one year after the accrual of the action.
- ◆ **CEMS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- ◆ **CEMS** will not be responsible for improperly packed or concealed damages to exhibit.
- ◆ The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

### MATERIAL HANDLING

- ◆ **CEMS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- ◆ **CEMS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- ◆ **CEMS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CEMS** recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- ◆ Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- ◆ Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- ◆ Do not send advance freight for Saturday/Sunday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal receiving hours, **Monday - Friday, 9:00 AM – 4:00 PM**. If you are sending materials direct to show site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline may be **RE-FUSED**. If received and signed for additional surcharges may apply.
- ◆ A **CEMS** Bill of Lading must be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the **CEMS** warehouse and surcharges will apply.

### PAYMENT TERMS

- ◆ In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- ◆ Advanced payments will be indicated and any balance due must be paid in full by cash, credit card or check.
- ◆ **All inquiries must be resolved and completed before you leave the event.**

### ORDERS, QUESTIONS & ADJUSTMENTS

- ◆ Orders by telephone will not be accepted.
- ◆ All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- ◆ Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- ◆ Services ordered at show site will not be processed without full payment.
- ◆ The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is best to place your order in advance if possible.
- ◆ Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CEMS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CEMS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- ◆ Items cancelled prior to **Monday, September 14, 2015**, will be refunded at 100%. Items cancelled after **Monday, September 14, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.





# Shipping Instructions

## ADVANCE SHIPMENTS TO WAREHOUSE

- ◆ Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, September 18, 2015**. Shipments must arrive **Friday, September 18, 2015** by 4:00 pm. No shipments will be received at the warehouse on weekends or holidays.
- ◆ Shipments arriving at the warehouse after **Friday, September 18, 2015** will be charged a late to warehouse fee of \$150.00 in addition to any other charges incurred.

## DIRECT SHIPPING TO SHOW SITE

- ◆ Shipments must arrive no sooner than **Thursday, September 24, 2015**. If shipments arrive before this date they may be refused.
- ◆ Shipments will be received during the designated move in periods as well as throughout the event. (See Event Information PAGE 5)
- ◆ As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- ◆ Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show site receiving report will verify the total count and weight.

## ALL SHIPMENTS

- ◆ All shipments must be **PREPAID**, collect shipments may be **REFUSED**
- ◆ Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- ◆ No liability will be assumed by **CEMS** for these shipments.

## OUTBOUND SHIPMENTS

- ◆ A **CEMS** Bill of Lading is required on **ALL** outbound shipments.

## CEMS Bill of Lading - SAMPLE

<b>FROM:</b>		<b>TO:</b>		
Exhibitor Company Name: Your company name		Consignee Name: Your company name (or who you are shipping to)		
Exhibit Facility: South Padre Island Convention Centre		Consignee Address: Destination address		
Event Street Address: 7355 Padre Blvd.				
City/State: South Padre Island, TX	Zip Code: 78597	Destination City, State:	Zip Code:	
Exhibitor Name: Show site contact name	Phone Number: Show site contact number	Destination Show Name: If shipping to another show, please provide show name and booth number	Booth Number:	
<b>FREIGHT CHARGES PAID BY:</b> Your company name		<b>CARRIER:</b> list carrier name		
Address: Billing address for your company		Other (please list)		
City, State:	Zip Code:	<b>METHOD:</b>	Next Day	2nd Day
Attention: Who's attention		<b>DELIVER BY DATE:</b> Please list any specific deliver by date		
Phone Number: Company phone number	Email Address: Company contact e-mail address	<b>FREIGHT CHARGES:</b> Freight charges are prepaid unless marked Collect	Prepaid	Collect

# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT	CLASS
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	<b>TOTAL</b>		

Sample

A **CEMS** Bill of Lading is required on **ALL** outbound shipments. Blank Bills of Lading are available at the **CEMS** service desk located on show site. After your booth is packed, labeled and ready to be shipped please bring the completed Bill of Lading form to the service desk. A **CEMS** representative will be available at show site for further questions.



# Shipping Label

	
<p><b>CONVENTION + EXPO MANAGEMENT SERVICES-CEMS</b>                  1305 E. PECAN STE. H &amp; G                  MCALLEN, TEXAS 78501                  PHONE: 956-702-4926</p>	<p><b>CONVENTION + EXPO MANAGEMENT SERVICES-CEMS</b>                  1305 E. PECAN STE. H &amp; G                  MCALLEN, TEXAS 78501                  PHONE: 956-702-4926</p>
<p><b>EVENT: <u>LRGV-AIA Building Communities Conference</u></b></p> <p><b>TO:</b> _____                  EXHIBITOR NAME</p> <p><b>BOOTH # (s):</b> _____</p> <p><b>No.</b> _____ <b>OF</b> _____ <b>Pcs.</b></p> <p><b>CARRIER:</b> _____</p>	<p><b>EVENT: <u>LRGV-AIA Building Communities Conference</u></b></p> <p><b>TO:</b> _____                  EXHIBITOR NAME</p> <p><b>BOOTH # (s):</b> _____</p> <p><b>No.</b> _____ <b>OF</b> _____ <b>Pcs.</b></p> <p><b>CARRIER:</b> _____</p>

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



## Material Handling FAQ's

### WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information PAGE 9 of this manual for further information.

### WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include:** crates, fiber cases, and properly packed skids.

### WHAT ARE SPECIAL HANDLING SHIPMENTS?

- ◆ **Mixed Shipments:** Mixed shipments include a mix of both crated and uncrated materials.
- ◆ **Ground Loading/Unloading:** Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- ◆ **Stacked Shipments:** Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- ◆ **Piece Loading/Unloading:** Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- ◆ **No Documentation:** Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- ◆ **Excess of Small Shipments:** 10 or more loose pieces that are not palletized or crated.
- ◆ **Uncrated shipments** indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting tools.

### HOW IS STRAIGHT TIME / OVERTIME DETERMINED?

**Straight Time:** Monday - Friday, 8:00 am to 4:30 pm.

**Overtime:** All other times, Saturdays, Sundays and Holidays.

- ◆ **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- ◆ **OT/OT:** If freight will be handled on overtime into the event and out of the event. Overtime charges are assessed when **CEMS** has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

### HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one **cwt** (hundred weight). There is a 100 lbs minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

**Calculate Total CWT** (Enter in increments of 100 lbs only; make sure to round up to the next 100.)

*Example Below is based on the published rate:*

350 lbs (rounded to the next 100) divided by 100 = 4 Total CWT  
4 CWT x **\$60.00** = Material Handling Charge **\$240.00**



# Material Handling Rates

**RATES BELOW WILL BE BASED ON PUBLISHED EVENT MOVE IN & MOVE OUT SCHEDULE.**

**Material Handling Charges Include:**

- ◆ Receiving and unloading your freight at the docks
- ◆ Delivery to your booth
- ◆ Storage and return of empties at the close of the event
- ◆ Removal of your freight from your booth
- ◆ Reloading onto your outbound carrier

**ADVANCE SHIPMENTS TO WAREHOUSE**

- ◆ The advance warehouse will begin receiving shipments 30 days prior to: **Friday, September 18, 2015**
- ◆ All materials shipped in advance to the warehouse **MUST ARRIVE BY: Friday, September 18, 2015**
- ◆ Any shipment arriving after this date will be charged a late to warehouse fee of \$150.00 in addition to any other charges incurred.
- ◆ Warehouse receiving hours are Monday - Friday, 9:00 am to 4:00 pm. Any shipment delivered prior to, after hours or on weekends may be refused.
- ◆ Uncrated shipments cannot be received at the warehouse.

**DIRECT SHIPMENTS TO SHOW SITE**

- ◆ All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Thursday, September 24, 2015**
- ◆ Any shipments arriving prior to the above date may be refused.
- ◆ Shipments will be received during the move in periods and throughout the event.

RATE CLASSIFICATIONS:	Price per CWT	
<b>Warehouse Shipment (100 lbs minimum)</b>		
Crated or Skidded Shipment	\$65.00	
Special Handling	\$75.00	
<b>Show Site Shipment (100 lbs minimum)</b>		
Crated or Skidded Shipment	\$75.00	
Special Handling Shipment	\$100.00	
<b>Late to Warehouse</b>		
Freight arriving after <b>Friday, September 18, 2015</b>		\$150.00 Per Shipment
<b>Material Handling Total</b>		\$

**A credit card MUST be on file for all material handling, shipping inbound and/or outbound to the event.**

Company/Cardholders Name:	Booth#:
Type of Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	Expiration Date (mm/yyyy):
Credit Card #:	
CVV Code:	
Billing Address:	
City, State, Zip:	
Email Address:	
Authorized Signature:	

This form authorizes CEMS to charge to your credit card account the amount of your advance/show site orders, **material handling charges**, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

# Display Tables & Accessories Order Form

Discount Deadline: Monday, September 14, 2015

Company:		Contact Name:	
Address:		City:	Zip Code:
Phone #:		Fax #:	Booth Number:
E-mail address:			

### Skirted Display Tables 30" high (topped in white vinyl)

QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$58.00	\$66.00	\$
	6' L x 24" W x 30" H	\$66.00	\$73.00	\$
	8' L x 24" W x 30" H	\$73.00	\$81.00	\$
	4th Side Skirt	\$21.00	\$28.00	\$
	Table Skirt Only	\$30.00	\$35.00	\$

### Skirted Display Tables 42" high (topped in white vinyl)

	4' L x 24" W x 42" H	\$96.00	\$103.00	\$
	6' L x 24" W x 42" H	\$103.00	\$111.00	\$
	8' L x 24" W x 42" H	\$111.00	\$118.00	\$
	4th Side Skirt	\$31.00	\$38.00	\$
	Table Skirt Only	\$40.00	\$45.00	\$

### Unskirted Display Tables 30" high (topped in white vinyl)

	4' L x 24" W x 30" H	\$43.00	\$51.00	\$
	6' L x 24" W x 30" H	\$51.00	\$58.00	\$
	8' L x 24" W x 30" H	\$58.00	\$66.00	\$

### Unskirted Display Table 42" high (topped in white vinyl)

	4' L x 24" W x 42" H	\$81.00	\$88.00	\$
	6' L x 24" W x 42" H	\$88.00	\$96.00	\$
	8' L x 24" W x 42" H	\$96.00	\$103.00	\$

### Specialty Tables 30" in Diameter & Unskirted

	Café Table 30" H	\$33.00	\$45.00	\$
	Cocktail Table 42" H	\$45.00	\$57.00	\$

### Table Risers (covered with white vinyl)

	4' L x 12" W x 12" H	\$30.00	\$40.00	\$
	6' L x 12" W x 12" H	\$35.00	\$45.00	\$
	8' L x 12" W x 12" H	\$40.00	\$45.00	\$

**Order Policy**

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ Payment, in full, must accompany all orders by **Monday, September 14, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

### Chairs

QTY	Item Description	Discount	Standard	Total
	Folding Chair	\$36.00	\$43.00	\$
	Modular High Stool Gray Fabric - 29" Tall	\$43.00	\$51.00	\$

### Pegboards, Tack boards & Grid wall

	Pegboard 4' x 8' Horizontal	\$150.00	\$175.00	\$
	Pegboard 8' x 4' Vertical	\$150.00	\$175.00	\$
	Tack board 4' x 8 Horizontal	\$150.00	\$175.00	\$
	Tack board 8' x 4' Vertical	\$150.00	\$175.00	\$

### Additional Accessories

	Bag Rack	\$36.00	\$43.00	\$
	Easel	\$28.00	\$36.00	\$
	Wastebasket	\$15.00	\$21.00	\$

Event colors are: **Red, Silver, & Black**

**SKIRT COLORS**

Please check the skirt color of choice:

<table border="1"> <tr><td>Red</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Plum</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Black</td><td></td><td><input type="checkbox"/></td></tr> </table>	Red		<input type="checkbox"/>	Plum		<input type="checkbox"/>	Black		<input type="checkbox"/>	<table border="1"> <tr><td>Royal Blue</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Gold</td><td></td><td><input type="checkbox"/></td></tr> </table>	Royal Blue		<input type="checkbox"/>	Gold		<input type="checkbox"/>	<table border="1"> <tr><td>Green</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Willow</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Burgundy</td><td></td><td><input type="checkbox"/></td></tr> </table>	Green		<input type="checkbox"/>	Willow		<input type="checkbox"/>	Burgundy		<input type="checkbox"/>
Red		<input type="checkbox"/>																								
Plum		<input type="checkbox"/>																								
Black		<input type="checkbox"/>																								
Royal Blue		<input type="checkbox"/>																								
Gold		<input type="checkbox"/>																								
Green		<input type="checkbox"/>																								
Willow		<input type="checkbox"/>																								
Burgundy		<input type="checkbox"/>																								

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$




# Carpet & Cleaning Order Form

**Discount Deadline: Monday, September 14, 2015**

Company:	Contact Name:		
Address:	City:	Zip Code:	
Phone #:	Fax #:	Booth Number:	
E-mail address:			

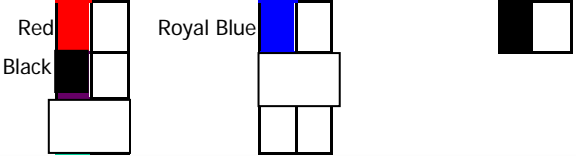
Standard Carpet				
Prices include installation and taping front edges.				
QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$77.00	\$92.00	\$
	10' x 20' Carpet	\$150.00	\$165.00	\$
	10' x 30' Carpet	\$225.00	\$240.00	\$
	10' x 40' Carpet	\$300.00	\$315.00	\$
Carpet Accessories				
	Carpet Padding per sq ft	\$0.45	\$0.55	\$
	Taping per linear ft	\$0.65	\$0.75	\$

**Event colors are:**  
**Red, Silver & Black**



**CARPET COLORS**

Please check the carpet color of choice:



Cleaning				
	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Daily (Includes prior)			\$0.32	\$

Porter Service				
Description	# of Event Days	Price Per Day	Total	
Up to 300 sq ft		X \$126.00	\$	
300 - 500 sq ft		X \$169.75	\$	

**Order Policy**

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ Payment, in full, must accompany all orders by **Monday, September 14, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

<b>Total</b>	+	<b>Sales Tax 8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$

# Pipe & Drape Order Form

**Discount Deadline: Monday, September 14, 2015**

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$6.50	\$7.75	\$
ft	8' High Drape (includes hardware)	\$10.75	\$14.00	\$
Steel				
	3' Steel Uprights	\$7.50	\$10.50	\$
	8' Steel Uprights	\$11.50	\$14.50	\$
	3' Steel Bases	\$7.50	\$10.50	\$
	8' Steel Bases	\$11.50	\$14.50	\$
	6' - 10' Steel Expanders	\$11.50	\$14.50	\$



**DRAPE COLORS**

Event colors are: Red, Black & Silver

If you require a different color other than the event colors, please contact Show Management for approval: **956-702-4926**  
**Please check the drape color of choice:**

**Drape Colors**  
*\*Please use colors only as a reference.*

RED		WHITE		ROYAL BLUE	
PLUM		BLACK		FOREST GREEN	
GOLD		SILVER		BURGUNDY	

**Order Policy**

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ Payment, in full, must accompany all orders by **Monday, September 14, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Monday, September 14, 2015** will be refunded at 100%. Items cancelled after **Monday, September 14, 2015** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%.

<b>Total</b>	<b>+</b>	<b>Sales Tax 8.25%</b>	<b>=</b>	<b>Grand Total</b>
\$	+	\$	=	\$



## Rules & Regulations

### Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **CEMS** cannot be responsible for injuries or falls caused by the improper use of this equipment.



# Display Labor Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

**Very Important:**  
 If using **CEMS** Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next PAGE). If using Exhibitor Supervision please complete all outbound shipping documents at the **CEMS** Service Desk prior to the close of the event.  
 ♦ All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.  
**All orders must be paid in advance. Orders for display labor will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

Rates				
Rates are based on one (1) man, per one (1) hour.				
	Pre-Order	Show Site		
<b>Straight Time</b>	\$50.00	\$62.50	Monday-Friday	8:00 am to 4:30 pm
<b>Overtime</b>	\$75.00	\$93.75	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
<b>Double Time</b>	\$100.00	\$125.00	Sundays & Holidays	All Day

**Please fill in the below information:**  
 Invoice will be calculated according to actual hours worked.

	# of Men:	Date:	Start Time:	# of Hours:
Install:				
Dismantle:				

**Type of Service:**

**CEMS Supervision** (Exhibitor does not have to be present)  
**CEMS** will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00. *(If using CEMS Supervision, please complete the information below:)*

Number of Crates:	Self contained unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up plans attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet: <input type="checkbox"/> Own <input type="checkbox"/> <b>CEMS</b> Color: _____	Suggested tools (i.e 16' ladder):

Special instructions:

**Exhibitor Supervision** (Exhibitor must pick up labor from the **CEMS** Service Desk)  
 All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour "Not Ready" charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Order Policy**

- ♦ All charges are subject to sales tax and a 2% petroleum surcharge.
- ♦ The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in one (1) hour increments per worker and equipment.
- ♦ Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

<b>Total</b>	=	<b>Grand Total</b>
\$	=	\$



# Outbound Shipping Instructions - CEMS Dismantle Labor

**Complete this form ONLY if CEMS will be supervising your dismantle labor.**

- ◆ Please duplicate form for split shipments (one form for each location or one for each carrier).
- ◆ The Credit Card Authorization form **MUST** be provided when submitting this form.
- ◆ Your **CEMS** Bill of Lading will be available for verification and signature at the **CEMS** Service Desk located at show site.
- ◆ It is **YOUR** responsibility to contact and make all arrangements for any carrier. Please provide **CEMS** with shipping documents and/or labels as well as this form.

<b>FROM:</b>		<b>TO:</b>			
<b>Exhibitor Company Name:</b>		<b>Consignee Name:</b>			
<b>Exhibit Facility:</b> South Padre Island Convention Centre		<b>Consignee Address:</b>			
<b>Event Street Address:</b> 7355 Padre Blvd.					
<b>City/State:</b> South Padre Island, TX	<b>Zip Code:</b> 78597	<b>Destination City, State:</b>		<b>Zip Code:</b>	
<b>Exhibitor Name:</b>	<b>Phone Number:</b>	<b>Destination Show Name:</b>		<b>Booth Number:</b>	
<b>FREIGHT CHARGES PAID BY:</b>		<b>CARRIER:</b>			
<b>Address:</b>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>City, State:</b>	<b>Zip Code:</b>	<b>METHOD:</b>	<b>Next Day</b>	<b>2nd Day</b>	<b>Ground</b>
<b>Attention:</b>		<b>DELIVER BY DATE:</b>			
<b>Phone Number:</b>	<b>Email Address:</b>	<b>FREIGHT CHARGES:</b> Freight charges are prepaid unless marked Collect		<b>Prepaid</b>	<b>Collect</b>

# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT	CLASS
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	Carpet (specify color)		125
	Flats / Tubes		125
	Miscellaneous: (describe)		125
	<b>TOTAL</b>		

\* By accepting this Bill of Lading, CEMS assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates CEMS as its agent for tendering shipments to carrier. CEMS assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers.