



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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST. INC.

NLIT SUMMIT 2018

Music City Center

Nashville, TN

Monday, May 21 – Wednesday, May 23, 2018

Dear Exhibitor:

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

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

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 9.25% in Nashville, TN.** Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Tennessee. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

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

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

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

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	NLIT Summit 2018	
EXHIBITOR MOVE-IN:	Monday, May 21, 2018	12:00PM – 5:00PM
SHOW DATE(S):	Monday, May 21, 2018	5:00PM – 7:00PM
	Tuesday, May 22, 2018	9:00AM – 4:00PM
	Wednesday, May 23, 2018	9:00AM – 4:00PM
EXHIBITOR MOVE-OUT:	Wednesday, May 23, 2018	4:00PM – 8:00PM

Outside freight carriers must be checked in by:

Wednesday, May 23, 2018 @ 7:00PM

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

Wednesday, May 23, 2018 @ 8:00PM

SHOW LOCATION: Music City Center
Hall A2
201 Fifth Avenue South
Nashville, TN 37203

STANDARD BOOTH PACKAGE: **10' x 10'**
(Included with booth purchase)
8' Black Draped Back Wall
3' Black Draped Side Rail
(1) 6' Black Draped Table
(2) Molded Plastic Chairs
(1) Waste Basket w/ Liner
(1) 7" x 44" ID Sign
(1) Standard Electric Drop (*provided by the facility*)
Basic speed Wi-Fi internet access is included (*provided by the facility*).
Aisle Carpet Color is **Tuxedo**.
The exhibit hall **IS NOT** carpeted.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, April 23, 2018
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, April 23, 2018
Last date to receive certificate of insurance for EAC:	Monday, April 23, 2018
Advance Orders and Payment Deadline:	Monday, April 30, 2018
Last date freight can arrive at the advance warehouse:	Wednesday, May 16, 2018
First date for direct shipments to facility:	Monday, May 21, 2018

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 4:00PM

Monday, April 23 – Wednesday, May 16, 2018

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
NLIT 2018
c/o **CSS / YRC**
7300 Centennial Blvd.
Nashville, TN 37209

FIRST DAY FOR DIRECT FREIGHT

Monday, May 21, 2018 --- 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
NLIT 2018
Music City Center – Hall A2
701 Korean Veterans Blvd.
Nashville, TN 37203



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

Account #:

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

Expiration Date:

--	--	--	--

Billing Zip Code:

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

Card Verification # (3 or 4 Digit Code on Card):

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
<i>Forms included but ordered from a different location</i>	
Electrical	XXXXXXXX
Communications/Technology	XXXXXXXX
Rigging	XXXXXXXX
Audio Visual	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Monday, April 30, 2018**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

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

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

Please notify your company representative whom will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Monday, April 30, 2018**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

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

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

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

Event Name: NLIT 2018	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Description	Advance Price	Standard Price
	4' x 2' draped table	121	157
	6' x 2' draped table	133	173
	8' x 2' draped table	163	212

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

	4' x 2' draped counter	133	173
	6' x 2' draped counter	163	212
	8' x 2' draped counter	194	253
	30"D x 40"H spandex round highboy	163	212

UNDRAPE DISPLAY TABLES - 30" HIGH

	4' x 2' wood table	79	102
	6' x 2' wood table	85	111
	8' x 2' wood table	97	126
	Round conference table (circle choice) 36"D Black 36" D White 40"D Grey	210	252

UNDRAPE DISPLAY COUNTERS - 40" HIGH

	4' x 2' wood counter	85	111
	6' x 2' wood counter	103	134
	8' x 2' wood counter	114	149
	Round conference counter (circle choice) 36"D Black 36" D White 40"D Grey	225	270

TABLE SKIRTING (choose skirt color below)

	4th side table drape 30"	55	66
	4th side table drape 40"	64	76
	Individual table skirt 30"	66	79
	Individual table skirt 40"	76	91

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

	3' high drapery/linear ft.	12	16
	8' high drapery/linear ft.	19	25
	3' upright w/ 1/2 base	15	18
	8' upright w/ full base	20	25
	Crossbar	20	25

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	61	79
	Padded Side Chair	82	106
	Padded Arm Chair	89	116
	Upholstered Bar Stool with Back	100	130
	Bag Rack (circle choice) "T" waterfall	56	68
	Literature Rack (circle choice) flat accordion	132	158
	Aluminum Easel	26	32
	iPad Stand	150	180
	Wastebasket with Liner	18	22
	Fishbowl	25	30
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	150	195
	36" x 48" Double Sided Magnetic Whiteboard	150	195
	4' x 7"H Table Riser (draped in vinyl)	56	67
	6' x 7"H Table Riser (draped in vinyl)	73	88
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	368	Contact for Quote

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

SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue Gold Teal Beige Hunter Green
Black White Peach Orange Terra-Cotta
Red Silver Plum Burgundy

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
White Teal Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



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FURNISHINGS-TABLES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE

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



DRAPED COUNTER

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



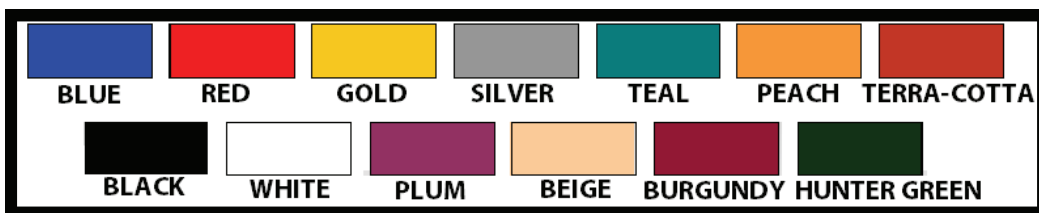
DRAPED PEDESTALS NOT AVAILABLE

2' W X 2' L X 30" H

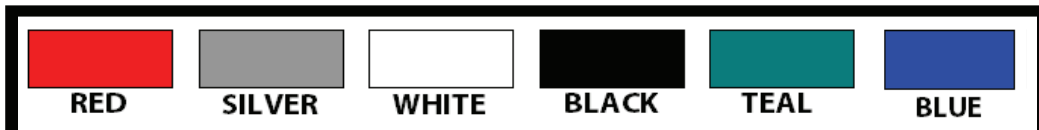


2' W X 2' L X 40" H

DRAPE COLORS



SPANDEX COLORS



SPANDEX HIGHBOY

30" D X 40" H



UNDRAPED TABLE/COUNTER

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



36" ROUND BLACK/WHITE

CONFERENCE TABLE/COUNTER

36" D x 30" or 40" H



40" ROUND GREY

CONFERENCE TABLE/COUNTER

40" D x 30" or 40" H



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PADDED SIDE CHAIR
SPECKLED GREY/BLACK



PADDED ARM CHAIR
SPECKLED GREY/BLACK



MOLDED PLASTIC CHAIR
GREY



UPHOLSTERED BAR STOOL
SPECKLED GREY/BLACK



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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**ACCORDION
LITERATURE STAND**
5' HIGH WITH
6 POCKETS



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



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



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



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



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



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



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



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



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

UPGRADE CHAIRS

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

UPGRADE TABLES

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

UPGRADE SEATING

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

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



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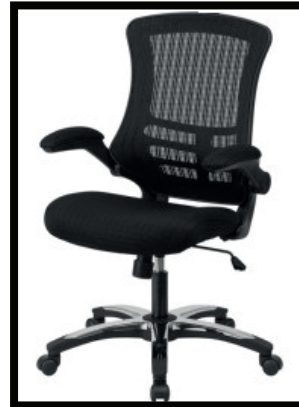
UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**LEATHER OFFICE CHAIR
WITH MESH BACK**

34.75" H x 22.75" W x 24"D



**STENO CHAIR, LEATHER
WITH WHEELS**

36-40" H x 27" W x 27"D



**SODA FOUNTAIN
BARSTOOL**

30" H x 17" W x 17" D

**(Available w/ black
or red seat)**



**SWIVEL BARSTOOLS
WITH
CURVED BACK**

32.5" H x 22.5" W x 18" D

**(Available in
black and white)**



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

Shown with Jetson Chairs 15"x15" (adjustable seat rented separately)



**(Available
in black
or white)**



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



RECTANGULAR CONFERENCE TABLE

30" H x 36" W x 60" D



TRIANGLE GLASS TOP TABLE

35" H x 35" W x 35" D



GLASS END TABLE (Available in chrome or black)

15" H x 23" W x 23" D



31" ROUND GLASS TOP TABLE

29" H x 31.5" D



GLASS COFFEE TABLE (Available in chrome or black)

15.8" H x 39.4" W x 19.7" D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

BLACK LEATHER SEATING



SOFA

32" H X 80" W X 33" D



LOVE SEAT

32" H X 59" W X 33" D



BARREL CHAIR

29" H X 28" W X 29" D

WHITE AND CHROME LEATHER SEATING



CHAIR

32" H X 36" W X 33" D



LOVE SEAT

32" H X 59" W X 33" D



SOFA

32" H X 81" W X 33" D



VANILLA FUTON LOUNGER

32" H X 71" W X 34" D



AVAILABLE IN
WHITE OR BLACK



CHROME LEATHER ACCENT CHAIRS

30.5" H X 30.5" W X 27.5" D



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CARPET ORDER FORM

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

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	158	205
	10' x 20' carpet	274	356
	10' x 30' carpet	411	513
	10' x 40' carpet	548	685

STANDARD CARPET COLOR (please circle color choice)

Blue Red Grey Teal Hunter Green Black Burgundy Plum

SPECIAL CUT STANDARD CARPET

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

Carpet Size _____ x _____ = _____ square feet x \$3.62 = \$ _____ TOTAL

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

_____ x _____ = _____ square feet x \$0.57 = \$ _____ TOTAL

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

_____ x _____ = _____ square feet x \$0.93 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$

For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services>.



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

SPECIAL CUT PRESTIGE CARPET

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

Carpet Size _____ x _____ = _____ square feet x \$4.77 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)

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

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

_____ x _____ = _____ square feet x \$0.57 = \$ _____ TOTAL

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

_____ x _____ = _____ square feet x \$0.93 = \$ _____ TOTAL

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

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

Mail Photo to: _____
Attention: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



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Prestige Carpet Color Selector

CONVENTION SERVICES OF THE SOUTHWEST, INC.



White



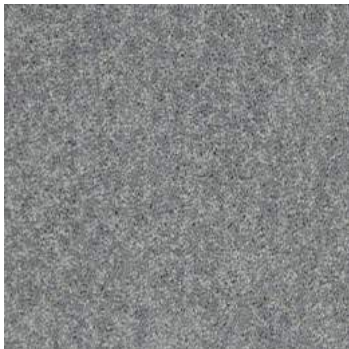
Sword



Dusty Trail



Real Red



Castle Grey



Silver Cloud



Coal Black



Darkest Denim



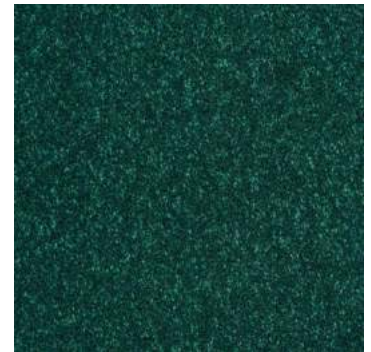
Swirling Fog



Steel Beam



Charcoal



Polo



Meditation



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

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

RENTAL DISPLAY UNITS

Quantity	Description	Advance Price	Standard Price
	Basic #3000	1050	1260
	10'x10' #3010	1350	1620
	10'x10' #3001 (3 spotlights, 1 shelf)	2550	3060
	10'x10' #3002 (3 spotlights, 1 shelf, 1-1 meter counter)	2850	3420
	10'x10' #3002A (3 spotlights, 1 shelf, 1 - 1/4 round counter)	3050	3660
	10'x10' #3011 (2 spotlights, 1 - 1 meter curved counter)	3050	3660
	10'x10' #3012 (2 spotlights, 2 - 1/2 meter pedestals)	3200	3840
	10'x10' #3013 (3 spotlights, curved end back counter)	3400	4080
	10'x10' #3014 (1 spotlight, 1 - 1/4 round counter)	3600	4320
	10'x20' #3003 (6 spotlights)	3750	4500
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	4000	4800
	10'x20' #3020 (5 spotlights)	4300	5160
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	4500	5400
	10'x20' #3021 (6 spotlights, 1 - 2 meter radius counter)	4500	5400
	10'x20' #3022 (6 spotlights, curved header, 1 - 2 meter counter)	4600	5520
	10'x20' #3023 (6 spotlights, 1 - 2 meter counter w/ curved ends)	4600	5520
	10'x20' #3024 (6 spotlights, 4 curved shelves, 1 - 1/2 round counter)	4700	5640
	10'x20' #3025 (7 spotlights, 3 - 1.5 meter curved counters)	4850	5820
	10'x10' Office #3006	2844	3412
	Table Top Display #3007	559	671
	Custom Display Units	Contact for Quote	

Header Copy Options (please select choice):

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

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

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

Select Table Drape Color (Unit #3007 only, circle color choice):

Blue Red Gold Silver Black White Beige Plum Teal Peach Terra-Cotta Burgundy Hunter Green

Carpet Color (Units #3001- #3006 and #3010 - #3025 only, circle color choice):

Blue Red Teal Grey Plum Black Hunter Green Burgundy

ACCESSORIES

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



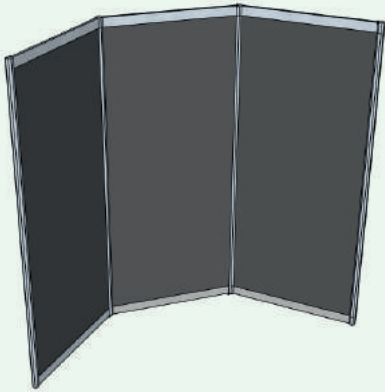
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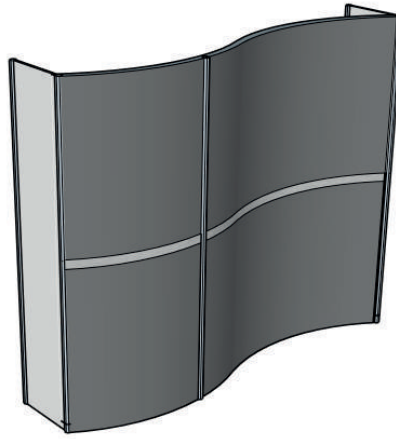
RENTAL DISPLAY UNITS

10X10

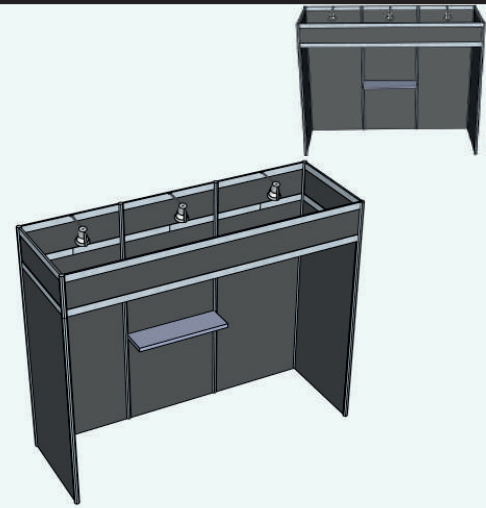
CONVENTION SERVICES OF THE SOUTHWEST, INC.



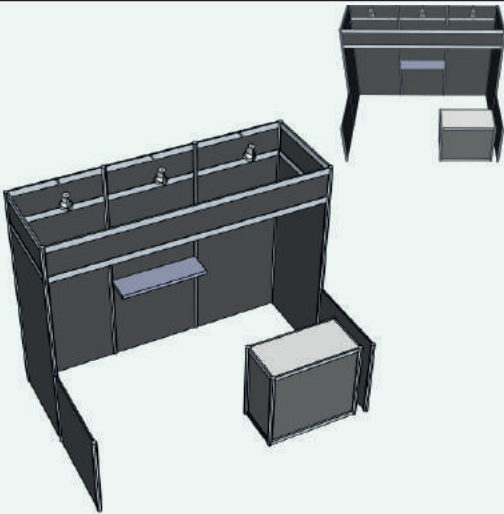
BASIC #3000



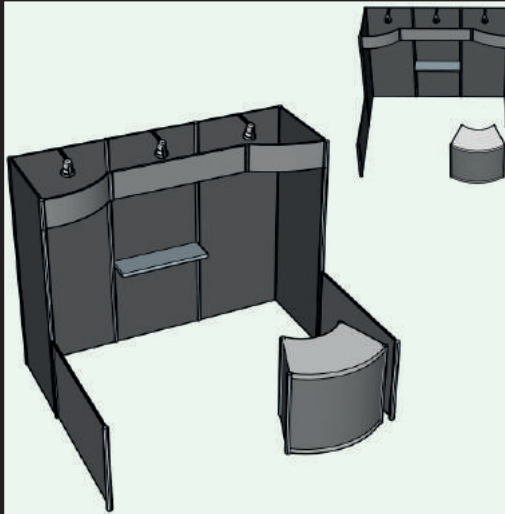
10'x10' #3010



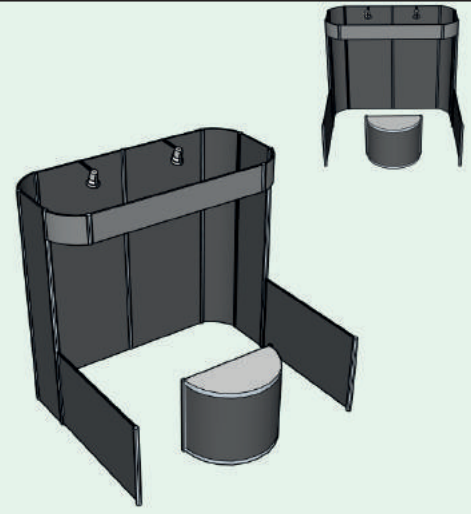
10'x10' #3001



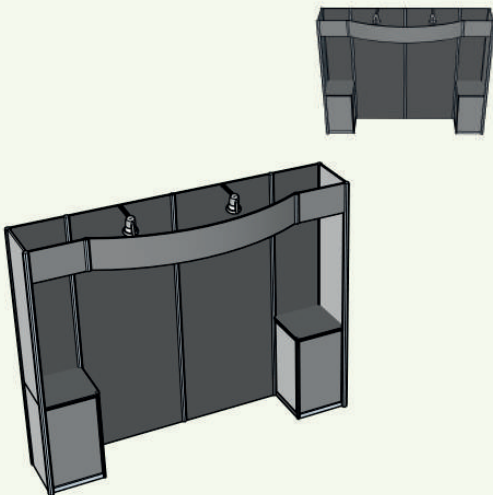
10'x10' #3002



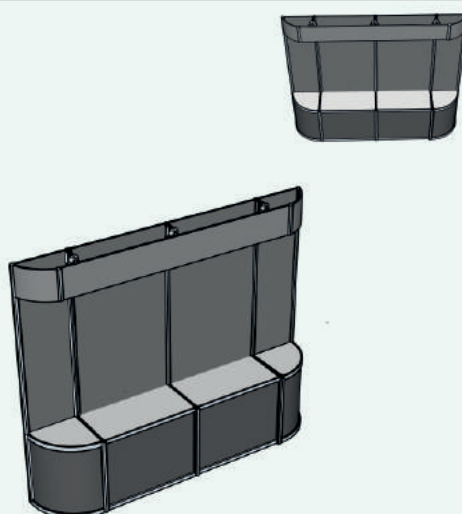
10'x10' #3002A



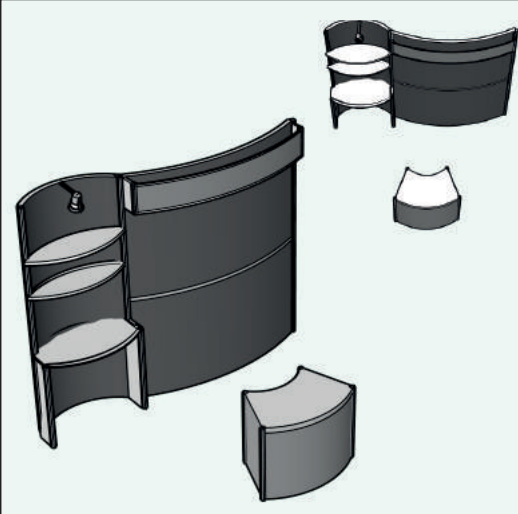
10'x10' #3011



10'x10' #3012



10'x10' #3013



10'x10' #3014



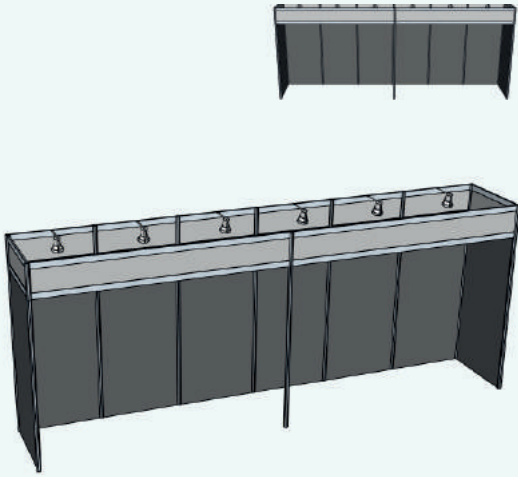
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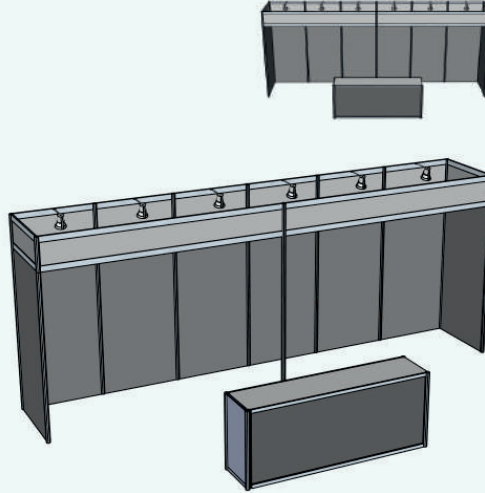
RENTAL DISPLAY UNITS

10X20

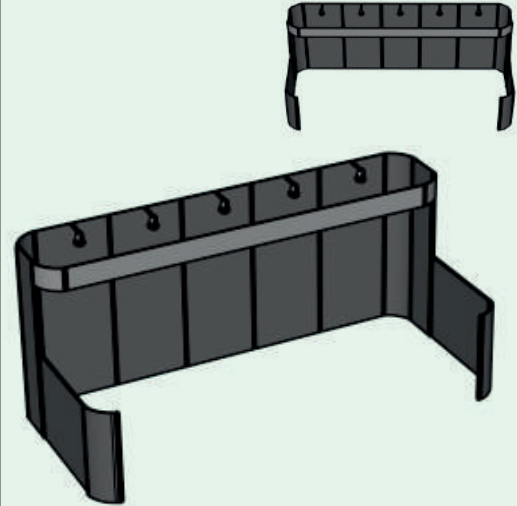
CONVENTION SERVICES OF THE SOUTHWEST, INC.



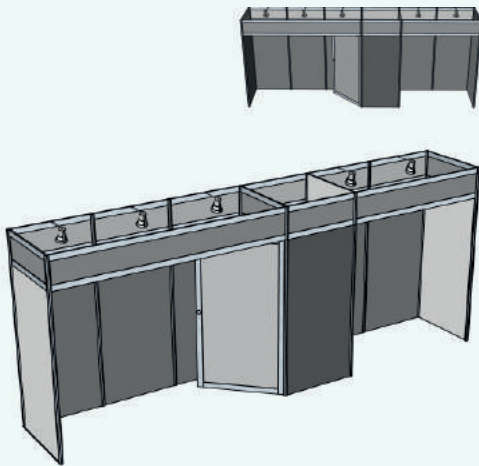
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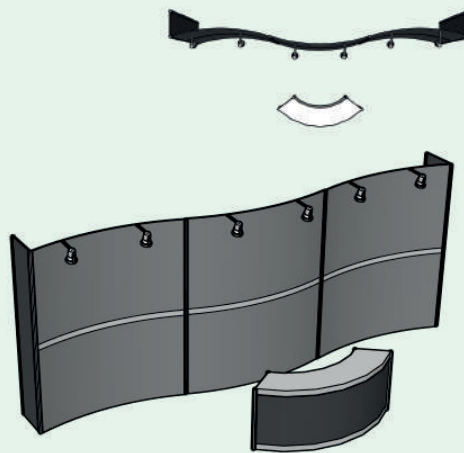
10'x20' #3004



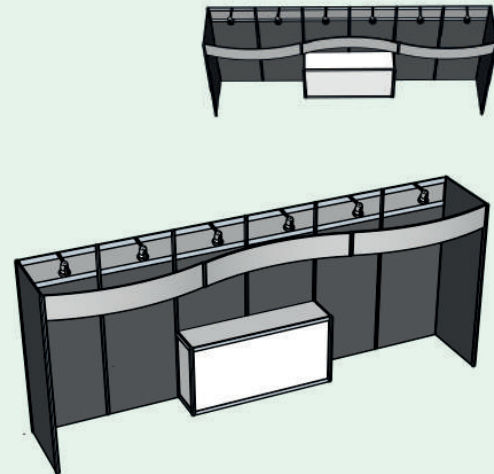
10'x20' #3020



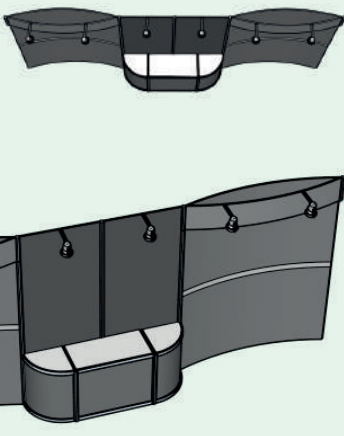
10'x20' #3005



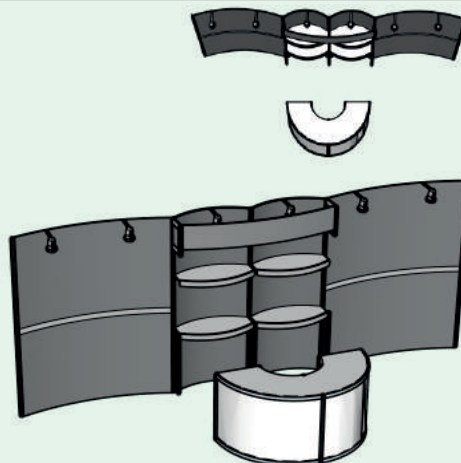
10'x20' #3021



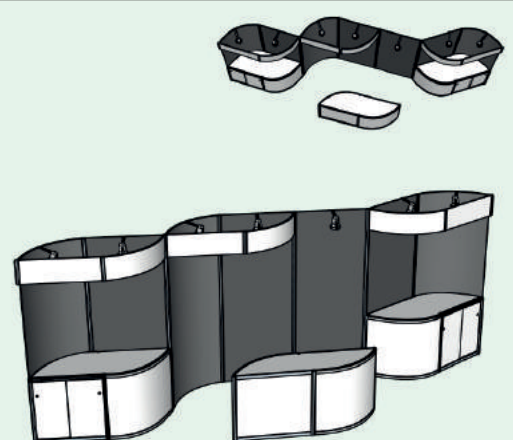
10'x20' #3022



10'x20' # 3023



10'x20' #3024



10'x20' #3025

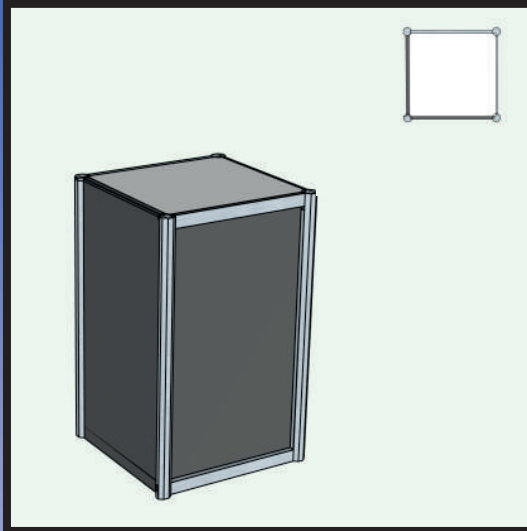


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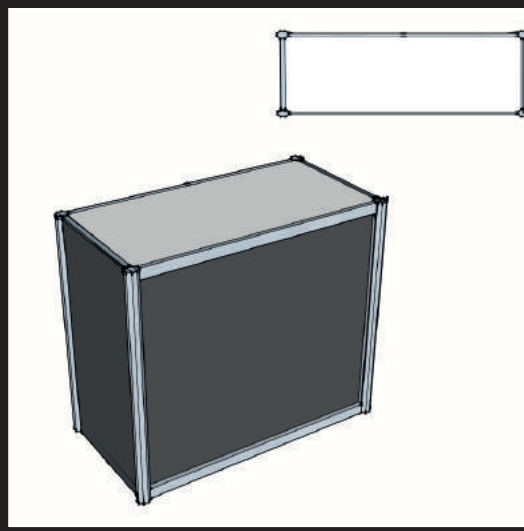
email us @
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RENTAL DISPLAY UNITS COUNTERS

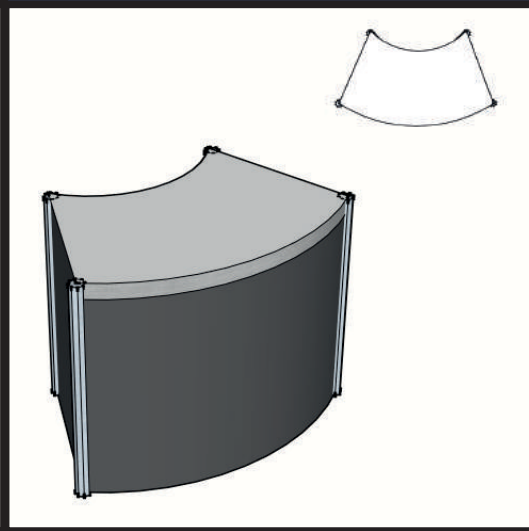
CONVENTION SERVICES OF THE SOUTHWEST, INC.



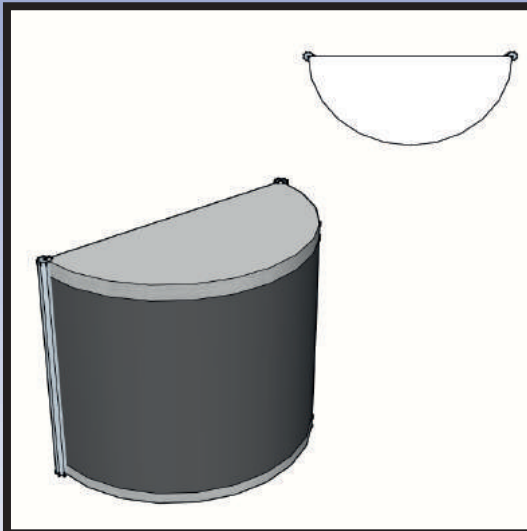
WHITE PEDESTAL



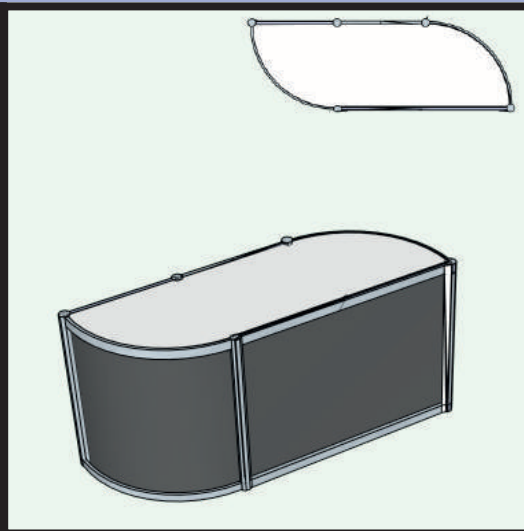
1 METER COUNTER



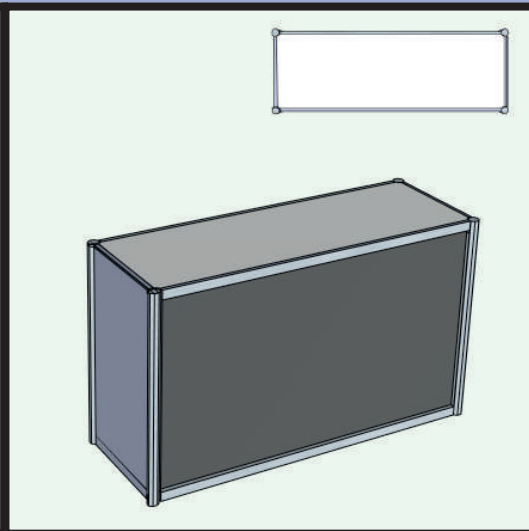
1/4 ROUND COUNTER



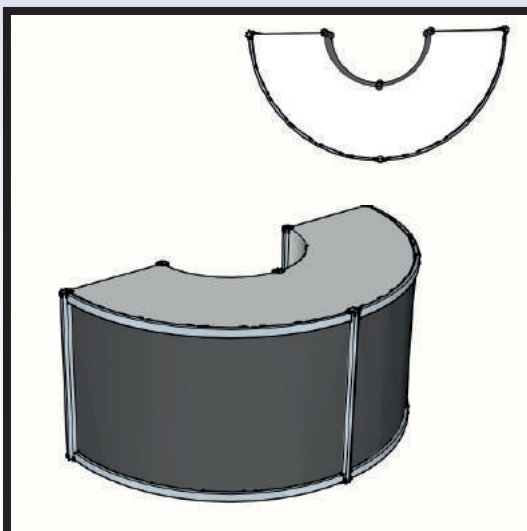
1 METER CURVED COUNTER



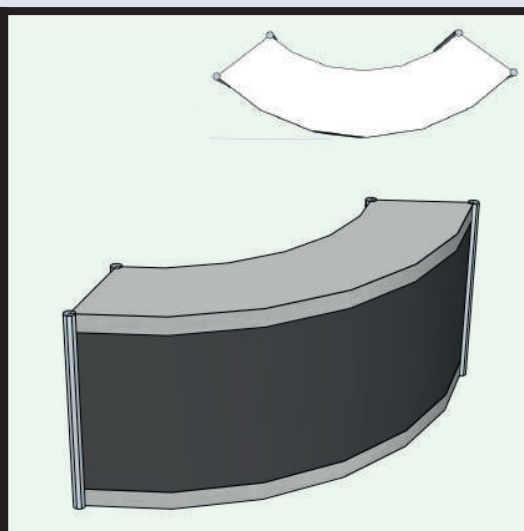
1.5 METER COUNTER WITH CURVES



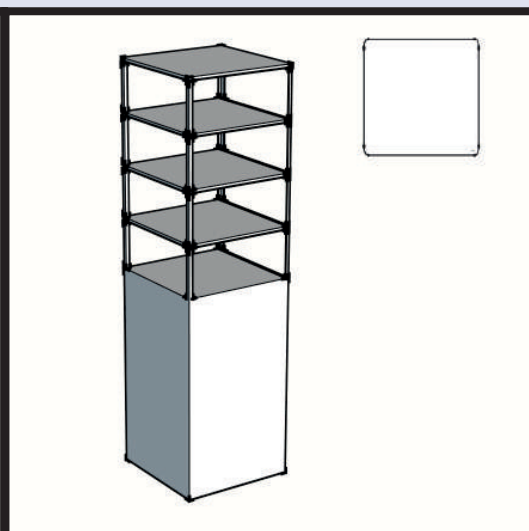
2 METER COUNTER



1/2 ROUND COUNTER



2 METER RADIUS COUNTER



VERTICAL GLASS DISPLAY



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Orders placed after the Advance Payment Deadline - add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)

\$95 per person/per hour

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$135 per person/per hour

Sundays and Holidays

\$165 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)

\$184 per hour

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$224 per hour

Sundays and Holidays

\$254 per hour

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

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

PLAN A - EXHIBITOR SUPERVISION

☐

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

Representative Name/Company

PLAN B – CSS SUPERVISION

☐

***Please fill out all outbound shipping information.

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

Please complete this section:

	Labor Type	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION						
DISMANTLE						

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



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LABOR JURISDICTIONS

Nashville, Tennessee

CONVENTION SERVICES OF THE SOUTHWEST, INC.

UNION JURISDICTIONS FOR TENNESSEE

THE FOLLOWING GUIDELINES APPLY IN NASHVILLE, TENNESSEE:

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

UNION REGULATIONS

Tennessee is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by **CSS** personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

FREIGHT HANDLING LABOR

CSS has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. **CSS** will control access to the loading docks in order to provide a safe and orderly move in/move out.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with **CSS** to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to **CSS**.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to **CSS** management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. **CSS** cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



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EXHIBITOR APPOINTED CONTACTOR (EAC)
Submission Deadline for Notification & Certificate of Insurance: **Monday, April 23, 2018**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Monday, April 23, 2018**.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Monday, April 23, 2018**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (*Show aisles and public space are not part of the booth area.*)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

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

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

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

NLIT 2018



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
 - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
 - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *(*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. *(Advance shipments only)*
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

MATERIAL HANDLING DOES NOT INCLUDE:

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

CSS' liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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

email us @
esr@cssabq.com

MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 4:00PM Monday, April 23 – Wednesday, May 16, 2018 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # NLIT 2018 c/o CSS 7300 Centennial Blvd. Nashville, TN 37209	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Monday, May 21, 2018 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS NLIT 2018 Music City Center – Hall A2 701 Korean Veterans Blvd. Nashville, TN 37203	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

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

****Freight will be re-routed from show floor on Wednesday, May 23, 2018 @ 8:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 95 per cwt = \$ 475

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

\$ 95 per cwt. **\$ 190** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 95** per cwt = \$ _____

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

\$ 92 per cwt. **\$ 184** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 92** per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

"Late Shipments" and **"Off Target"** freight will be charged an **additional \$17 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing less than 30lbs. will be charged a **\$40 material handling fee.**

Banding and Shrink Wrap will be charged at **\$53** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$44 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

NLIT 2018

c/o CSS
YRC Nashville - 422
7300 Centennial Blvd.
Nashville, TN 37209

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Wed., May 16, 2018

RUSH



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

NLIT 2018

c/o CSS
YRC Nashville - 422
7300 Centennial Blvd.
Nashville, TN 37209

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Wed., May 16, 2018

RUSH

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

NLIT 2018

c/o CSS
Music City Center - Hall A2
701 Korean Veterans Blvd.
Nashville, TN 37203

Must NOT arrive before 5/21/18
DIRECT Shipments Received:
Monday, May 21, 2018
8:00AM - 5:00PM

RUSH



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

NLIT 2018

c/o CSS
Music City Center - Hall A2
701 Korean Veterans Blvd.
Nashville, TN 37203

Must NOT arrive before 5/21/18
DIRECT Shipments Received:
Monday, May 21, 2018
8:00AM - 5:00PM

RUSH



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

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

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

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

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

- ☐ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.
(Must complete/include CSS Logistics forms.)
- ☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)
- ☐ Common Carrier _____
- ☐ Van Line _____
- ☐ Air Freight _____

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

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

KEEP IT SIMPLE
CSS LOGISTICS, LLC
For ALL your Tradeshow Freight Needs



Ground
Air
Domestic/Canada

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



CSS LOGISTICS, Inc
1921 Bellamah NW
Albuquerque, NM 87104
p. 505.243.9889
f. 505.243.8197
CSSL@cssabq.com



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KEEP IT SIMPLE
5% Show Discount on Freight
(over show special weight of 140lbs)

L O G I S T I C S

CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: NLIT Summit 2018
Music City Convention Center
May 21-23, 2018

Dear Exhibitor:

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

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

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

SHOW SPECIAL

\$225.00 *each way*

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

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

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

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

Thank you for your business!



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ORDER FORM

SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **NLIT 2018**

Booth #:

FREIGHT IS ACCEPTED FROM: Monday, April 23 – Wednesday, May 16, 2018

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel

Phone: 505-243-9889

c/o CSS/YRC

Address: 7300 Centennial Blvd

City: Nashville

State: TN

Zip: 37209

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

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

Home Pick Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

No Dock Available Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

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

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

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

CREDIT CARD AUTHORIZATION

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

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM

SHIP DIRECT TO TRADESHOW

L O G I S T I C S

SHIP DIRECT TO TRADESHOW (SHOW SITE)

Show Name: **NLIT 2018**

Booth #

FREIGHT IS ONLY ACCEPTED FROM: Monday, May 21, 2018 – 8:00AM – 5:00PM

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick Up Date and TIME

Exhibitor:

C/O CSS

Phone: 505-243-9889

Facility: Music City Convention Center

Hall A2

Address: 701 Korean Veterans Blvd.

City: Nashville

State: TN

Zip: 37203

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

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

Home Pick Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

Remote Pick Up/Delivery Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

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

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

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☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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CSSL@cssabq.com

ORDER FORM RETURN FROM SHOW

L O G I S T I C S

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

Show Name: **NLIT 2018**

Booth #

Exhibiting Company:

Facility: Music City Convention Center – Hall A2

Pick Up Address: 201 Fifth Avenue South

City: Nashville

State: TN

Zip: 37203

Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

If YES, is it shipping to (circle one): ADVANCE WHSE or DIRECT

Delivery date: Not before _____ Not after _____

Exhibiting Company:

Show Name:

Booth #:

C/O:

Phone #:

Address:

City:

State:

Zip:

SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

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

Home Pick Up/Delivery **Y / N**

Lift Gate Required **Y / N**

High Rise Office **Y / N**

Limited Access **Y / N**

Remote Pick Up/Delivery **Y / N**

Hazardous Materials **Y / N**

Food **Y / N**

Poison **Y / N**

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

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

CREDIT CARD AUTHORIZATION

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

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

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

Expiration Date:

--	--	--	--

CIV Code:

--	--	--	--

Billing Zip Code:

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

Name on card / Signature

EMAIL (REQUIRED)

Date



UNIFORM BILL OF LADING TERMS AND CONDITIONS

L O G I S T I C S

Sec 1

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

Sec 2

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

Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

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

Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

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

Sec 9

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



1921 Bellamah NW
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email us @
esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.45 per sq. ft. (One Day)
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.41 per sq. ft. (Daily)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$1.30 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

Please bring any discrepancies regarding these services to our attention prior to show close.

CSS is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$



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

email us @
esr@cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	78	101	
	Floral Arrangement 18"H x 12"W	110	143	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (please circle choice) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	69	90	
	Mums (select color) White Yellow Purple Rust	53	68	
	Small Ferns	53	68	
	Large Ferns	85	111	
	3 – 4 foot green plants	85	111	
	5 – 6 foot green plants	121	157	
	7 – 8 foot green plants	151	197	
		Delivery Charge		20
PLEASE READ PAYMENT POLICY		SUBTOTAL	\$	
		Tax (9.25%)	\$	
		TOTAL	\$	

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

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



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: NLIT 2018	Advance Payment Deadline: Monday, April 30, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		16	19	
	7" x 44"	Vertical Horizontal		36	43	
	11" x 14"	Vertical Horizontal		42	50	
	14" x 22"	Vertical Horizontal		55	66	
	22" x 28"	Vertical Horizontal		74	88	
	24" x 36"	Vertical Horizontal		100	120	
	28" x 44"	Vertical Horizontal		140	168	
	Meter Board (1 meter x 8')	Vertical (unframed)		315	378	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (9.25%)	\$
TOTAL	\$

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

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

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

Guidelines for Submitting Artwork:

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

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

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

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

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

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than 1/4 teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.



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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.





Music City Center

Electrical

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at www.nashvillemusiccitycenter.com

or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$85	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$95	\$125	\$
1001 - 1500 Watts (15 amps, single outlet)		\$105	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$120	\$175	\$
Sub-Total Connections			Sub-Total:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Special Placement Labor (1 hr)		See Labor Rate Schedule Below		\$
120V Standard Total				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
Sub-Total Miscellaneous			Sub-Total:	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Miscellaneous Total				\$

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections: Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: ☐ neutral required?		\$165	\$260	\$
20 amps: ☐ neutral required?		\$185	\$300	\$
30 amps: ☐ neutral required?		\$265	\$425	\$
40 amps: ☐ neutral required?		\$375	\$550	\$
50 amps: ☐ neutral required?		\$425	\$600	\$
60 amps: ☐ neutral required?		\$430	\$690	\$
Add'l 10 amps: ☐ neutral required?		\$65	\$80	\$
100 amps: ☐ neutral required?		\$530	\$750	\$
200 amps: ☐ neutral required?		\$900	\$1,100	\$
400 amps: ☐ neutral required?		\$1,100	\$1,500	\$
Sub-Total Connections			Sub-Total:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
208V Single Phase Total				\$

208V Three Phase Connections: Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: ☐ neutral required?		\$205	\$300	\$
20 amps: ☐ neutral required?		\$225	\$335	\$
30 amps: ☐ neutral required?		\$305	\$460	\$
40 amps: ☐ neutral required?		\$375	\$600	\$
50 amps: ☐ neutral required?		\$415	\$750	\$
60 amps: ☐ neutral required?		\$450	\$825	\$
Add'l 10 amps: ☐ neutral required?		\$65	\$80	\$
100 amps: ☐ neutral required?		\$705	\$1,000	\$
200 amps: ☐ neutral required?		\$1,305	\$1,900	\$
400 amps: ☐ neutral required?		\$2,605	\$3,500	\$
Sub-Total Connections			Sub-Total:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
208V Three Phase Total				\$

480V Please call Service Representative for Quote. 615-401-1440 Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)				
	QTY	AMPS	Rate	Amount
☐ Three Phase ☐ Neutral			\$	\$
☐ Three Phase ☐ Neutral			\$	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
480V Total				\$

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
TOTAL DUE:	\$

HOURLY LABOR RATE SCHEDULE:	Advance Rate (if Rcvd 14 days prior)	Floor Order
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.		
Monday - Friday; 8:00 a.m. - 5:00 p.m.	\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)	\$90	\$120
Holidays	\$120	\$150

Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.		MCC Use Only
☐ Company check or US Bank money order in the amount of \$ _____		Installed by _____ Date _____
☐ Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		Confirmation of orders provided upon request
Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ - _____		Service Placement For special placement, please fax a drawing and add 1 hour labor
Card Name: _____ Signature: _____ Date: _____		☐ Island Booth (Middle of Booth)
		☐ Standard Booth (Back of Booth)
Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203		

Music City Center

Terms and Conditions of Electrical Services

Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



Music City Center
Communications and Technology
Service Order Form
Phone: 615-401-1440/ Fax: 615-401-1439
Email: orderservices@nashvillemcc.com

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____ Event Date: _____ Booth/Room: _____
Company Name: _____ Ordered By: _____
Address: _____ City, State, Zip: _____
E-mail: _____ Phone: _____ Fax: _____

WIFI ACCESS

The Music City Center offers free WIFI in the public space, full building WIFI access can be purchased through our self service portal on-site.
Connect your device to "MCC WIFI" and follow the on screen instructions.

Internet Service	Internet Services	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
	BRONZE INTERNET PACKAGE Shared bandwidth up to 1.5 Mbps Recommended usage: * Light Web Surfing/Email ** NO Wireless or Wired ROUTERS **		\$ 675.00	\$ 900.00	
	GOLD INTERNET PACKAGE Shared bandwidth up to 10 Mbps Required for: Cyber Cafe (wired)/Social Media Feeds/Multimedia Downloads/Uploads ** NO Wired or Wireless ROUTERS **		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	
	PLATINUM INTERNET PACKAGE Connection speeds from 3-10 Mbps or more Required for: Audio/Visual HD Streaming/Interactive Presentation/Demonstration/Accessing Remote Resources/Web Casting ** ROUTERS ALLOWED **				
	Dedicated Internet Service (3 Mbps)		\$ 3,025.00	\$ 4,325.00	
	Dedicated Internet Service (6 Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10 Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
	Additional Services:				
Add'l Services	Fiber Optic Cable Dry Pair		\$ 800.00	\$ 800.00	
	Co-Location(s) Per Device		\$ 500.00	\$ 500.00	
	VLAN Setup and Configuration		\$ 2,500.00	\$ 2,500.00	
	Internal Networking - Room to room, per connection		\$ 250.00	\$ 350.00	
	Network Switch (Tech labor required)		\$ 150.00	\$ 200.00	
	Tech Support/Labor (per hour)		\$ 70.00	\$ 75.00	
	Internet Services & Labor Total:				

Telephone Service	Telephone Services (Includes 1 cable drop with an RJ11 jack for the duration of the show):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
	Standard Phone Line - includes line with jack. ☐ Voice ☐ Fax ☐ Credit card ☐ Analog Telephone needed (no additional charge)		\$ 230.00	\$ 300.00	
	Voice Mail (requires a digital multi line phone set)		\$ 50.00	\$ 75.00	
	Optional Telephone Services - Digital Multi-line Phone Set		\$ 55.00	\$ 75.00	
	Optional Telephone Services - Polycom Conference Speakerphone		\$ 105.00	\$ 150.00	
	Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges.		Yes	No	
	ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695	
	Long Distance:			Usage Rate	Amount
	Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00	
	Telephone & Equipment Sub-Total:				

Miscellaneous	Miscellaneous Equipment Rental (Does NOT include power):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
	Desktop Computer with 17" Flat Panel Monitor for duration of show		\$ 305.00	\$ 400.00	
	Laptop Computer		\$ 350.00	\$ 425.00	
	21" Flat Panel Monitor		\$ 225.00	\$ 250.00	
	Fax Machine		\$ 100.00	\$ 110.00	
	Printer		\$ 125.00	\$ 150.00	
	Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment & Services ONLY			9.50%	
	Telephone & Equipment Total:				
	Comments:			Total Due:	
	Payment Info			MCC USE ONLY	

Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.		MCC USE ONLY Installed by _____ Date _____ Confirmation of orders provided upon request	
☐ Company check or US Bank money order in the amount of \$ _____		Service Placement	
☐ Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		For special placement, please fax a drawing and add 1 hour labor.	
Credit Card Number: _____ - _____ - _____		☐ Island Booth (Middle of Booth)	
Name on Card: _____ Signature: _____ Date: _____		☐ Standard Booth (Back of Booth)	

Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203

Read Terms & Conditions

Music City Center
Terms and Conditions
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

1. **PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
2. **EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
3. **UNLESS OTHERWISE DIRECTED**, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
4. **PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds** in full will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
5. **ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
6. **TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long** distance telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
7. **MCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service** is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be** issued one user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the Internet Service Provider (ISP)** is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
8. **MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
9. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time**, while connected to the MCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.). **E. Any customer device** that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
10. **INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
11. **COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
12. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
13. **MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, it's representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
14. **COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
15. **ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
16. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
17. **PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
18. **PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
19. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.



Music City Center

Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

☐ Check here if you are requesting an exclusive crew.

☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: _____ / _____

Requested Removal Date/Time: _____ / _____

Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote																														
☐ Exhibit Hall (A A1 A2 B C D) ☐ Grand Ballroom ☐ Davidson Ballroom ☐ Public Spaces ☐ Exterior Banners ☐ Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	Advanced Rate (if paid 14 days prior to event) <table border="1" style="width:100%"> <tr> <th></th> <th>Floor Order</th> </tr> <tr> <td>8 AM-5 PM Rigging Labor*</td> <td>\$69/hour</td> </tr> <tr> <td>5 PM-12 AM Rigging Labor*</td> <td>\$104/hour</td> </tr> <tr> <td>12 AM-8 AM Rigging Labor*</td> <td>\$138/hour</td> </tr> <tr> <td>Daily Lift Rental</td> <td>\$300/day</td> </tr> <tr> <td>Weekly Lift Rental</td> <td>\$900/week</td> </tr> </table> *All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work		Floor Order	8 AM-5 PM Rigging Labor*	\$69/hour	5 PM-12 AM Rigging Labor*	\$104/hour	12 AM-8 AM Rigging Labor*	\$138/hour	Daily Lift Rental	\$300/day	Weekly Lift Rental	\$900/week	FOR OFFICE USE ONLY Advanced Rate (if paid 14 days prior to event) <table border="1" style="width:100%"> <tr> <th></th> <th>Floor Order</th> </tr> <tr> <td>Lift Rental:</td> <td></td> </tr> <tr> <td>Equipment Rental:</td> <td></td> </tr> <tr> <td>Sub-total:</td> <td></td> </tr> <tr> <td>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</td> <td></td> </tr> <tr> <td>Hourly Labor:</td> <td></td> </tr> <tr> <td>Miscellaneous:</td> <td></td> </tr> <tr> <td>Maximum Quote Total:</td> <td></td> </tr> <tr> <td>Final Billing Amount:</td> <td></td> </tr> </table>		Floor Order	Lift Rental:		Equipment Rental:		Sub-total:		Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)		Hourly Labor:		Miscellaneous:		Maximum Quote Total:		Final Billing Amount:	
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☐ Company check or US Bank money order in the amount of \$ _____

☐ Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____

Credit Card Number: _____ Exp. Date _____

Name on Card: _____ Signature: _____ Date: _____

Make check payable to:	
Music City Center	
MCC USE ONLY	
Installed by _____	Date _____
Confirmation of orders provided upon request	

MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the MCCRigging.com, Resources page for additional details and information.

Event Monitors Rentals & Audio-Visual Support.

*To all our exhibitors at NLIT 2018 expo, we extend a warm welcome from the A/V support team.
Below you will find a list of the monitors we can provide you, with its respective*

daily rental prices.

All monitors are 16:9 ratio or wide screen, to connect to your device via 15 pin RGB or HDMI.

*All monitors include appropriate interface cable for connection to your device,
Units will be delivered in the allotted times at the venue location.*

Standard HD Wide Screen, non-touch screen monitors

32"	\$255.00
42"	\$325.00
55"	\$395.00
60"	\$495.00

Touch screen HD/Wide Screen monitors compatible w/ Win 8.1 and Win 10

24"	\$484.00
32"	\$554.00

Call for larger sizes, prices and delivery

Monitor Floor Stands.

**6' tall floor stand with laptop shelf for 32" to 60" Monitor \$195.00
34" or 42" tall cart skirted w/ wheels \$ \$85.00.**

Laptops

**Windows 10 NON_TOUCH, I-3/I-5 Intel tm Processor
Lenovo/Dell/Acer 250 Mgs Ram, 8 G mem, HD, 16-9 Ratio Wide screen
\$195.00 per day**

**Windows 10 TOUCH, I-3/I-5 Intel tm Processor
Lenovo/Dell/Acer 250 Mgs Ram, 8 G mem, HD, 16-9 Ratio Wide screen
\$255.00 per day**

*Do not hesitate to contact us for additional peripherals, we have curved monitors, laser color printers, tablets
(IPads/ win OS)*

I will be your contact for this event, and you can reach me at

gil.aras@federalbusinesscouncil.com

with any requests or questions, you might have

Upon receipt of your request, we will proceed with billing and reservation. We use SQUARE for processing CC payments.