



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 2026
Kansas City Convention Center
Kansas City, Missouri
Monday, May 4 – Wednesday May 6, 2026

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 10.975% in Kansas City, Missouri**. Sales tax is applicable to rentals and some labor services. Labor, and material handling services are exempt in the state of Missouri. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

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

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

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

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	NLIT Summit 2026	
EXHIBITOR MOVE-IN:	Monday, May 4, 2026	10:00AM – 4:00PM
SHOW DATE(S):	Monday, May 4, 2026	5:00PM – 7:00PM - RECEPTION
	Tuesday, May 5, 2026	9:00AM – 3:00PM
	Wednesday, May 6, 2026	9:00AM – 3:30PM
EXHIBITOR MOVE-OUT:	Wednesday, May 6, 2026	3:30PM – 8:00PM
Outside freight carriers must be checked in by:	Wednesday, May 06, 2026 @ 7:00PM	
All materials must be packed with bill(s) of lading turned in to CSS by:	Wednesday, May 06, 2026 @ 8:00PM	

SHOW LOCATION:	Kansas City Convention Center Halls A & B 301 W 13 th St Kansas City, MO 64105
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STANDARD BOOTH PACKAGE: (Included with booth purchase)

10' x 10'

- 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) Standard ID Sign

Basic Wi-Fi for light internet browsing will be provided

Note – Electrical is NOT included in the booth package

Note – Lead Retrieval is NOT available for this event

The exhibit hall **IS NOT** carpeted.

Aisle Carpet Color is **Tuxedo**.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, April 06, 2026
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, April 06, 2026
Last date to receive certificate of insurance for EAC:	Monday, April 06, 2026
Advance Orders and Payment Deadline:	Monday, April 20, 2026
Last date freight can arrive at the advance warehouse:	Thursday, April 30, 2026
First date for direct shipments to facility:	Sunday, May 03, 2026

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 5:00PM

Monday, April 6 – Thursday, April 30, 2026

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
NLIT 2026
c/o **CSS**
ABF Freight
4209 Gardner Ave
Kansas City, MO 64120

FIRST DAY FOR DIRECT FREIGHT

Sunday, May 3, 2026 – 10:00AM – 4:00PM

Monday, May 4, 2026 --- 8:00AM – 4:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
NLIT 2026
Kansas City Convention Center - Exhibit Halls A & B
301 W 13th St
Kansas City, MO 64105



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	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. Acceptance of **CSS**' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to **CSS**'s warehouse or to an event site for which **CSS** is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with **CSS**. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)

Account #:

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

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--

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

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furniture	
Upgrade Furniture	
Carpet/Prestige Carpet	
Rental Display	
Labor	
Rigging	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
Vehicle Spotting	
Information included but ordered elsewhere	
Facility Services (Electrical, Internet, Catering)	XXXXXXX
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 20, 2026**. (There will be a \$75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes (drayage fees are added once freight is received and floor orders may be added).

PAYMENT TERMS

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

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

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after 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 20, 2026**.
- 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 2026	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 2026	Advance Payment Deadline:	Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

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

Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	172.15	223.80
	6'L X 30"H Draped Table	207.05	269.17
	8'L X 30"H Draped Table	241.90	314.47

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

4'L X 40"H Draped Counter	214.00	278.20
6'L X 40"H Draped Counter	248.90	323.57
8'L X 40"H Draped Counter	283.80	368.94
30"D X 40"H Spandex Round Highboy	248.90	323.57

UNDRAPE DISPLAY TABLES - 30" HIGH

4'L X 30"H Undraped Table	110.50	143.65
6'L X 30"H Undraped Table	134.90	175.37
8'L X 30"H Undraped Table	160.50	208.65
30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	295.60	354.48

UNDRAPE DISPLAY COUNTERS - 40" HIGH

4'L X 40"H Undraped Counter	119.80	155.74
6'L X 40"H Undraped Counter	141.90	184.47
8'L X 40"H Undraped Counter	173.30	225.29
40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	316.60	378.48

TABLE SKIRTING (choose skirt color below)

4th Side Table Drape for Table 30"H	92.00	111.00
4th Side Table Drape for Counter 40"H	108.00	130.00
Individual Table Skirt for Table 30"H	111.00	133.00
Individual Table Skirt for Counter 40"H	128.00	154.00

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

3' High Drapery/linear ft.	18.41	23.93
8' High Drapery/linear ft.	24.25	28.23
3' Upright with Half Base	26.00	30.00
8' Upright with Full Base	27.00	32.00
Crossbar	27.00	32.00

STANDARD FURNITURE AND ACCESSORIES

Molded Plastic Chair	95.35	123.96
Padded Side Chair	119.35	152.96
Padded Arm Chair	124.45	161.79
Upholstered Bar Stool with Back	152.35	198.06
Bag Rack (circle choice) "T" waterfall	178.68	232.25
Literature Rack (circle choice) flat accordion	223.00	249.00
Aluminum Easel	55.85	72.61
Wastebasket with Liner	33.50	43.55
Fishbowl	39.00	47.00
4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	251.25	326.63
4'L X 7"H Table Riser (draped in vinyl)	76.05	98.87
6'L X 7"H Table Riser (draped in vinyl)	93.50	121.55
Glass Show Case (48"W x 18"D x 38"H w/lock and light)	Contact for Quote	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 Burgundy Terra-Cotta
Red Silver Plum Willow

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
White Teal Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (10.975%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



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



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



SPANDEX HIGHBOY
30" D X 40" H



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

DRAPE COLORS

BLUE	RED	GOLD	SILVER	TEAL	PEACH	TERRA-COTTA
BLACK	WHITE	PLUM	BEIGE	BURGUNDY	HUNTER GREEN	

SPANDEX COLORS

RED	SILVER	WHITE	BLACK	TEAL	BROWN
EGGPLANT	BLUEBERRY	ORANGE	FUCHSIA	ROYAL BLUE	



MOLDED PLASTIC
CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED
BAR STOOL



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STANDARD FURNISHINGS

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



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



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



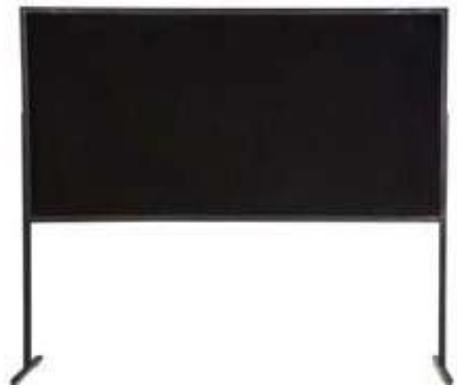
FLAT LITERATURE STAND WITH 6
POCKETS
55" H X 14" W X 9" L



ACCORDION LITERATURE
STAND
5' HIGH



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



POSTER BOARD
(HORIZONTAL)
4' X 8'



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



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



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	253.55	329.62
	10' x 20' carpet	497.60	647.14
	10' x 30' carpet	744.40	967.72
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$4.80 per sq. ft.	\$6.24 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.10 per sq. ft.	\$2.73 per sq. ft.

STANDARD CARPET COLOR (please circle color choice)



Blue

Red

Grey

Teal

Hunter Green

Black

Burgundy

Plum

FULL PAYMENT 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 (10.975%)	\$
TOTAL	\$



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

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

SPECIAL CUT PRESTIGE CARPET

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

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

PRESTIGE CARPET COLOR (please circle color choice)

Pink	Magenta	Cherry Red	Red Fire	Cherry Blossom	Hay Loft	Navel
Orange	Butter Cream	Sunshine	Lime Green	Wintergreen	Pine	Forest
Pacific	Orion Blue	Lite Blue	Nautical	Caribbean	Process Blue	Bright Blue
Atlantic	Reflex Blue	Blueberry	Intense Blue	Deep Blue	Navy	Purple
Cream	Vanilla	Snowflake	White	Aluminum	Flannel	Fog
Tanum	Silver Mist	Grey Blue	Medium Grey	Cool Grey	Steel	Charcoal
Grey	English Grey	Smokey	Smoke	Black		

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

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

Carpet Padding is available at **\$2.10** (advanced) or **\$2.73** (standard) per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$2.10 or \$2.73 = \$ _____ 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 (10.975%)	\$
TOTAL	\$



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RENTAL DISPLAY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

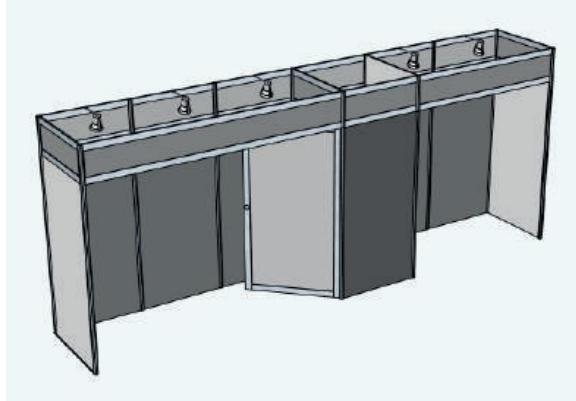
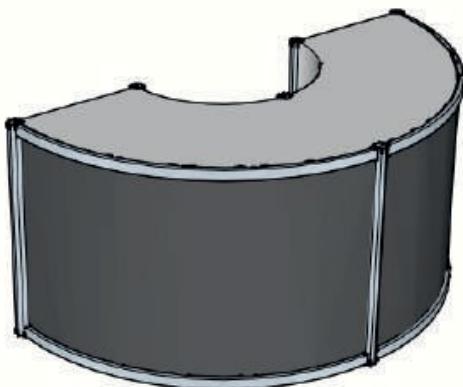
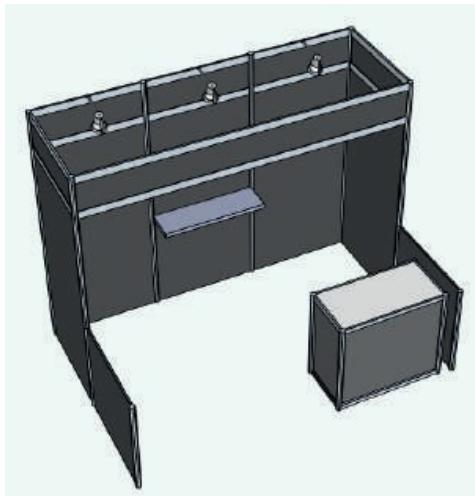
Rental Display Units

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

Email: esr@cssabq.com

Or

Phone: (505) 243-9889





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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$166.00	\$182.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$249.00	\$273.00
Sundays and Holidays	\$332.00	\$634.00

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$282.00	\$310.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$423.00	\$465.00
Sundays and Holidays	\$564.00	\$620.00

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

PLAN A - EXHIBITOR SUPERVISION

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

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Forklift Tax (10.975%)	\$
TOTAL	\$



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: **Monday, April 6, 2026**

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 6, 2026**.
- 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 6, 2026**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (*Show aisles and public space are not part of the booth area.*)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

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

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

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

NLIT Summit 2026



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

email us @
esr@cssabq.com

RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

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

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

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

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

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

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

Does sign need to be assembled?

YES

NO

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (10.975%)	\$
TOTAL	\$



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VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2026	Advance Payment Deadline: Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DIRECT MOBILE UNITS / MOTORIZED VEHICLES / EXHIBIT AREA

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

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

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

EXHIBIT AREA:

MOBILE UNITS

\$ 250 PER UNIT (Round Trip)

Number of Units: _____ Type: _____

Dimensions of Largest Unit:

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

Comments/Special Handling Requirements:

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
TOTAL	\$



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

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



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	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 – 5:00PM Monday, April 6 – Thursday, April 30, 2026 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # NLIT 2025 c/o CSS ABF Freight 4209 Gardner Ave Kansas City, MO 64120
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Sunday, May 3, 2026 – 10:00AM – 4:00PM Monday, May 4, 2026 – 8:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS NLIT 2025 Colorado Convention Center - Exhibit Hall F 700 14 th Street Denver, CO 80202
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

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

****Freight will be re-routed from show floor on Wednesday, May 6, 2026 @ 7:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 145 per cwt = \$ 725

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

\$ 145 per cwt. **\$ 290** minimum charge

Weight ÷ 100 = Total CWT @ **\$ 145** per cwt =

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

\$ 132 per cwt. **\$ 262** minimum charge

Weight ÷ 100 = Total CWT @ **\$ 132** per cwt =

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

ADDITIONAL RATES:

“Late Shipments” and “Off Target” freight will be charged an **additional \$24 per cwt.** (200 lb. minimum applies)

“Small Package” or shipments weighing 30 lbs. or less will be charged a **\$63 material handling fee.**

Banding and Shrink Wrap will be charged at **\$73** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$75 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
TOTAL	\$

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

RUSH

NLIT 2026

c/o CSS

ABF Freight

4209 Gardner Ave

Kansas City, MO 64120

Warehouse Hours: M-F - 8:00AM-5:00PM

MUST ARRIVE BY: *Thurs, April 30, 2026*



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

RUSH

NLIT 2026

c/o CSS

ABF Freight

4209 Gardner Ave

Kansas City, MO 64120

Warehouse Hours: M-F - 8:00AM-5:00PM

MUST ARRIVE BY: *Thurs, April 30, 2026*

X

X



DIRECT TO SHOW



CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

RUSH

NLIT 2026

c/o CSS

Kansas City Convention Center – Halls A & B
301 W 13th St
Kansas City, MO 64105

Must NOT arrive before 5/3/26

DIRECT Shipments Received:

Sun., May 3, 2026 – 10:00am – 4:00pm
Mon., May 4, 2026 – 8:00am – 4:00pm



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

RUSH

NLIT 2026

c/o CSS

Kansas City Convention Center – Halls A & B
301 W 13th St
Kansas City, MO 64105

Must NOT arrive before 5/3/26

DIRECT Shipments Received:

Sun., May 3, 2026 – 10:00am – 4:00pm
Mon., May 4, 2026 – 8:00am – 4:00pm

X

X



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

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

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

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

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

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

The preferred carrier, **ArcBest (ABF Freight)**, is authorized to ship show materials to the above address. (Exhibitor must contact ABF directly for quotes if needed at 800-654-7019 or tradeshowsupport@arcb.com.)

The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:

(Please note the Exhibitor is responsible for scheduling carriers other than the preferred show carrier.)

Common Carrier _____

Van Line _____

Air Freight _____

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

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

Official Transportation Provider

via the ABF Freight® Network

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

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

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

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

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

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

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

YES NO

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

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

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	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)	\$.54 per sq. ft. (One Day)		
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.48 per sq. ft. (Daily)		
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.14 per sq. ft. (Daily)		

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

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

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

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (10.975%)	\$
TOTAL	\$



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2026	Advance Payment Deadline:	Monday, April 20, 2026	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		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board (1 meter x 8')	Vertical (unframed)		468	560	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (10.975%)	\$
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, Koroplast, 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 NOTATE BELOW OR ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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FIRE REGULATIONS

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 $\frac{1}{4}$ 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 $\frac{1}{4}$ 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 $\frac{1}{4}$ 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 or 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.



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

email us @
esr@cssabq.com

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.



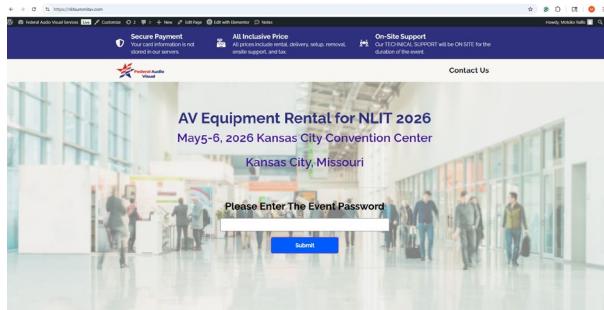


Welcome to NLIT 2026

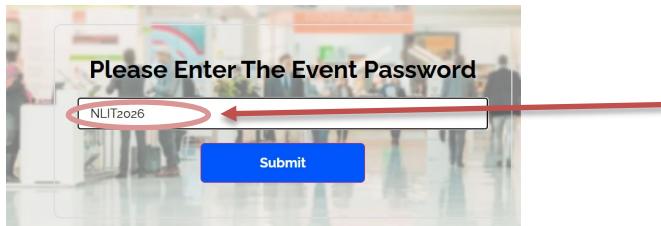
May 5-6, 2026 Kansas City Convention Center
Kansas City, Missouri

Monitors/AV Equipment Rental for your booth

To place your order, Please follow the instructions below.

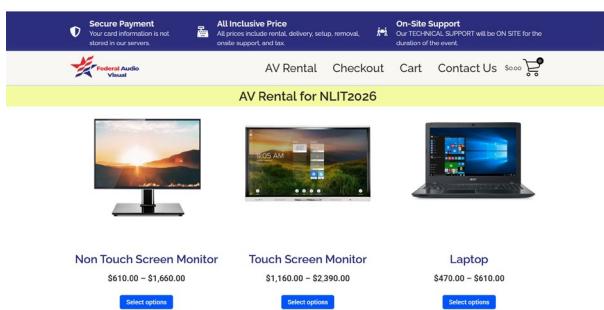


1. Go to <https://nlitsummitav.com>
By clicking the link or typing in the address bar.



2. At the AV Equipment Rental for Phoenix Challenge 2026 window, enter the code “**NLIT2026**” (Case Sensitive) in the event Password field and click the <Submit> Button.
*For security reasons, it may take longer to verify your password.

3. Choose the AV equipment you want to rent and proceed as instructed on the screen.



Do not hesitate to contact us for additional peripherals or any questions.

Email: avsupport@nlitsummitav.com



INTERNET | TELEPHONE | ELECTRICAL | PLUMBING

KANSAS CITY

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team** will work with **you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute** for **network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



Is the exclusive provider of the following services:

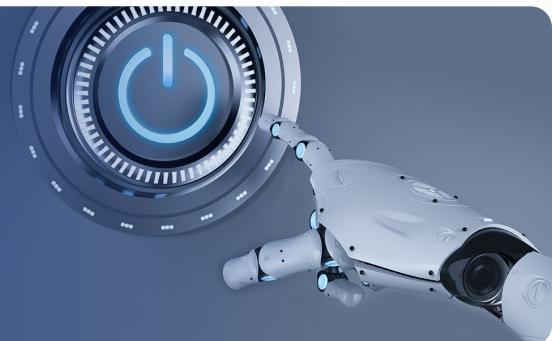
INTERNET



TELEPHONE



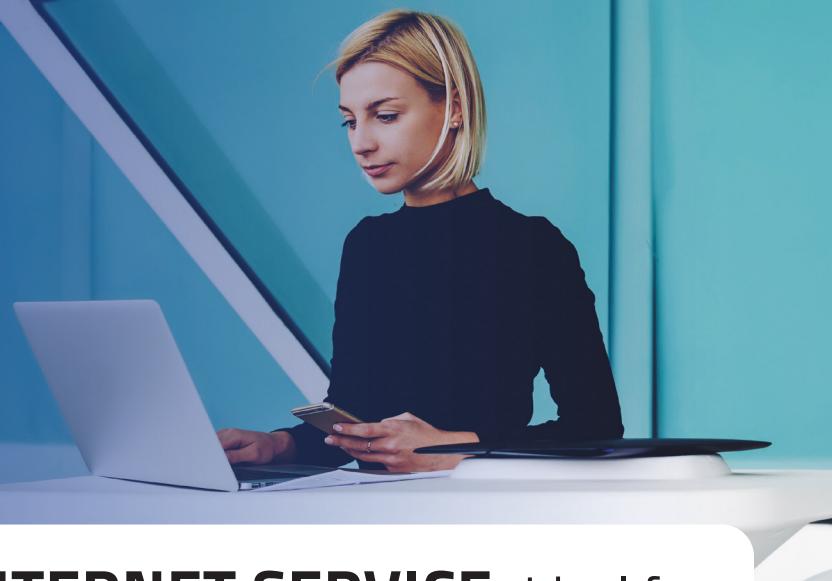
ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?



Our **LIGHT WIRED INTERNET SERVICE**, ideal for **BASIC INTERNET USAGE** such as web browsing and checking email via a wired connection.

SHARED SERVICE	INCENTIVE**	BASE	ON-SITE
Light Wired Internet	\$895	\$1,140	\$1,368
Additional Device		\$185	\$220
EQUIPMENT & LABOR		INCENTIVE**	BASE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

***NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately. Additional devices share the same 5 Mbps.
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Light Wired Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted. The actual maximum bandwidth available is depended upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD or	HD or	UHD			
*2 Mbps Dedicated	1	N/A	N/A	\$1,800	\$2,340	N/A
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
20 Mbps Dedicated	5	3	N/A	\$15,500	\$19,380	\$23,256
Upgrade to 29 Public/Static IP Addresses				\$995	\$1,194	\$1,433

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- *Includes 3 Private IP addresses
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911



NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690
Distance Fee each Telephone line delivered outside facility	\$100	\$100	\$100

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 

Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



READY TO POWER UP YOUR EXPERIENCE?



ELECTRICAL OUTLETS (120 VOLTS)		INCENTIVE*	BASE
1000 Watts		\$146	\$190
2000 Watts		\$159	\$207
120 VOLT		INCENTIVE*	BASE
20 Amp Service		\$165	\$190
30 Amp Service		\$185	\$210
208 VOLT SERVICES		INCENTIVE*	BASE
20 Amp, Single Phase		\$306	\$400
30 Amp, Single Phase		\$380	\$432
60 Amp, Single Phase		\$632	\$821
100 Amp, Single Phase		\$935	\$1,216
150 Amp, Single Phase		\$1,377	\$1,790
200 Amp, Single Phase		\$1,642	\$2,134
208 VOLT SERVICES		INCENTIVE*	BASE
20 Amp, Three Phase		\$414	\$537
30 Amp, Three Phase		\$547	\$575
60 Amp, Three Phase		\$587	\$667
100 Amp, Three Phase		\$1,425	\$1,853
150 Amp, Three Phase		\$1,993	\$2,591
200 Amp, Three Phase		\$4,025	\$4,428
480 VOLT SERVICES		INCENTIVE*	BASE
20 Amp, Three Phase		\$739	\$987
30 Amp, Three Phase		\$971	\$1,262
60 Amp, Three Phase		\$2,161	\$2,809
100 Amp, Three Phase		\$3,418	\$4,444
150 Amp, Three Phase		\$5,037	\$6,548
200 Amp, Three Phase		\$6,636	\$8,626
400 Amp, Three Phase		\$6,900	\$11,050

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

POWER REQUIREMENT EXAMPLES ON ELECTRICAL / 120 VOLT OUTLETS

Blender	375 Watts
Cash Register	500 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg....	200 Watts
Computer Monitor, Flat....	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element...	1000 Watts
Hotplate, Dual Element.....	2000 Watts
Lighting, Halogen.....	100-500 Watts, Per Bulb
Lighting, Conventional.....	60-250 Watts, Per Bulb
Printer, Ink Jet.....	750-1000 Watts
Printer, Laser	1500-2000 Watts
TV, Standard.....	200-500 Watts
TV, LCD	500-1000 Watts
TV, Plasma	1000-1500 Watts

***ORDER 14 DAYS PRIOR TO FIRST DAY OF
MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Rates include bringing services (up to 60 AMPS) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 60 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide **WATER SERVICES** for sinks, pools or spas.

WATER	INCENTIVE*	BASE
Water Connection	\$250	\$400
Additional Connection	\$90	\$112
DRAINAGE	INCENTIVE*	BASE
Drainage Connection	\$250	\$400
Additional Connection	\$90	\$112
FILL AND DRAIN	INCENTIVE	BASE
1-15 Gallons	\$69	\$90
16-70 Gallons	\$86	\$115
71-100 Gallons	\$115	\$144
101-200 Gallons	\$173	\$207
201-300 Gallons	\$201	\$230
301-400 Gallons	\$242	\$288
401-500 Gallons	\$276	\$316
501-1000 Gallons	\$575	\$633
Additional 500 Gallons	\$109	\$121

Fill and Drain one time only, labor charges apply for additional fills.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Water Service Information:

- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Pneumatic Tools, Machinery and Robotics.

COMPRESSED AIR	INCENTIVE*	BASE
Compressed Air Connection	\$250	\$400
Additional Connections	\$110	\$137

NATURAL GAS	INCENTIVE*	BASE
Natural Gas Connection	\$250	\$400

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Plumbing Service Information:

- Labor and Material not included with any plumbing services

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.

Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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



INTERNET SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



Exhibitor Company Name:	Booth / Room #:	Show Name:			
Billing Company Name:		Show Start Date:		Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN			
City, State / Country, Zip:	Country:	On-site Authorized Contact:		On-site Cell Number:	
Contact:	Phone Number:	Contact Email:		Cell Number:	

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 1 Private IP Address, **Routers PROHIBITED** and will not work

Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		\$ 895	\$ 1,140	\$ 1,368	\$
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$ 185	\$ 220	\$ 255	\$

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

Includes: 5 Public IP Addresses, **Routers SUPPORTED**

Dedicated 2 Mbps, (Includes 3 Private IP's)		\$ 1,800	\$ 2,340	N/A	\$
Dedicated 3 Mbps		\$ 3,495	\$ 4,370	\$ 5,244	\$
Dedicated 6 Mbps		\$ 5,900	\$ 7,375	\$ 8,850	\$
Dedicated 10 Mbps		\$ 7,850	\$ 9,810	\$ 11,772	\$
Dedicated 15 Mbps		\$ 11,700	\$ 14,630	\$ 17,556	\$
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	\$
Upgrade to 29 Public Static IP Addresses		\$ 995	\$ 1,194	\$ 1,433	\$

Higher bandwidth services available for uhd streaming

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

Switch Rental – up to 24 ports		\$ 185	\$ 225	\$ 270	\$
Patch Cable (up to 100') – Cat5e		\$ 50	\$ 62	\$ 74	\$
Labor / Floor Work – Four Lines Per Hour		\$ 125	\$ 125	\$ 125	\$
Distance Fee for each Internet line delivered outside the facility		\$ 500	\$ 500	\$ 500	\$

WIRELESS INTERNET, Full products catalog available online

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

SUBTOTAL	\$
ESTIMATED 10% TAX/FEES	\$
GRAND TOTAL	\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.

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

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to
Send completed orders with payment to:

SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



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

Customer Number:

ORDER NOW

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Effective January 1, 2026 - December 31, 2026 - V071025

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



TELEPHONE SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



Exhibitor Company Name:	Booth / Room #:	Show Name:		
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State / Country, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact:	Phone Number:	Contact Email:	Cell Number:	

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Effective January 1, 2026 - December 31, 2026 - V070125

VOICE SERVICES, PBX Service – Domestic Long Distance Included

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

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

SUBTOTAL	\$
ESTIMATED 10% TAX/FEES	\$
GRAND TOTAL	\$

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

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD**.

Make checks payable to
Send completed orders
with payment to:

SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



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

ORDER NOW

Customer Number:

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



ELECTRICAL SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



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Effective January 1, 2026 - December 31, 2026 - V070125

Exhibitor Company Name:	Booth / Room #:	Show Name:					
Billing Company Name:			Show Start Date:	Show End Date:			
Billing Company Address:	INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN						
City, State / Country, Zip:	Country:		On-site Authorized Contact:	On-site Cell Number:			
Contact:	Phone Number:		Contact Email:	Cell Number:			
ELECTRICAL SERVICES							
Includes Labor and Material for Floor plan Location - up to 60 AMPS							
2026	QTY	AMPS	INCENTIVE*	STANDARD			
208V 1PHASE	20	\$ 165	\$ 190	\$			
208V 3PHASE	30	\$ 185	\$ 210	\$			
480V 3PHASE	QTY	AMPS	INCENTIVE*	TOTAL			
208V 3PHASE	20	\$ 306	\$ 400	\$			
208V 3PHASE	30	\$ 380	\$ 432	\$			
208V 3PHASE	60	\$ 632	\$ 821	\$			
208V 3PHASE	100	\$ 935	\$ 1,216	\$			
208V 3PHASE	150	\$ 1,377	\$ 1,790	\$			
208V 3PHASE	200	\$ 1,642	\$ 2,134	\$			
208V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD			
208V 3PHASE	20	\$ 414	\$ 537	\$			
208V 3PHASE	30	\$ 547	\$ 575	\$			
208V 3PHASE	60	\$ 587	\$ 667	\$			
208V 3PHASE	100	\$ 1,425	\$ 1,853	\$			
208V 3PHASE	150	\$ 1,993	\$ 2,591	\$			
208V 3PHASE	200	\$ 4,025	\$ 4,428	\$			
208V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD			
208V 3PHASE	20	\$ 739	\$ 987	\$			
208V 3PHASE	30	\$ 971	\$ 1,262	\$			
208V 3PHASE	60	\$ 2,161	\$ 2,809	\$			
208V 3PHASE	100	\$ 3,418	\$ 4,444	\$			
208V 3PHASE	150	\$ 5,037	\$ 6,548	\$			
208V 3PHASE	200	\$ 6,636	\$ 8,626	\$			
208V 3PHASE	400	\$ 6,900	\$ 11,050	\$			
208V 3PHASE	TOTAL						
ELECTRICAL OUTLETS (120 VOLTS)							
Includes Labor and Material for each service indicated on the Floor plan							
2026	QTY	WATTS	AMPS	INCENTIVE*			
208V 1PHASE	0 - 1,000	10	\$ 146	\$ 190			
208V 3PHASE	1,001 - 2,000	15	\$ 159	\$ 207			
ADDITIONAL SERVICES							
Includes Labor and Material for each service indicated on the Floor plan							
2026	QTY	DESCRIPTION	INCENTIVE*	STANDARD			
208V 1PHASE	Power Strip	\$ 50	\$ 65	\$			
LABOR							
Includes Labor and Material for each service indicated on the Floor plan							
2026	QTY	DESCRIPTION	STANDARD	TOTAL			
208V 1PHASE	Monday - Friday (8:00am - 4:30pm)	\$ 90	\$				
208V 3PHASE	Monday - Friday (8:00am - 4:30pm) Weekends & Holidays	\$ 190	\$				
208V 3PHASE	SUBTOTAL						
208V 3PHASE	ESTIMATED 5% TAX/FEES						
208V 3PHASE	GRAND TOTAL						

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.

IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

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

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:

Signature:

Date:

(X) _____ (X) _____ / _____ / _____

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ORDER NOW

Customer Number:

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



AIR, WATER, DRAIN & GAS SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



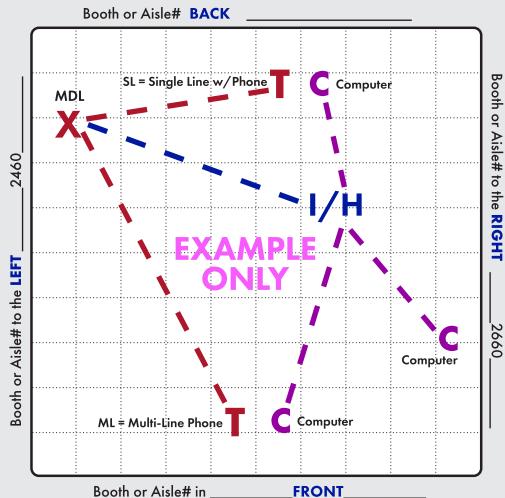
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Effective January 1, 2026 - December 31, 2026 - V070125

Exhibitor Company Name:	Booth / Room #:	Show Name:		
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State / Country, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact:	Phone Number:	Contact Email:	Cell Number:	
DESCRIPTION	INCENTIVE*	BASE	QTY	TOTAL
COMPRESSED AIR				
Compressed Air Connection	\$ 250	\$ 400		\$
Additional Connections	\$ 110	\$ 137		\$
WATER				
Water Connection	\$ 250	\$ 400		\$
Additional Connections	\$ 90	\$ 112		\$
DRAINAGE				
Drainage Connection	\$ 250	\$ 400		\$
Additional Connections	\$ 90	\$ 120		\$
FILL AND DRAIN				
1 - 15 Gallons	\$ 69	\$ 90		\$
16 - 70 Gallons	\$ 86	\$ 115		\$
71 - 100 Gallons	\$ 115	\$ 144		\$
101 - 200 Gallons	\$ 173	\$ 207		\$
201 - 300 Gallons	\$ 201	\$ 230		\$
301 - 400 Gallons	\$ 242	\$ 288		\$
401 - 500 Gallons	\$ 276	\$ 316		\$
501 - 1,000 Gallons	\$ 575	\$ 633		\$
Each additional 500 Gallons	\$ 109	\$ 121		\$
NATURAL GAS				
Gas Connection	\$ 250	\$ 400		\$
LABOR, (Minimum 1/2 hour)				
Monday - Friday (4:30pm - 8:00am)	-	\$ 60 hr		\$
Monday - Friday (4:30pm - 8:00am) Weekends & Holidays	-	\$ 120 hr		\$
SPECIAL QUOTE				
Attachment A or Statement of Work (if applicable)				\$
PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.				
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.				
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ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER				
Printed Name:		Signature:	Date:	
(X) _____		(X) _____	/ / / _____	
<p>When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can PAY VIA CREDIT CARD.</p>				
<p>Make checks payable to SMART CITY NETWORKS Send completed orders with payment to: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118</p>				
<p>You may reach us with questions at: Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com Order online at: orders.smartcitynetworks.com Or fax order to (702) 943-6001</p>				
<p>Customer Number: <input type="text"/></p>				
<p>ORDER NOW </p>				

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

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

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

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

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

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

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

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

Booth or Aisle# BACK _____

The large grid is intended for drawing the booth floorplan. It has a vertical border on the left labeled 'Booth or Aisle# to the LEFT' and a vertical border on the right labeled 'Booth or Aisle# to the RIGHT'. The grid itself is a 10x10 grid of boxes, with the top-left box being larger than the others.

Booth or Aisle# in FRONT _____



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"UTILITIES" FLOORPLAN WORKSHEET

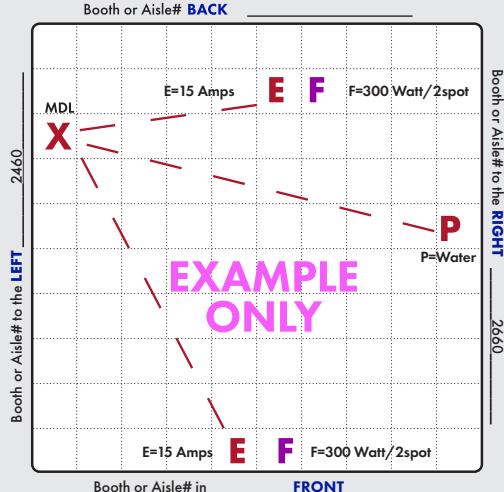
Company Name:

Show:

Booth/Room #:

Center: Kansas City Convention Center

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

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

E = ELECTRICAL POWER

Example: "E-10 Amps"

F = FLOOD LIGHTS

Example: "F-300 Watt/2 Spot"

P = PLUMBING

Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

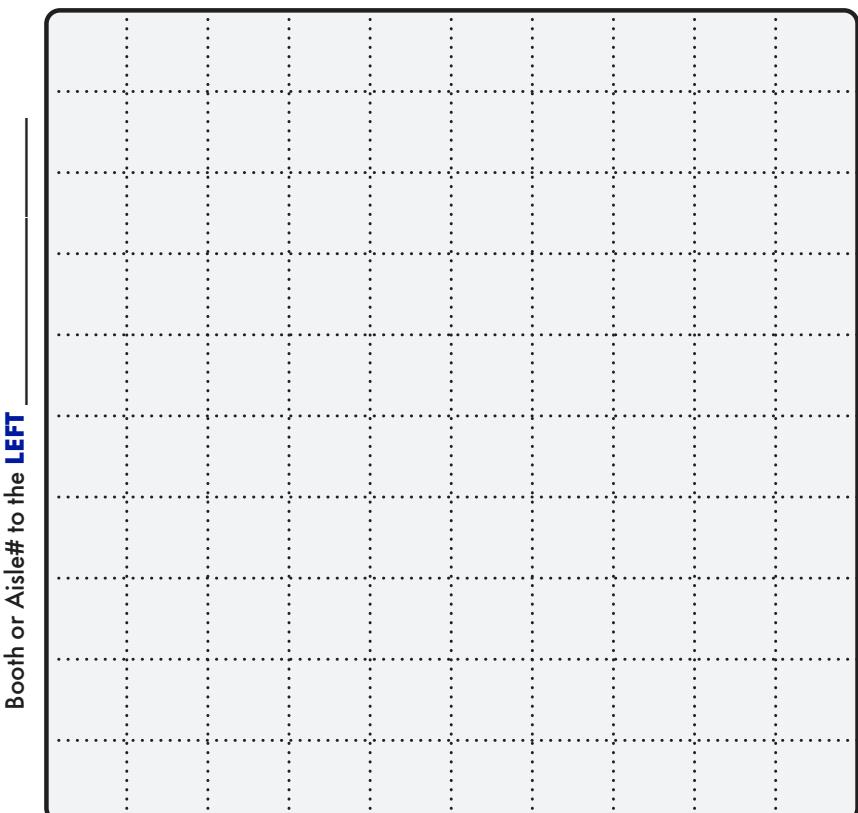
Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

Booth or Aisle# BACK _____



Booth or Aisle# in FRONT _____



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Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	

OVERVIEW

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

CUSTOM WIRELESS NETWORKS

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

INTERNAL NETWORKS

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

CUSTOMER ACCEPTANCE

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

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

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

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____

