



APRA Conference + Expo  
We Ko Pa Resort & Conference Center  
Wassaja Ballroom  
November 2-3, 2021

Dear APRA Conference + Expo Exhibitor,

Convention Solutions & Innovation (CONV-SI) is pleased to offer the services contained in this Exhibitor Service Kit for the **APRA Conference + Expo** being held at **We Ko Pa Resort & Conference Center** on **November 2-3, 2021**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

Please review our Exhibitor Service Kit for the many services and equipment we offer. Complete the necessary order form pages and return your order with payment authorization to our Exhibitor Services Department at [EventOrder@Convention-SI.com](mailto:EventOrder@Convention-SI.com) or fax 602/730-8098. If you would like to call with any questions, please contact us at 800-471-7330. In the event you are not able to reach an exhibitor services representative, please leave a message and we will promptly return your call. We will do our very best to accommodate you.

We encourage you to order before the DISCOUNT DEADLINE to take advantage of our best pricing.

**Discount deadline ends Wednesday, October 20, 2021**

**Carpet order discount deadline ends Tuesday, October 12, 2021**

*Discount pricing is approximately 20% less than standard pricing.  
Orders at show site are subject to 30% surcharge over standard pricing.*

CONV-SI will be onsite at our Service Desk during move-in and move-out to assist with any last-minute needs and to answer any questions you may have.

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

Yours Truly,  
CONV-SI Exhibitor Service Department



**GENERAL SHOW INFORMATION**

**BOOTH PACKAGE:** Each 8’ x 8’ booth is equipped with; 8’ high back drape, 3’ high side rails, one 6’ skirted table, two chairs, one wastebasket, and one 7” x 44” ID sign.

**SHOW COLORS:** **Drape:** Black/Black                      **Skirts:** Black

**BOOTH CARPET:** The Facility is carpeted; however, carpet is available to order to match your company color & booth theme through CONV-SI

**ELECTRICAL:** The form to order electrical is provided to you within this service kit (page 29). Please fill out the provided form from the We Ko Pa and send back to the contact provided to you on that form.

**VENDOR ONSITE**

**INFO:** Please visit <https://www.azpra.org/vendor-on-site/> for COVID-19 onsite protocols.

**SHOW SCHEDULE**

**Exhibitor Move-in:** Monday, November 1, 2021                      Time: 9:00 am – 5:00 pm

**Exhibit Hours:** Tuesday, November 2, 2021                      Time: 12:30 pm – 2:00 pm  
 Wednesday, November 3, 2021                      12:30 pm – 2:00 pm

**Exhibitor Move-out:** Wednesday, November 3, 2021                      Time: 2:00 pm – 4:30 pm

**Empties Will Be Returned:** After 2:00 pm on Wednesday, November 3, 2021

**Carrier Check In:** By 3:00 pm on Wednesday, November 3, 2021

**DEADLINE DATES**

**Discount Deadline Date:** Wednesday, October 20, 2021

**Carpet Order Deadline Date:** Tuesday, October 12, 2021

**Advance Shipments Can Begin to Arrive:** Friday, October 1, 2021

**Material Handling Deadline-** Thursday, October 28, 2021

**Last Day for Advance Shipments (without a Surcharge)**

**SHIPPING**

**ADVANCE SHIPMENT**

Shipments to arrive between (10/1 - 10/28) without late surcharge

Company Name & Booth Number  
 APRA Conference + Expo  
 c/o CONV-SI  
 3701 W. Cambridge Avenue  
 Phoenix, Arizona 85009

**DIRECT SHIPMENTS- Highly Discouraged**

To arrive **ONLY** during **MOVE-IN** hours on (11/1)

Company Name & Booth Number  
 APRA Conference + Expo  
 c/o CONV-SI  
 We Ko Pa Resort & Conference Center  
 10438 North Fort McDowell Road  
 Scottsdale, AZ 85264



**ORDER SUMMARY/PAYMENT AUTHORIZATION FORM**

**EXHIBITOR INFORMATION**

**BOOTH NUMBER:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 CITY, STATE ZIP  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**ORDER SUMMARY (TOTAL FROM ORDER FORMS)**

<b>MATERIAL HANDLING (ESTIMATED)</b>		<b>*EXTRA STEEL</b>	_____
*SHIPPING	_____	<b>*FLORAL ORDER</b>	_____
*CARPET & DRAPE	_____	<b>*CUSTOM SIGN</b>	_____
BOOTH CLEANING	_____	<b>*RENTAL DISPLAY &amp; ACCESSORIES</b>	_____
*TABLES	_____	<b>*SLATWALL &amp; GRIDWALL</b>	_____
*FURNITURE	_____	<b>LABOR</b>	_____
		<b>TOTAL ESTIMATED CHARGES:</b>	\$ _____
		<b>*PLUS SALES TAX 8.6%</b>	\$ _____
		<b>CREDIT CARD FEE 4%:</b>	\$ _____
		<b>GRAND TOTAL:</b>	\$ _____

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

**CREDIT CARD AUTHORIZATION**

**Card Type:** AMEX VISA MC DISC **Card#** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Card Holder Phone:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(REQUIRED)** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Expiration Date:** [ ][ ] / [ ][ ] **Card Verification #** [ ][ ][ ][ ]

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CONV-SI Payment Policy included in the Exhibitor Kit. A \$100.00 service charge will be applied should the credit card charges be declined.



## **PAYMENT POLICY**

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

### **Discount Pricing**

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

<b>Discount Deadline Date:</b>	<b>Wednesday, October 20, 2021</b>
<b>Carpet Order Discount Deadline Date:</b>	<b>Tuesday, October 12, 2021</b>
<b>Material Handling Deadline- Last Day for Advance Shipments (without a Surcharge):</b>	<b>Thursday, October 28, 2021</b>

### **Method of Payment**

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Convention Solutions & Innovation. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$100.00 fee for NSF Checks.

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

### **Cancellation/Refund Policies**

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

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

### **Tax Exemption**

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



## IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CONV-SI warehouse or the Venue.

**Advance Shipments** - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **Thursday, October 28, 2021**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 9:00AM-3:00PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF:  
Monday, November 1, 2021**

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

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

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

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

**NOTE:** Any items left on the show floor will either be brought back to the CONV-SI warehouse and additional charges will be incurred or re-routed with CONV-SI's designated carrier. By shipping your products to CONV-SI and/or the We Ko Pa Resort & Conference Center, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.



**MATERIAL HANDLING RATES & ORDER FORM**

**MATERIAL HANDLING SERVICES:**

Includes delivery to the We Ko Pa Resort & Conference Center, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier.

**Advance Shipments** – Stored up to 30 days prior to show move-in. All shipments received at the warehouse after **Thursday, October 28, 2021**, are subject to additional late shipment charges. Warehouse receiving hours are **Monday-Friday 9:00AM-3:00PM (closed all major holidays)**.

**Direct Shipments** –Highly discouraged. Are accepted during exhibitor move-in hours ONLY. **Early shipments may be refused. Additional Facility fees may apply.**

**MATERIAL HANDLING FEES:**

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

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

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

**Return to warehouse:** All shipments not picked up or routed on a house carrier, if materials are not picked up from the CONV-SI warehouse within 5 days, the exhibitor will incur an additional storage fee.

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

<b>RATES:</b>	<b>Advanced to Warehouse (10/1 - 10/28):</b>	<b>Late to Warehouse/ Direct to Facility – received after Deadline. Highly Discouraged:</b>
Envelope:	\$17.50 each	\$22.75 each
Small Packages (50 pounds and less):	\$87.50 per shipment	\$113.75 per shipment
Crated or Skidded:	\$109.00 per 100 lbs. (200 lbs. minimum charge), per shipment	\$159.00 per 100 lbs. (200 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed: (Includes FedEx, UPS, and POV's)	\$128.00 per 100 lbs. (200 lb. minimum charge), per shipment	\$166.00 per 100 lbs. (200 lbs. minimum charge), per shipment
Return to Warehouse:	\$35.00per 100lbs (\$350.00 minimum charge)	
Late Advance Warehouse/ Direct Shipments (Surcharge)	30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment	

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

	<b>Piece Count</b>	<b>Weight</b>	<b>Carrier Service</b>	<b>Estimated Arrival Date</b>	<b>Estimated Handling Fees</b>
<b>1<sup>st</sup> Shipment</b>	_____	_____	_____	_____	_____
<b>2<sup>nd</sup> Shipment</b>	_____	_____	_____	_____	_____
<b>3<sup>rd</sup> Shipment</b>	_____	_____	_____	_____	_____

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

<b>ADVANCE SHIPMENT</b> Shipments to arrive between (10/1 - 10/28) without late surcharge Company Name & Booth Number APRA Conference + Expo c/o CONV-SI 3701 W. Cambridge Avenue Phoenix, Arizona 85009	<b>DIRECT SHIPMENTS- Highly Discouraged</b> To arrive <b>ONLY</b> during <b>MOVE-IN</b> hours on (11/1) Company Name & Booth Number APRA Conference + Expo c/o CONV-SI We Ko Pa Resort & Conference Center 10438 North Fort McDowell Road Scottsdale, AZ 85264
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**TERMS & CONDITIONS:** Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CONV-SI reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.



**CONV-SI TRANSPORTATION – QUOTE REQUEST OR CALL 800-471-7330**

**INBOUND SHIPMENT**

Pick-up Information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Pick-up Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State Zip

Select Destination (Please Circle)

**Advanced Warehouse:**

**Direct to Show Site:**

Company Name & Booth Number  
APRA Conference + Expo  
c/o CONV-SI  
3701 W. Cambridge Ave.  
Phoenix, AZ 85009

Company Name & Booth Number  
APRA Conference + Expo  
c/o CONV-SI  
10438 North Fort McDowell Road  
Scottsdale, AZ 85264

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

Special Instructions: Please Circle all that Apply

Inside Pick-up	Lift Gate Needed	Residential Pick-up	Pallet Jack Needed	TSA Certified Yes or No			
Pick-up Date:	Pick-up Time (4 hr. window):	Please Circle Type of Delivery Service:		Next Day	2 <sup>nd</sup> Day	Deferred	Ground

**OUTBOUND SHIPMENT**

Shipping from Show Site:

Destination Information:

Company Name: 10438 North Fort McDowell Road Scottsdale, AZ 85264	Booth #:	Company Name:	Phone:
Contact Name:	Phone:	Shipping Address:	City, ST Zip:
Email Address:		Email Address:	

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

Special Instructions: Please Circle all that Apply

Inside Delivery	Lift Gate Needed	Residential Delivery	Pallet Jack Needed	TSA Certified Yes or No			
Delivery Date:	Delivery Time (4 hr. window):	Please Circle Type of Delivery Service:		Next Day	2 <sup>nd</sup> Day	Deferred	Ground



**ADVANCE SHIPMENT - SHIPPING LABELS**

<b>ADVANCE SHIPMENT</b>	SHIP TO: c/o		<b>CONVENTION SOLUTIONS + INNOVATION</b>
	<b>Advance Warehouse:</b> Cut Off Thursday, October 28, 2021	3701 W. Cambridge Avenue Phoenix, AZ 85009	
	<b>EVENT NAME:</b>	APRA Conference + Expo	
	<b>COMPANY EXHIBIT NAME:</b>	_____	
	<b>BOOTH NUMBER:</b>	_____	
	<b>PIECE COUNT:</b>	_____	OF

-----ATTACH A LABEL TO EACH PIECE-----

<b>ADVANCE SHIPMENT</b>	SHIP TO: c/o		<b>CONVENTION SOLUTIONS + INNOVATION</b>
	<b>Advance Warehouse:</b> Cut Off Thursday, October 28, 2021	3701 W. Cambridge Avenue Phoenix, AZ 85009	
	<b>EVENT NAME:</b>	APRA Conference + Expo	
	<b>COMPANY EXHIBIT NAME:</b>	_____	
	<b>BOOTH NUMBER:</b>	_____	
	<b>PIECE COUNT:</b>	_____	OF

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





**DIRECT SHIPMENT - SHIPPING LABELS**

**DIRECT SHIPMENT**

~ ONLY DURING EXHIBITOR MOVE-IN ~

**SHIP TO:** c/o



**CONVENTION  
SOLUTIONS +  
INNOVATION**

**Direct Shipment:**

Must arrive on exhibitor move-in only  
On Monday, November 1, 2021

We Ko Pa Resort & Conference Center  
10438 North Fort McDowell Road  
Scottsdale, AZ 85264

**EVENT NAME:**

**APRA Conference + Expo**

**COMPANY EXHIBIT NAME:**

**BOOTH NUMBER:**

**PIECE COUNT:**

**OF**

----- ATTACH A LABEL TO EACH PIECE -----

**DIRECT SHIPMENT**

~ ONLY DURING EXHIBITOR MOVE-IN ~

**SHIP TO:** c/o



**CONVENTION  
SOLUTIONS +  
INNOVATION**

**Direct Shipment:**

Must arrive on exhibitor move-in only  
On Monday, November 1, 2021

We Ko Pa Resort & Conference Center  
10438 North Fort McDowell Road  
Scottsdale, AZ 85264

**EVENT NAME:**

**APRA Conference + Expo**

**COMPANY EXHIBIT NAME:**

**BOOTH NUMBER:**

**PIECE COUNT:**

**OF**

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



OUTBOUND SHIPPING INSTRUCTIONS

Every outbound shipment will require a Material Handling Agreement and labels. We are Happy to prepare these lables for you in advance. To take advantage of this free service, please complete and return this form prior to event move-in.

SHIPPING INFORMATION
FROM: EXHIBITING COMPANY NAME: BOOTH:
FACILITY: We Ko Pa Resort & Conference Center
10438 North Fort McDowell Road
Scottsdale, AZ 85264
SHIPPING DESTINATION 1: ENTER DESIRED # OF SHIPPING LABELS
TO: COMPANY NAME: DELIVERY ADDRESS:
CITY, STATE ZIP
PHONE: ATTN:
Please Check Mark Desired Method of Shipment Below:
Carrier: CONV-SI Preferred Carrier Other (arranged by Exhibitor):
Standard Delivery: 8:00AM - 5:00PM (M-F)
Delivery Method Special Requirements Alternative Method:
Next Day Inside Delivery In the event shipment not picked up by deadline, CONV-SI is authorized to:
2nd Day Residential CONV-SI carrier of choice to ship items- Shipping fees apply
Deferred Lift Gate Return shipment to warehouse (if applicable)- \$350.00 Min. charge
Ground Other:
SHIPPING DESTINATION 2: ENTER DESIRED # OF SHIPPING LABELS
TO: COMPANY NAME: DELIVERY ADDRESS:
CITY, STATE ZIP
PHONE: ATTN:
Please Check Mark Desired Method of Shipment Below:
Carrier: CONV-SI Preferred Carrier Other (arranged by Exhibitor):
Standard Delivery: 8:00AM - 5:00PM (M-F)
Delivery Method: Special Requirements Alternative Method:
Next Day Inside Delivery In the event shipment not picked up by deadline, CONV-SI is Authorized to:
2nd Day Residential CONV-SI carrier of choice to ship items- Shipping fees apply
Deferred Lift Gate Return shipment to warehouse (if applicable)- \$350.00 Min. charge
Ground Other:

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

## EXHIBITOR MOVE-OUT NOTICE

### PRIOR TO CLOSE OF SHOW:

- Stop by the CONV-SI Service Desk to pick up your Bill of Lading for outbound shipping.
- Any and all outbound shipments regardless of carrier (including POV's) **MUST** have completed a Bill of Lading returned to the Service Desk prior to leaving show site.
- **All balances must be paid in full.**
- CONV-SI Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs. **Note:** Material Handling Charges will apply to all shipments.

### SHOW CLOSING:

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

### SHIPPING OF MATERIALS:

When your materials return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. Blank shipping labels are available at the **CONV-SI Service Desk**.

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CONV-SI Service Desk** once you are packed & ready to ship.
- If you are using any outside carrier, including **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5pm on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have completed Bill of Lading.
- If outside carriers do not arrive to pick up shipments by the carrier check-in time of **2:30PM**, shipments will be rerouted using one of our preferred carriers or returned to the CONV-SI warehouse (if applicable), with a fee charged to the exhibitor.

### CLEAR OF THE VENUE: (applies to all exhibitors)

- The Venue must be cleared during move out; **NO shipments, NO booth materials**, can be left on the show floor for later pick-up.
- Any materials left on the show floor will incur a \$350.00 (minimum) Return to Warehouse (RTW) fee. Storage fee charges will start to incur 5 days after the close of the show, in addition to the RTW fee.
- Any unclaimed materials will be disposed of after 30 days.

## THANK YOU!

**All outbound carriers must be checked in no later than,  
3:30 pm on Wednesday, November 3, 2021.**

Official On-site Carrier:



**CONVENTION  
SOLUTIONS +  
INNOVATION**

CONV-SI LOGISTICS – SHIPPING MADE EASY

**CARPET & DRAPE ORDER FORM**

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

Carpet order **Discount Deadline is Tuesday, October 12, 2021.** Orders received after deadline or on the show floor will have limited selection available.

QTY	STANDARD CARPET	DISCOUNT	STANDARD	SUBTOTAL
Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red				
_____	10' x 10' CARPET COLOR: _____	\$148.00	\$178.00	_____
_____	10' X 20' CARPET COLOR: _____	\$296.00	\$356.00	_____
_____	10' X 30' CARPET COLOR: _____	\$444.00	\$534.00	_____
_____	10' X 40' CARPET COLOR: _____	\$632.00	\$712.00	_____
_____	STANDARD SPECIAL CUT (16 oz.):	SQ FEET	RATE	SUBTOTAL
_____	ft X _____ ft COLOR: _____		\$3.35 sq. ft.	_____
MATRIX CARPET (100 Sq. ft. minimum charge)		TOTAL SQ. FEET	RATE	SUBTOTAL
Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Safari				
	SIZE: _____ COLOR: _____		\$1.99 sq. ft.	_____
CARPET ACCESSORIES		TOTAL SQ. FEET	RATE	SUBTOTAL
<b>CARPET PADDING</b>				
_____	ft X _____ ft (100 sq. ft. minimum charge)		\$1.37 sq. ft.	_____
<b>VISQUEEN CARPET COVERING (carpet protection)</b>				
_____	ft X _____ ft (100 sq. ft. minimum charge)		\$0.81 sq. ft.	_____
QTY	DRAPE (in addition to what is provided)	DISCOUNT	STANDARD	SUBTOTAL
Drape Colors: Black, Blue, Burgundy, Red, Silver, Green, Teal, Plum				
_____	10' Section of 3' HIGH DRAPE, includes steel. COLOR: _____	\$65.00	\$78.00	_____
_____	10' Section of 8' HIGH DRAPE, includes steel. COLOR: _____	\$136.00	\$163.00	_____
<b>TERMS &amp; CONDITIONS</b>			Sub Total \$ _____	
To receive Discount Rate, orders must be received & paid for by Tuesday, October 12, 2021.			Sales Tax 8.6% \$ _____	
orders will be charged at 50% of total if cancelled within 30 days of move-in.			Credit Card Fee 4% \$ _____	
Cancelled orders will be charged 100% of total if cancelled after move-in begins.			Total Due \$ _____	
To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4).				
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.				

**Standard Carpet – 16oz:**



**Matrix Carpet:**



**Exhibitor Information**

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



CLEANING ORDER FORM

CLEANING SERVICES

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

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

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

Table with columns: Price (\$0.46 sq. ft.), Subtotal, and calculation fields (100 square feet minimum order x Total Number of Days).

Vacuum Once - before initial show opening only.

Table with columns: Price (\$0.48 sq. ft.), Subtotal, and calculation fields (100 square feet minimum order x Total Number of Days).

Table with two columns: TERMS & CONDITIONS (cancellation and payment policies) and a summary of charges (Sub Total, Sales Tax 8.6%, Credit Card Fee 4%, Total).

Exhibitor Information

Form fields for Company Name, Phone, Booth Number, Contact, and Fax.



**TABLE ORDER FORM**

**UNSKIRTED TABLES**

QTY	TABLES ~ UNSKIRTED	30"H	40"H	DISCOUNT	STANDARD
_____	4' X 2' UNSKIRTED TABLE	_____	_____	\$53.00	\$64.00
_____	6' X 2' UNSKIRTED TABLE	_____	_____	\$61.00	\$73.00
_____	8' X 2' UNSKIRTED TABLE	_____	_____	\$70.00	\$84.00

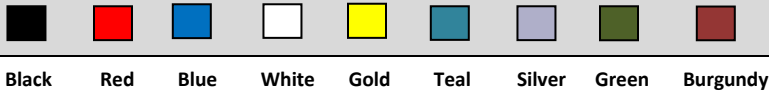


**SKIRTED TABLES**

QTY	TABLES ~ SKIRTED	30"H	40" H	DISCOUNT	STANDARD
_____	4' X 2' SKIRTED TABLE	_____	_____	\$101.00	\$121.00
_____	6' X 2' SKIRTED TABLE	_____	_____	\$116.00	\$132.00
_____	8' X 2' SKIRTED TABLE	_____	_____	\$133.00	\$160.00
_____	Skirt all four sides	_____	_____	\$51.00	\$61.00



**SKIRT COLORS:**



**TABLE RISERS**

QTY	TABLE RISERS	DISCOUNT	STANDARD
_____	4' X 12" TABLE RISER w/white cover	\$34.00	\$41.00
_____	6' X 12" TABLE RISER w/white cover	\$44.00	\$53.00
_____	8' X 12" TABLE RISER w/ white cover	\$54.00	\$65.00



**TERMS & CONDITIONS**

To receive Discount Rate, orders must be received & paid for By Wednesday, October 20, 2021.

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

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

To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4).

**No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will**

**be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.**

Sub Total	\$	_____
Sales Tax 8.6%	\$	_____
Credit Card Fee 4%	\$	_____
Total	\$	_____





**Exhibitor Information**

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



**FURNITURE ORDER FORM**

CHAIRS									
QTY		DISCOUNT	STANDARD	QTY	DISCOUNT	STANDARD			
_____	MOLDED SIDE CHAIR		\$68.00	\$82.00	_____	PADDED ARM CHAIR		\$88.00	\$105.00
_____	PADDED SIDE CHAIR		\$79.00	\$95.00	_____	PADDED STOOL		\$98.00	\$117.00

ACCESSORIES					
QTY			DISCOUNT	STANDARD	TOTAL
_____		WASTEBASKET	\$19.00	\$23.00	_____
_____		EASEL	\$46.00	\$56.00	_____
_____		PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)	\$127.00	\$153.00	_____
_____		PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)	\$137.00	\$165.00	_____
_____	LINEN FOR 30" HIGH PEDESTAL	<input type="checkbox"/> White <input type="checkbox"/> Black	\$32.00	N/A	_____
_____	LINEN FOR 40" HIGH PEDESTAL	<input type="checkbox"/> White <input type="checkbox"/> Black	\$37.00	N/A	_____
_____		TABLE TOP SNEEZE GUARD 32" X 32" <b>MUST BE ORDERED IN ADVANCE</b>		\$60.00	_____
_____		With document pass through 6" x 18"			_____
_____		BAG RACK	\$77.00	\$93.00	_____
_____		WATERFALL RACK	\$85.00	\$102.00	_____
_____		GARMENT RACK	\$98.00	\$118.00	_____
_____		BLACK GARMENT RACK – NON-ROLLING	\$107.00	\$128.00	_____
_____		STANCHION w/ RETRACTABLE BELT	\$58.00	\$69.00	_____
_____		LITERATURE RACK	\$107.00	\$128.00	_____
_____		TICKET TUMBLER	\$88.00	\$106.00	_____
_____		SIGN STAND (22" X 28")	\$77.00	\$93.00	_____
_____		TACKBOARD (4' X 6') Velcro & pushpin compatible	\$146.00	\$175.00	_____
_____		TACKBOARD (4' X 8') Velcro & pushpin compatible	\$159.00	\$191.00	_____
_____		BANDING (PER PALLET)	\$40.00	\$50.00	_____
_____		SHRINK WRAP (PER PALLET)	\$40.00	\$50.00	_____

**TERMS & CONDITIONS**

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Cancelled orders will be charged 100% of total if cancelled after move-in begins.  
To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4).  
**No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.**

Sub Total	\$	_____
Sales Tax 8.6%	\$	_____
Credit Card fee 4%	\$	_____
Total	\$	_____

**Exhibitor Information**

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



**FURNITURE ACCESSORIES**



Wastebasket



Easel



36" D x 40" H  
Pedestal



36" D x 30" H  
Pedestal



Linen Colors  
Black White



Bag Rack



Waterfall Rack



Garment Rack



Black Garment Rack  
Non - Rolling



Chrome Stanchion  
w/Retractable Belt



Black Literature  
Rack (6 slots)



Chrome Sign Stand



Ticket Tumbler



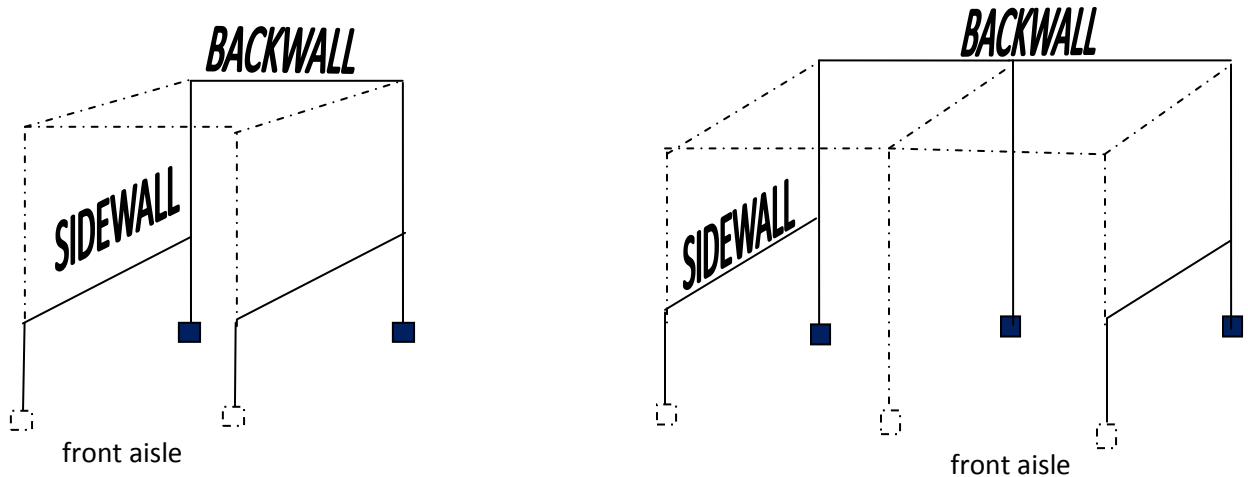
4'x6' or 4'x8' Tackboard  
Single or Double Sided





**EXTRA STEEL ORDER FORM**

Check off your booth size:  8' x 10'  10' x 10'  10' x 20'  Other \_\_\_\_\_



**Draw in** Extra Steel using the pictures above accordingly:

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

Customize Your Booth (enter the quantity):

QTY	ITEM	RATE	TOTAL
_____	Crossbars	\$11.50	_____
_____	8' Pole & Base	\$22.50	_____
_____	3' Pole & Base	\$18.50	_____
<b>TERMS &amp; CONDITIONS</b> To receive Discount Rate, orders must be received & paid for by Wednesday, October 20, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4). <b>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.</b>		Sub Total \$ _____ Sales Tax 8.6% \$ _____ Credit Card fee 4% \$ _____ Total \$ _____	

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_



**PLANT & FLORAL ORDER FORM**

QTY	CUSTOM FLORAL DESIGNS	DISCOUNT	STANDARD	TOTAL
_____	Small Traditional (12")	\$85.00	\$111.00	_____
_____	Large Traditional (18")	\$124.00	\$161.00	_____
_____	Small Tropical (12")	\$85.00	\$111.00	_____
_____	Large Tropical (18")	\$124.00	\$161.00	_____
_____	Boutonnieres	\$20.00	\$26.00	_____
_____	Corsages	\$33.00	\$43.00	_____

QTY	BLOOMING PLANTS	DISCOUNT	STANDARD	TOTAL
_____	Mum Yellow___White___Purple___	\$21.00	\$27.00	_____
_____	Azalea Red___Pink___White___	\$29.00	\$38.00	_____
_____	Bromeliad Red___Yellow___Pink___	\$18.00	\$38.00	_____
_____	Kalanchoe Red___Yellow___Orange___	\$23.00	\$30.00	_____

QTY	TROPICAL PLANTS	DISCOUNT	STANDARD	TOTAL
_____	Small Ferns	\$21.00	\$27.00	_____
_____	Large Ferns	\$34.00	\$44.00	_____
_____	3 Foot Green Plant	\$38.00	\$49.00	_____
_____	4 Foot Green Plant	\$51.00	\$66.00	_____
_____	5 Foot Green Plant	\$64.00	\$83.00	_____
_____	6 Foot Green Plant	\$77.00	\$100.00	_____
_____	7 Foot Green Plant	\$90.00	\$117.00	_____
_____	8 Foot Green Plant	\$103.00	\$140.00	_____

QTY	MISCELLANEOUS	DISCOUNT	STANDARD	TOTAL
_____	10 Foot Plant or Taller	Call for quote	Call for quote	_____
_____	Lighting (Twinkle/Up/Can)	Call for quote	Call for quote	_____
_____	Assorted Containers	Call for quote	Call for quote	_____

**TERMS & CONDITIONS**

To receive the discount rate, orders must be received & paid for by **Wednesday, October 20, 2021**. Cancelled orders will be charged at 50% of total due if cancelled within 30 days of move in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4). Minimum delivery charge of \$55 or 20% (whichever is greater) of total order will apply. **No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.**

Subtotal	\$	_____
Delivery	\$	55 or 20%
Sales Tax 8.6%	\$	_____
Credit Card Fee 4%	\$	_____
<b>Total</b>	<b>\$</b>	<b>_____</b>

**Exhibitor Information**

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



**CUSTOM SIGN ORDER FORM**

**CUSTOM SIGN**

(one color) 10 words max on White Stock		LETTER COLOR	QTY	DISCOUNT	STANDARD	TOTAL
7" X 11"	Horizontal ___ Vertical ___	_____	_____	\$45.00	\$55.00	_____
7" x 44"	Horizontal ___ Vertical ___	_____	_____	\$55.00	\$65.00	_____
11" x 14"	Horizontal ___ Vertical ___	_____	_____	\$65.00	\$75.00	_____
14" x 22"	Horizontal ___ Vertical ___	_____	_____	\$75.00	\$85.00	_____
22" x 28"	Horizontal ___ Vertical ___	_____	_____	\$85.00	\$95.00	_____
28" x 44"	Horizontal ___ Vertical ___	_____	_____	\$95.00	\$105.00	_____

**DIGITAL SIGNS**

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

DIGITAL SIGNS (four color)			DISCOUNT	STANDARD	TOTAL
_____	x	=	\$16.50 sq. ft.	\$22.00 sq. ft.	_____
Length		Width	Square foot		
Design Rate (per hour) is \$90.00. This is charged if design copy needs to be manipulated in any way.					

**BANNERS**

_____	x	=	\$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length		Width	Square foot	Single Sided	
_____	x	=	X 2 \$13.00 sq.ft.	\$16.50 sq.ft.	_____
Length		Width	Square foot	Double Sided	
Please contact CONV-SI for art requirements, material options, or special quotes.					

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Sub Total	\$	_____
Sales Tax 8.6 %	\$	_____
Credit Card Fee 4%	\$	_____
Total:	\$	_____

**Exhibitor Information**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## CREATIVE SERVICES – ARTWORK SUBMITTAL GUIDELINES

### CONV-SI Creative Services

Large scale event printing can be foreign territory for those who are used to working with publication sized media. Our desire is to provide you with the best quality graphic design and production for your event or exhibit. You can help us in that effort by submitting digital art files using the following artwork guidelines. If you are sending us completed, Print Ready files, please pass this information on to your Graphic Designer for reference. If you are working with a CONV-SI Creative Services Designer to create a new show look or to design an exhibit, please include any information that might be relevant to translating your brand and incorporating it into your event or exhibit.

### Acceptable File Formats

**We accept native files from the following programs:**

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

**Other file types we can work with:**

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

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

### Logos

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

### Fonts

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

### Links

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

### Artwork Setup

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

### Design Time & Capability

- Graphic pricing does not include design time or prepress file preparation. Art submitted that is not print ready according to the guidelines listed here and require modification will be reflected on your final invoice at \$90.00/hr.
- CONV-SI's Creative Services Design team is here to help you achieve an eye-catching show or exhibit look. We're happy to work directly with you or your in-house designer to ensure your graphic elements are visually impactful and make the best use of your space. Please speak with your Account Executive or Exhibitor Services Coordinator to start conceptualizing your look!











### Uploading Artwork

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

**For questions about CONV-SI Creative Services, prepping your files for submission, or to gain access to our FTP server, please email us at: [graphics@Convention-SI.com](mailto:graphics@Convention-SI.com)**



**RENTAL DISPLAY COUNTERS & ACCESSORIES**

DISCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
 1 Meter Counter, white, black or gray panels		\$324.00	\$389.00	
 1 Meter Counter, with Custom Graphics		\$461.00	\$553.00	
 1 ½ Meter Counter, white, black, or gray panels		\$490.00	\$563.00	
 1 ½ Meter Counter, with Custom Graphics		\$691.00	\$829.00	
 2 Meter Counter, white, black, or gray panels		\$654.00	\$785.00	
 2 Meter Counter, with Custom Graphics		\$924.00	\$1,109.00	
 Curved Counter. Call for Graphics Quote			\$489.00	
 Computer Work Station. Call for Graphics Quote			\$650.00	
 Reception Counter. Call for Graphics Quote.			\$500.00	
 <b>POP UP RENTAL DISPLAY - 10' Curved Backwall Display, with Velcro compatible fabric panels. Included: One Case Table and 3 spotlights. Call for Graphics Quote</b>			\$825.00	

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

**TERMS & CONDITIONS**

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Sub Total (Estimate)	\$
Sales Tax 8.6%	\$
Credit Card fee 4%	\$
<b>Total</b>	<b>\$</b>

**Exhibitor Information**

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_










Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax: \_\_\_\_\_



**SLATWALL & GRIDWALL ORDER FORM**

<b>SLATWALL &amp; GRIDWALL</b>					
	DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
	1 Meter by 8ft High Slat wall		\$70.00	\$84.00	
	2' x 8' Grid Wall		\$65.00	\$78.00	
	2'x 6' Grid Wall		\$60.00	\$72.00	
<b>SLATWALL &amp; GRIDWALL ACCESSORIES</b>					
	Gridwall & Slatwall Brackets (per set of 2)		\$11.50	\$13.50	
	Gridwall & Slatwall Hooks (per set of 2)		\$11.50	\$13.50	
	10" Shelf for both Gridwall & Rental Display Booths.		\$15.00	\$17.00	
	Light - 75-watt black arm light.		\$26.00	\$31.00	
	Half Page Holder		\$15.00	\$17.00	
	Full Page Holder		\$17.00	\$21.00	
<b>TERMS &amp; CONDITIONS</b> To receive Discount Rate, orders must be received & paid for by Wednesday, October 20, 2021. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4). <b>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.</b>			Sub Total (Estimate) \$ _____ Sales Tax 8.6% \$ _____ Credit Card Fee 4% \$ _____ Total \$ _____		

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_



**INSTALLATION AND DISMANTLE LABOR ORDER FORM**

LABOR RATES	Per person/ Hour Rate	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Standard</u>	<u>Showsite</u>	
<b>Straight Time</b>	\$95.00	\$108.00	\$124.00	Monday-Friday, 8:00 am to 4:30 pm
<b>Overtime</b>	\$142.50	\$162.00	\$186.00	Monday-Friday, 4:30 pm to Midnight, Saturday – Sunday 8:00 am to Midnight
<b>Double Time</b>	\$190.00	\$216.00	\$248.00	All days Midnight to 8:00 am & All Observed Union Holidays

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

**SUPERVISION OPTIONS**

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

**EXHIBITOR – Supervision** All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CONV-SI Service Desk to start labor.

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

**ESTIMATED LABOR ORDER**

	<u>DATE</u>	<u>TIME</u>	<u>NUMBER OF LABORER'S</u>	<u>SUPERVISION</u> <small>Please indicate, CONV-SI or Exhibitor Supervision</small>	<u>ESTIMATED # OF HOURS</u>	<u>RATE</u>	<u>SUBTOTAL</u>
<b>INSTALLATION</b>	_____	_____	_____	_____	_____	_____	_____
<b>DISMANTLE</b>	_____	_____	_____	_____	_____	_____	_____

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

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

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

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

**TERMS & CONDITIONS**

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orders will be charged at 50% of total if cancelled within 30 days of move-in.  
Cancelled orders will be charged 100% of total if cancelled after move-in begins.  
To pay by credit card see Order Summary, (page 3). Refer to our Payment Policies (page 4).  
**No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CONV-SI Service Desk during exhibitor move-in.**

Sub Total (Estimate)	\$ _____
Sales Tax 8.6%	Not Applicable
Credit Card Fee 4%	\$ _____
<b>Total</b>	<b>\$ _____</b>

**Exhibitor Information**

**Company Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_



**NON-OFFICIAL CONTRACTOR**

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

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR			
Company Name:		Booth Number:	
Contact at Show:			
Non-Official Contractor:			
Address:			
	City,	State	Zip
Phone:		E-Mail	
Authorized Signature:			Date:





THIRD PARTY AUTHORIZATION FORM

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

Exhibiting Company Information

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

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

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

Third Party Company Information

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

THIRD PARTY CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card#
Name on Card:
Billing Address:
(CITY) State Zip
Expiration Date: Card Verification #
Cardholder's Signature: Date
The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CONV-SI Payment Policy included in the Exhibitor Kit. A \$100 service charge will be applied should the credit card charges be declined.

## ARIZONA UNION GUIDELINES AND SAFETY TIPS

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

### Booth Labor

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

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

### Material Handling

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

### Gratuities

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

### Safety

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

## FIRE REGULATIONS

### BOOTH CONSTRUCTION

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

### FIRE RESISTANT TREATMENT

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

### COMBUSTIBLES

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

***Storage behind booth back wall is strictly prohibited.***

### OBSTRUCTIONS

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

## LIMITS OF LIABILITY

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

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



**GROUP NAME: APRA**  
**EVENT DATE(S):**

**2021 EXHIBITOR ORDER FORM**

**ROOM NAME**

**Orders must be received 14 days prior to expo load in to qualify for Advance Rate.**

**Ordering Instructions**

The total charge per item is determined by multiplying the price by the quantity ordered by the number of days needed.

Please include applicable Sales Tax on equipment rental and/or labor. In order to guarantee equipment availability and advanced rate, this order must be returned 14 days prior to event start date. Building utility outlets are not part of the booth space and are not to be used by Exhibitor unless otherwise specified, thereby incurring an additional minimum charge.

**Cancellations**

Cancellations received within 24 hours of the scheduled delivery date are subject to 50% of balance due of equipment rental and applicable tax. Cancellations received on the day of scheduled delivery or "no-Shows" are subject to the full amount of the order to include installation, drayage and tax.

On Site Contact:		<b>All Rates listed are Daily Rates.</b> Daily Rates are charged for each <b>Calendar Day</b> that the Exhibit Hall is open.
Company Name:		
On-Site Cell Phone #:		
Booth #:		
Load-in date/time:		
Load-out date/time:		

Event Technology Equipment	Qty	DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
46" LCD Display Monitor: Floor Stand		\$525	\$577		
55" LED Display Monitor: Floor Stand		\$725	\$797		
Laptop w/ Windows, Office		\$250	\$275		
HP B&W Network Capable Printer		\$215	\$236		
For additional equipment, please call for quote					

**Return for Processing**



We-Ko-Pa Resort & Conference Center  
10438 N. Fort McDowell Rd.  
Scottsdale, AZ 85264

William Snyder, Complex Sales Manager  
[william.snyder@encoreglobal.com](mailto:william.snyder@encoreglobal.com)  
480-850-4071

Power	Qty	DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
Dedicated 20 Amp Circuit w/AC Cord and Powerstrip		\$145	\$160		
Basic Power w/AC Cord & Powerstrip (shared circuit)		\$100	\$110		
Additional AC Cord w/ 6-outlet Powerstrip		\$42	\$46		
Other: 3 Phase Power / Heavy Power (call for quote)					

High Speed Internet	Qty	DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
Wired Connection to Booth		\$190	\$210		
WiFi is free but half the speed as a wired connection					
Other (call for quote)					

Rental Totals	
SUBTOTAL	
SERVICE CHARGE (22 % of Subtotal)	
SALES TAX (9.0 % of Subtotal & SC, line 3 + line 4)	
TOTAL DUE	*

\*Encore Global will contact directly for payment information. Please provide the payee contact information in the area below.

**Payee Contact Information**

<b>Name:</b>	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____
<b>Address:</b>	_____
	_____