



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.

### 2024 TTA STATE CONFERENCE, EXPO, AND ROADEO

Henry B. Gonzalez Convention Center

San Antonio, Texas

Monday, March 18 – Tuesday, March 19, 2024

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](mailto: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 8.25% in San Antonio, Texas**. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Texas. *(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. For your inbound and outbound freight shipments, we have 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](mailto:esr@cssabq.com)  
1921 Bellamah Ave. NW  
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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.

<b>SHOW NAME:</b>	<b>2024 TTA State Conference, Expo, and Rodeo</b>	
<b>VEHICLE MOVE-IN:</b>	Sunday, March 17, 2024	12:00PM – 3:00PM
<b>EXHIBITOR MOVE-IN:</b>	Sunday, March 17, 2024	3:00PM – 5:00PM
	Monday, March 18, 2024	8:00AM – 2:00PM
<b>SHOW DATE(S):</b>	Monday, March 18, 2024	3:45PM – 5:00PM ( <i>Sneak Peek</i> )
	Tuesday, March 19, 2024	10:15AM – 3:00PM
<b>EXHIBITOR MOVE-OUT:</b>	Tuesday, March 19, 2024	3:00PM – 5:30PM

Outside freight carriers must be checked in by:

**Tuesday, March 19, 2024 @ 4:30PM**

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

**Tuesday, March 19, 2024 @ 5:30PM**

<b>SHOW LOCATION:</b>	Henry B. Gonzalez Convention Center Exhibit Hall 4B 900 E. Market Street San Antonio, TX 78205
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<b>STANDARD BOOTH PACKAGE:</b>	<b>10' x 10'</b>
(Included with booth purchase)	8' Black Draped Back Wall 3' Black Draped Side Rail (1) 6' Black Draped Table (2) Molded Plastic Chairs (1) Waste Basket w/ Liner (1) 7" x 44" ID Sign

The exhibit hall **IS NOT** carpeted.

#### IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	<b>Monday, February 19, 2024</b>
Submission deadline for exhibitor appointed contractor (EAC) notification:	<b>Monday, February 19, 2024</b>
Last date to receive certificate of insurance for EAC:	<b>Monday, February 19, 2024</b>
Advance Orders and Payment Deadline:	<b>Monday, February 26, 2024</b>
Last date freight can arrive at the advance warehouse:	<b>Thursday, March 14, 2024</b>
First date for direct shipments to facility:	<b>Sunday, March 17, 2024</b>

#### SHIPPING INFORMATION:

##### ADVANCE FREIGHT RECEIVING

**Monday – Friday 8:00AM – 5:00PM**

**Monday, February 19 – Thursday, March 14, 2024**

##### ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
TTA 2024  
c/o **CSS**  
ABF Freight  
4354 Director Dr.  
San Antonio, TX 78219

##### FIRST DAY FOR DIRECT FREIGHT

**Sunday, March 17, 2024 --- 9:00 AM – 4:00PM**

##### DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
c/o **CSS**  
TTA 2024  
Henry B Gonzalez Convention Center  
Exhibit Halls 4B  
237 Tower of the Americas Way  
San Antonio, TX 78205



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# CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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)

CSS ORDER FORMS	AMOUNT DUE
Furniture	
Upgrade Furniture	
Carpet	
Labor	
Vehicle Spotting	
Material Handling	
Cleaning	
Sign Graphics	
<b>Estimated Total</b> (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, February 26, 2024**. *(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, February 26, 2024**.
- 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: <b>TTA 2024</b>	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: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	164	196
	6'L X 30"H Draped Table	184	220
	8'L X 30"H Draped Table	214	257
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	187	224
	6'L X 40"H Draped Counter	225	270
	8'L X 40"H Draped Counter	246	295
	30"D X 40"H Spandex Round Highboy	211	253
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	94	113
	6'L X 30"H Undraped Table	108	129
	8'L X 30"H Undraped Table	137	164
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	295	354
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	108	129
	6'L X 40"H Undraped Counter	125	150
	8'L X 40"H Undraped Counter	143	172
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	316	378
TABLE SKIRTING (choose skirt color below)			
	4th Side Table Drape for Table 30"H	92	111
	4th Side Table Drape for Counter 40"H	108	130
	Individual Table Skirt for Table 30"H	111	133
	Individual Table Skirt for Counter 40"H	128	154
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' High Drapery/linear ft.	14	18
	8' High Drapery/linear ft.	24	28
	3' Upright w/ 1/2 Base	26	30
	8' Upright w/ Full Base	27	32
	Crossbar	27	32
STANDARD FURNITURE AND ACCESSORIES			
	Grey Molded Plastic Chair	72	84
	Padded Side Chair	96	113
	Padded Arm Chair	105	122
	Upholstered Bar Stool with Back	118	138
	Bag Rack (circle choice) "T" waterfall	94	106
	Literature Rack (circle choice) flat accordion	223	249
	Aluminum Easel	44	49
	iPad Stand	253	284
	Wastebasket with Liner	30	34
	Fishbowl	42	47
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	204	245
	36" x 48" Double Sided Magnetic Whiteboard	204	245
	4'L X 7"H Table Riser (draped in vinyl)	79	95
	6'L X 7"H Table Riser (draped in vinyl)	103	110
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	443	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)					SPANDEX COLOR CHOICES (please circle choice)		
Blue	Gold	Teal	Beige	Hunter Green	Red	Black	Blue
Black	White	Peach	Burgundy	Terra-Cotta	White	Teal	Silver
Red	Silver	Plum					

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.25%)	\$
<b>TOTAL</b>	<b>\$</b>



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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



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



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

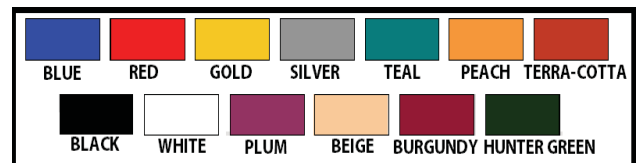


**SPANDEX HIGHBOY**  
30" D X 40" H

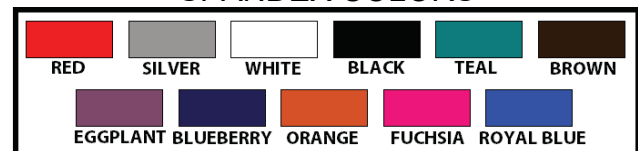


**ROUND CONFERENCE  
TABLE/COUNTER**  
36" D (BLACK/WHITE) or  
40" D (GREY) x 30" or 40" H

#### DRAPE COLORS



#### SPANDEX COLORS



**MOLDED PLASTIC  
CHAIR**



**PADDED SIDE CHAIR**



**PADDED ARM CHAIR**



**UPHOLSTERED  
BAR STOOL**



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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



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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## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

#### UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Jetson Chair	15" x 15" w/ adjustable seat	White Black	195
	Leather Office Chair w/ Mesh Back	34.7"H x 22.75"W x 24"D	Black Only	162
	Mesh Steno Chair w/ Wheels	38.5-42.2"H x 27.1"W x 26.7"D	Black Only	195
	Modern Chair	33.5"H x 18.8"W x 18.8"D	White Only	162
	Soda Fountain Barstool	30"H x 17"W x 17"D	Red Black	162
	Swivel Barstools w/ Curved Back	32.5"H x 22.5"W x 18"D	White Black	227

#### UPGRADE TABLES

	24" Bistro Table	23.75" - 42"H x 24"W x 24"D	White Black	259
	31" Glass Table	29"H x 31.5"W x 31.5"D		290
	Glass End Table	15"H x 23"W x 23"D	Chrome Black	195
	Glass Coffee Table	15.8"H x 39.4"W x 19.7"D	Chrome Black	227
	Rectangular Conference Table	30"H x 36"W x 60"D		1034
	Triangle Glass Top Table	35"H x 35"W x 35"D		290

#### UPGRADE SEATING

	Barrel Chair	29"H x 28"W x 29"D	Black Only	355
	Leather Loveseat	35"H x 59"W x 33"D	White Black	387
	Leather Sofa	35"H x 70"W x 33"D	White Black	453
	White Executive Side Chair	35.25"H x 26.5"W x 23"D	White Only	306
	Chrome Leather Accent Chairs	30.5"H x 30.5"W x 27.5"D	White Black	453
	Chrome Leather Chair	32"H x 36"W x 33"D	White Only	585
	Chrome Leather Sofa	32"H x 81"W x 33"D	White Only	936
	Futon Lounger	32"H x 71"W x 34"D	Vanilla Only	549

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

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

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.25%)	\$
<b>TOTAL</b>	<b>\$</b>



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## UPGRADE FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



LEATHER OFFICE CHAIR  
WITH MESH BACK

34.75" H x 22.75" W x 24" D



WHITE  
MODERN CHAIR

33.5" H x 18.8" W x 18.8" D



MESH STENO CHAIR  
w/ WHEELS

38.5-42.2" H x 27.1" W x 26.7" D



SODA FOUNTAIN  
BARSTOOL

30" H x 17" W x 17" D  
(Available w/ black  
or red seat)



SWIVEL BARSTOOLS  
WITH  
CURVED BACK

32.5" H x 22.5" W x 18" D  
(Available in  
black and white)



(Available  
in black  
or white)

24" BISTRO TABLE shown with JETSON CHAIRS 15"x15" (adjustable seat) – rented separately

White – 23.75" D x 26.25" – 35.75" H (adjustable) – Black – 24" D x 42" H



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## UPGRADE FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



RECTANGULAR CONFERENCE TABLE  
30" H x 36" W x 60" D



TRIANGLE GLASS TOP TABLE  
35" H x 35" W x 35" D



31" ROUND GLASS TOP  
TABLE  
29" H x 31.5" D



GLASS END TABLE  
(Available in chrome or black)  
15" H x 23" W x 23" D



GLASS COFFEE TABLE (Available in chrome or black)  
15.8" H x 39.4" W x 19.7" D



LEATHER SOFA (Available in Black or White)  
35" H X 70" W X 33" D



LEATHER LOVESEAT (Available in Black or White)  
35" H X 59" W X 33" D



BLACK LEATHER BARREL CHAIR  
29" H X 28" W X 29" D



WHITE EXECUTIVE SIDE CHAIR  
35" H X 26" W X 23" D



CHROME LEATHER ACCENT CHAIR  
30.5" H X 30.5" W 27.5" D



WHITE AND CHROME SOFA  
32" H X 81" W 33" D



WHITE AND CHROME CHAIR  
32" H X 80" W 33" D



VANILLA FUTON LOUNGER  
32" H X 71" W 34" D



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## CARPET ORDER FORM

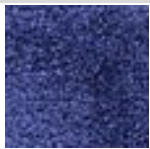
### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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	211	254
	10' x 20' carpet	368	446
	10' x 30' carpet	553	665
	10' x 40' carpet	739	887
	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.)	\$4.07 per sq. ft.	\$4.88 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.01 per sq. ft.	\$2.42 per sq. ft.

#### STANDARD CARPET COLOR (please circle color choice)



Blue



Red



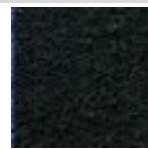
Grey



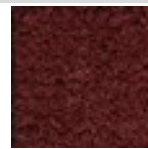
Teal



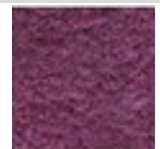
Hunter Green



Black



Burgundy



Plum

#### 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 (8.25%)	\$
<b>TOTAL</b>	<b>\$</b>



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

email us @  
esr@cssabq.com

## LABOR ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$121.00	\$145.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$171.00	\$195.00
Sundays and Holidays	\$221.00	\$245.00

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$216.00	\$259.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$266.00	\$309.00
Sundays and Holidays	\$316.00	\$359.00

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

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

##### PLAN A - EXHIBITOR SUPERVISION

☐

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

Representative Name/Company
-----------------------------

##### PLAN B – CSS SUPERVISION

☐

\*\*\*Please fill out all outbound shipping information.

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

#### Please complete this section:

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

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
<b>TOTAL</b>	<b>\$</b>



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**EXHIBITOR APPOINTED CONTACTOR (EAC)**  
Submission Deadline for Notification & Certificate of Insurance: **Monday, Feb. 19, 2024**

## 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, February 19, 2024**.
- 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, February 19, 2024**. 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:

TTA 2024



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## VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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 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	\$ -----
<b>TOTAL</b>	<b>\$</b>



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## MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### MATERIAL HANDLING (DRAYAGE) INFORMATION

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

#### **MATERIAL HANDLING INCLUDES:**

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

#### **MATERIAL HANDLING DOES NOT INCLUDE:**

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



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## **MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY**

### **CONVENTION SERVICES OF THE SOUTHWEST. INC.**

#### **LIMITS OF LIABILITY**

##### **PLEASE READ:**

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

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

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

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

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

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

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

##### **CSS will not be responsible for:**

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

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



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## MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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, February 19 – Thursday, March 14, 2024 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # TTA 2024 c/o CSS ABF Freight 4354 Director Dr. San Antonio, TX 78219	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Sunday, March 17, 2024 --- 9:00 AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS TTA 2024 Henry B Gonzalez Convention Center Exhibit Halls 4B 237 Tower of the Americas Way San Antonio, TX 78205	
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 Tuesday, March 19, 2024 @ 5:30PM\*\***

<b>SAMPLE:</b> Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 120</u> per cwt = <u>\$ 600</u>
---

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

**\$ 120** per cwt. **\$ 240** minimum charge  
Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 120** per cwt = \$ \_\_\_\_\_

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

**\$ 109** per cwt. **\$ 218** minimum charge  
Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 109** 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 **\$67 material handling fee.**

**Banding and Shrink Wrap** will be charged at **\$78** per skid or crate.

**Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$65 per cwt.** (200 lb. minimum applies)

**PLEASE READ PAYMENT POLICY**

SUBTOTAL	\$
Tax Exempt	\$ -----
<b>TOTAL</b>	<b>\$</b>

# ADVANCE WAREHOUSE SHIPPING LABELS



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**TTA 2024**

**c/o CSS**

ABF Freight

4354 Director Dr.

San Antonio, TX 78219

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

**MUST ARRIVE BY:** Thurs., March 14, 2024

**RUSH**



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**TTA 2024**

**c/o CSS**

ABF Freight

4354 Director Dr.

San Antonio, TX 78219

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

**MUST ARRIVE BY:** Thurs., March 14, 2024

**RUSH**

## DIRECT SHIPPING LABELS



**DIRECT TO SHOW**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**TTA 2024**

**c/o CSS**

Henry B. Gonzalez CC – Exhibit Hall 4B

237 Tower of the Americas Way

San Antonio, TX 78205

Must NOT arrive before 3/17/24

**DIRECT Shipments Received:**

Sun., March 17, 2024 9:00AM – 4:00PM

**RUSH**



**DIRECT TO SHOW**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**TTA 2024**

**c/o CSS**

Henry B. Gonzalez CC – Exhibit Hall 4B

237 Tower of the Americas Way

San Antonio, TX 78205

Must NOT arrive before 3/17/24

**DIRECT Shipments Received:**

Sun., March 17, 2024 9:00AM – 4:00PM

**RUSH**



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## OUTBOUND SHIPPING INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

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

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

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

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

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

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

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

# **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: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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
	<b>Initial Cleaning</b> (Vacuum & empty wastebasket(s) before first show day only)	\$ .54 per sq. ft. (One Day)
	<b>Daily Cleaning</b> (Vacuum & empty wastebasket(s) for all show days)	\$ .48 per sq. ft. (Daily)
	<b>Daily Porter Service</b> (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 (8.25%)	\$
<b>TOTAL</b>	<b>\$</b>



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## SIGN/GRAPHICS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>TTA 2024</b>	Advance Payment Deadline: <b>Monday, February 26, 2024</b>	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		21	26	
	7" x 44"	Vertical Horizontal		48	58	
	11" x 14"	Vertical Horizontal		60	68	
	14" x 22"	Vertical Horizontal		74	89	
	22" x 28"	Vertical Horizontal		100	120	
	24" x 36"	Vertical Horizontal		135	162	
	28" x 44"	Vertical Horizontal		188	227	
	Meter Board (1 meter x 8')	Vertical (unframed)		425	509	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

#### PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (8.25%)	\$
<b>TOTAL</b>	<b>\$</b>

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

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

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

#### Guidelines for Submitting Artwork:

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

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

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

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

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

**PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:**



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

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

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

**IN ALL CASES:**

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

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

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



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## SAFETY TIPS AND INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

#### SAFETY GUIDELINES

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

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

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

#### WORK ZONE

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

