

CDS

EVENTS AND EXPOSITIONS



GTC East 2011
September 14 & 15, 2011
Empire State Plaza Convention Center
Albany, NY

◉ Exhibitor Manual



Welcome GTC East 2011 Exhibitor

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the **GTC East 2011**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

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

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

Exhibitor Service Department
CDS
3559 Belgium Lane
San Antonio, TX 78219
210.581.9220 Fax: 800.677.8191

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

e.Republic
100 Blue Ravine Rd.
Folsom, CA 95630
Contact: Aimee Rupe
Phone: 916-932-1300 Ext. 1465
E-mail: arupe@govtech.com

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

Analyze your needs carefully and return your order forms with full payment before **Wednesday, August 31, 2011** to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

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Frequently Asked Questions

▶ **WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?**

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

▶ **WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?**

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

▶ **HOW DO I PLACE MY ORDER?**

- ◆ Order online: Use the online ordering link provided in the initial e-mail correspondence for your event.
- ◆ Mail in your order forms and full payment to:

CDS Events

3559 Belgium Lane, San Antonio, TX 78219

- ◆ Fax in your order with the Credit Card Authorization form to:
800-677-8191 Attn: Exhibitor Services

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

▶ **WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?**

Items cancelled prior to **Wednesday, September 7, 2011** will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Wednesday, September 7, 2011** they will be billed at 100%.

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

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

▶ **WHY DO YOU HAVE A PETROLEUM SURCHARGE?**

Increased petroleum costs have impacted every facet within our industry, from the cost of carpeting, plastics, visqueen, graphic substrates, to diesel fuel. **CDS** charges a 2% surcharge to partially recover the increased costs related to petroleum.

▶ **WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?**

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

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

▶ **WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?**

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

▶ **WHO IS THE PREFERRED CARRIER?**

CDS Logistics is the preferred carrier for this show. **CDS Logistics** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **CDS** please fill out the Quote Request form and either fax to **800-677-8191** or e-mail to shipping@conventiondecorating.com.

▶ **WHAT IS A BILL OF LADING?**

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

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

You may use any carrier of your choice, however we suggest you use the preferred carrier, **CDS Logistics**. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. **CDS** cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

▶ **WHAT ARE THE MOVE OUT PROCEDURES?**

A **CDS** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. If you are not using **CDS Logistics**, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through CDS Logistics and the discount rate will not apply.** A **CDS** representative will be available at show site for further questions.

▶ **HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?**

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at **210-581-9220** or send an e-mail to information@conventiondecorating.com.

Event Information

Discount Deadline: **Wednesday, August 31, 2011**

Show Colors: Blue

Show Carpet: Facility is carpeted

Booth Information

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

Each **8' x 10'** booth will be provided with:

- ◆ 8' tall blue background drape
- ◆ 1 - 6' blue skirted table
- ◆ 1 - wastebasket
- ◆ 1 - 500 watt electric outlet
- ◆ 3' tall blue side dividers
- ◆ 2 - chairs
- ◆ 1 - 7" x 44" ID Sign

Event Schedule - Subject to Change

Exhibitor Move In:	Tuesday, September 13, 2011	1:00 PM - 6:00 PM
	Wednesday, September 14, 2011	7:00 AM - 8:00 AM
Event Hours:	Wednesday, September 14, 2011	8:00 AM - 4:00 PM
	Thursday, September 15, 2011	8:00 AM - 3:00 PM
Exhibitor Move Out:	Thursday, September 15, 2011	2:00 PM - 4:00 PM
Driver Check-In By:	Thursday, September 15, 2011	3:00 PM
Freight Re-Directed At:	Thursday, September 15, 2011	4:00 PM

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

GTC East 2011
YRC -
c/o **CDS**
37 Frontage Road
Glenmont, NY 12077

**Advance shipments MUST be received by
Friday, September 9, 2011**

Direct Shipments to Show Site:

GTC East 2011
Empire State Plaza Convention Center
c/o **CDS**
Empire State Plaza
Albany, NY, 12242

**Direct shipments to arrive NO SOONER than
Tuesday, September 13, 2011**

Assistance

- ◆ If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at **210-581-9220** or send an e-mail to information@conventiondecorating.com.
- ◆ **CDS** will have a service desk in a convenient location at show site if you require any further assistance.

Credit Card Authorization

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

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

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

Material Handling (<i>Non-taxable</i>):	\$
Display Tables & Accessories:	\$
Carpet & Cleaning:	\$
Pipe & Drape:	\$
Floral:	\$
Electrical:	\$
Table-Top & Free Standing Displays:	\$
Rental Units:	\$
Add On:	\$
Graphics for Rental Units:	\$
Hanging Banner/ Rigging:	\$
Cartload Service:	\$
Labor (<i>Non-taxable</i>):	\$
Total:	\$
2% Petroleum Surcharge of Subtotal:	\$
Sales Tax 8.0%:	\$
GRAND TOTAL:	\$

<h2>Discount Deadline:</h2> <h3>Wednesday, August 31, 2011</h3>	
<ul style="list-style-type: none"> ♦ All prices include delivery, installation, rental charge for the duration of the show and removal at completion. ♦ All charges are subject to sales tax and a 2% petroleum surcharge. ♦ Payment, in full, must accompany all orders by Wednesday, August 31, 2011 to receive the discount price. Orders received after this date will be charged the standard rate. ♦ Items cancelled prior to Wednesday, September 7, 2011 will be refunded at 100%. Items cancelled after Wednesday, September 7, 2011, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Wednesday, September 7, 2011 they will be billed at 100%. 	
<p>Order online: Use the online ordering link provided in initial e-mail correspondence for your event.</p>	
<p>If paying by check, make payable to:</p>	<p>CDS Events</p>
<p>Mail order forms & full payment to:</p>	<p>3559 Belgium Lane San Antonio, TX 78219</p> <p style="text-align: center;"><i>Please reference the Show Name & Company Name</i></p>
<p>Fax orders with full payment to:</p>	<p>800-677-8191</p> <p>ATTN: Exhibitor Services</p>

Payment Policies

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

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ All charges are subject to sales tax and a 2% petroleum surcharge.
- ◆ Payment, in full, must accompany all orders by **Wednesday, August 31, 2011** to receive the discount price.
- ◆ Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Wednesday, September 7, 2011** will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Wednesday, September 7, 2011** they will be billed at 100%.

▶ **ADDING TAX TO YOUR ORDER**

1. Use the Credit Card Authorization form to help add up your order.
 2. Multiply the 2% Petroleum Surcharge by your order amount to get the subtotal.
 3. Multiply the appropriate **8% Sales Tax** by your subtotal and get the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

▶ **PAYMENT OPTIONS**

- ◆ **Online Ordering**
CDS accepts MasterCard, Visa or American Express credit cards only.
- ◆ **Payment by Mail**
Mail in your order forms and full payment to:
CDS Events
3559 Belgium Lane, San Antonio, TX 78219
RE: GTC East 2011
- ◆ If a check will be submitted for payment please attach with your order forms and mail to CDS. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: CDS Events
- ◆ **Payment by Fax**
Fax in your order with full payment to:
800.677.8191
Attn: Exhibitor Services
- ◆ Orders will **NOT** be processed without full payment. Please fill out the Credit Card Authorization Form.

▶ **ADVANCE ORDERS (DISCOUNT RATE)**

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

▶ **SHOW SITE ORDERS**

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

▶ **THIRD PARTY ORDERS**

If you have contracted work through a display/exhibit house and require the services of CDS, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

▶ **INTERNATIONAL EXHIBITORS**

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

▶ **MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the Credit Card Authorization form. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

▶ **RESPONSIBILITY FOR LABOR**

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

▶ **MATERIAL HANDLING**

- ◆ **CDS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- ◆ **CDS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- ◆ **CDS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CDS** recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- ◆ In the event the designated carrier fails to pick up by the specified time, shipments will be re-directed by the show carrier.
- ◆ Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- ◆ Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- ◆ Do not send advance freight for Saturday/Sunday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal receiving hours, **Monday - Friday, 9:00 AM - 3:30 PM**. If you are sending materials direct to show site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline may be **REFUSED**. If received and signed for additional surcharges may apply.
- ◆ A **CDS** Bill of Lading must be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the **CDS** warehouse and surcharges will apply.

▶ **PAYMENT TERMS**

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

▶ **ORDERS, QUESTIONS & ADJUSTMENTS**

- ◆ Orders by telephone will not be accepted.
- ◆ All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- ◆ Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- ◆ Services ordered at show site will not be processed without full payment.
- ◆ The availability of furnishings at show site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.
- ◆ Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Wednesday, September 7, 2011** they will be billed at 100%.

Shipping Instructions

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- ◆ Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, September 9, 2011**. Shipments must arrive **Friday, September 9, 2011** by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- ◆ Shipments arriving at the warehouse after **Friday, September 9, 2011** will be charged a late to warehouse fee of \$150.00 in addition to any other charges incurred.

▶ DIRECT SHIPPING TO SHOW SITE

- ◆ Shipments must arrive no sooner than **Tuesday, September 13, 2011**. If shipments arrive before this date they may be refused.
- ◆ Shipments will be received during the designated move in periods as well as throughout the event. (See Event Information page)
- ◆ As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- ◆ Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show site receiving report will verify the total count and weight.

▶ ALL SHIPMENTS

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

▶ OUTBOUND SHIPMENTS

- ◆ A **CDS** Bill of Lading is required on **ALL** outbound shipments.
- ◆ If you are not using **CDS Logistics**, our preferred carrier, you must contact your designated carrier with pick up information.
- ◆ If your carrier fails to show up, your shipment will be re-directed through **CDS Logistics** and the discount rate will not apply.

To: _____ Booth# _____
 (Exhibiting company name)
For: GTC East 2011
YRC -
c/o CDS
37 Frontage Road
Glenmont, NY 12077

To: _____ Booth# _____
 (Exhibiting company name)
For: GTC East 2011
Empire State Plaza Convention Center
c/o CDS
Empire State Plaza
Albany, NY, 12242

CDS Bill of Lading - SAMPLE

FROM:		TO:		
Exhibitor Company Name: Your company name		Consignee Name: Your company name (or who you are shipping to)		
Exhibit Facility: Empire State Plaza Convention Center		Consignee Address: Destination address		
Event Street Address: Empire State Plaza				
City/State: Albany, NY	Zip Code: 12242	Destination City, State:	Zip Code:	
Exhibitor Name: Show site contact name	Phone Number: Show site contact number	Destination Show Name: If shipping to another show, please provide show name and booth number	Booth Number:	
FREIGHT CHARGES PAID BY: Your company name		CARRIER: If shipping with CDS Logistics , check 'CDS'; If shipping with another carrier, check 'other' and list carrier name		
Address: Billing address for your company		CDS	Other (please list)	
City, State:	Zip Code:	METHOD:	Next Day	2nd Day Ground
Attention: Who's attention		DELIVER BY DATE: Please list any specific deliver by date		
Phone Number: Company phone number	Email Address: Company contact e-mail address	FREIGHT CHARGES: Freight charges are prepaid unless marked Collect	Prepaid	Collect

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

Sample

A **CDS** Bill of Lading is required on **ALL** outbound shipments. Blank Bills of Lading are available at the **CDS** service desk located on show site. After your booth is packed, labeled and ready to be shipped please bring the completed Bill of Lading form to the service desk. **If your carrier fails to show up, your shipment will be re-directed through CDS and the discount rate will not apply.** A **CDS** representative will be available at show site for further questions.

Shipping Quote Form

Get a Quick Quote for Shipping!

Let us take the weight off your shoulders...

CDS is the official show carrier for the

**GTC East 2011
September 14 & 15, 2011
Empire State Plaza Convention Center**


CDS offers competitive solutions for all of your logistics needs.
Shipments are tracked multiple times daily.
We can manage your inbound & outbound shipments.

Fax this form to **CDS** at 800-677-8191 or e-mail shipping@conventiondecorating.com.
We will provide a quote the same day requested!


Inbound		Outbound	
Pickup Zip Code:		Pickup Zip Code:	12242
Delivery Zip Code:		Delivery Zip Code:	
Approximate Weight:		Approximate Weight:	
Company Information			
Exhibitor Name:			
Exhibitor Email:			
Phone Number:			
Company Name:		Booth #:	

Advance & Direct Shipping Labels

DIRECT TO SHOW SITE LABEL

	GTC East 2011 EXHIBIT MATERIALS To arrive NO SOONER than <u>Tuesday, September 13, 2011</u>
To: _____ (COMPANY NAME) Empire State Plaza Convention Center C/O CDS Empire State Plaza Albany, NY, 12242	SHOW SITE
Booth # (s): _____	No. _____ OF _____ Pcs.
Carrier: _____	

ADVANCE WAREHOUSE LABEL

	GTC East 2011 EXHIBIT MATERIALS MUST be received by <u>Friday, September 9, 2011</u> Between 9:00 am - 3:30 pm
To: _____ (COMPANY NAME) YRC - C/O CDS 37 Frontage Road Glenmont, NY 12077	WAREHOUSE
Booth # (s): _____	No. _____ OF _____ Pcs.
Carrier: _____	

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



Material Handling FAQ's

CDS has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. **CDS** will not be responsible, however, for any materials they do not handle. **CDS** will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the **CDS** Freight Desk. Do not proceed to the docks until told to do so.

▶ **WHAT IS MATERIAL HANDLING?**

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

▶ **WHAT ARE CRATED SHIPMENTS?**

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

▶ **WHAT ARE SPECIAL HANDLING SHIPMENTS?**

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

▶ **HOW IS STRAIGHT TIME / OVERTIME DETERMINED?**

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

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

- ◆ **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- ◆ **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when **CDS** has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

▶ **HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?**

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one **cwt** (hundred weight). There is a 200 lbs minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

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

Example Below is based on the published rate:

350 lbs (rounded to the next 100) divided by 100 = 4 Total CWT

4 CWT x **\$91.00** = Material Handling Charge **\$364.00**

▶ **WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?**

The most cost effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken-up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$91.00**

If you send 4 Separate Shipments:

1st Shipment @ 41 lbs = **\$182.00** (200 lbs minimum)

2nd Shipment @ 44 lbs = **\$182.00** (200 lbs minimum)

3rd Shipment @ 52 lbs = **\$182.00** (200 lbs minimum)

4th Shipment @ 60 lbs = **\$182.00** (200 lbs minimum)

If you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 197 lbs (200 lbs minimum)

197 lbs charged @ \$182.00

Material Handling Rates

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

Material Handling Charges Include:

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

ADVANCE SHIPMENTS TO WAREHOUSE

- ◆ The advance warehouse will begin receiving shipments 30 days prior to: **Friday, September 9, 2011**
- ◆ All materials shipped in advance to the warehouse **MUST ARRIVE BY: Friday, September 9, 2011**
- ◆ Any shipment arriving after this date will be charged a late to warehouse fee of \$150.00 in addition to any other charges incurred.
- ◆ Warehouse receiving hours are Monday - Friday, 9:00 am to 3:30 pm. Any shipment delivered prior to, after hours or on weekends may be refused.
- ◆ Uncrated shipments cannot be received at the warehouse.
- ◆ Small Packages: Shipments under 35 lbs (received in a single shipment) will be charged **\$40.00** for the 1st package and **\$15.00** every package after (per shipment) within the same shipment.

DIRECT SHIPMENTS TO SHOW SITE

- ◆ All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Tuesday, September 13, 2011**
- ◆ Any shipments arriving prior to the above date may be refused.
- ◆ Shipments will be received during the move in periods and throughout the event.
- ◆ Small Packages: Shipments under 35 lbs (received in a single shipment) will be charged **\$40.00** for the 1st package and **\$15.00** every package after (per shipment) within the same shipment.

RATE CLASSIFICATIONS:	Price per CWT	200 lbs Minimum
Warehouse Shipment (200 lbs minimum)		
Crated or Skidded Shipment	\$91.00	\$182.00
Special Handling	\$113.75	\$227.50
Show Site Shipment (200 lbs minimum)		
Crated or Skidded Shipment	\$91.00	\$182.00
Special Handling Shipment	\$113.75	\$227.50
Small Package (Maximum weight is 35 lbs per shipment)		
First Carton	\$40.00	
Each Additional Carton	\$15.00	
ADDITIONAL SURCHARGES:		
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	\$22.75	\$45.50
Special Handling Shipment	\$28.44	\$56.88
Overtime Charge - Outbound (in additional to above rates)		
Crated or Skidded Shipment	\$22.75	\$45.50
Special Handling Shipment	\$28.44	\$56.88
Late to Warehouse		
Freight arriving after Friday, September 9, 2011		\$150.00 Per Shipment
Material Handling Total		\$

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

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

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

Display Tables & Accessories Order Form

Discount Deadline: Wednesday, August 31, 2011

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

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

QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$124.00	\$150.75	\$
	6' L x 24" W x 30" H	\$151.50	\$183.00	\$
	4th Side Skirt 6'	\$57.00	\$71.00	\$
	Table Skirt Only 6'	\$90.75	\$113.50	\$
	8' L x 24" W x 30" H	\$175.25	\$211.75	\$
	4th Side Skirt 8'	\$57.00	\$71.00	\$
	Table Skirt Only 8'	\$90.75	\$113.50	\$

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

	4' L x 24" W x 42" H	\$168.00	\$209.75	\$
	6' L x 24" W x 42" H	\$190.25	\$237.50	\$
	4th Side Skirt 6'	\$57.00	\$71.00	\$
	Table Skirt Only 6'	\$90.75	\$113.50	\$
	8' L x 24" W x 42" H	\$218.50	\$274.25	\$
	4th Side Skirt 8'	\$57.00	\$71.00	\$
	Table Skirt Only 8'	\$90.75	\$113.50	\$

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

	4' L x 24" W x 30" H	\$72.50	\$90.50	\$
	6' L x 24" W x 30" H	\$89.50	\$112.25	\$
	8' L x 24" W x 30" H	\$106.50	\$131.50	\$

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

	4' L x 24" W x 42" H	\$103.75	\$126.00	\$
	6' L x 24" W x 42" H	\$119.00	\$147.25	\$
	8' L x 24" W x 42" H	\$128.00	\$161.25	\$

Specialty Tables 30" in Diameter & Unskirted

	Café Table 30" H	\$100.00	\$119.75	\$
	Cocktail Table 42" H	\$126.75	\$152.50	\$

Table Risers (covered with white vinyl)

	4' L x 12" W x 12" H	\$74.50	\$93.50	\$
	6' L x 12" W x 12" H	\$90.25	\$112.75	\$
	8' L x 12" W x 12" H	\$105.50	\$132.25	\$

Order Policy

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Chairs

QTY	Item Description	Discount	Standard	Total
	Side Chair	\$67.50	\$84.75	\$
	Modular High Stool Gray Fabric - 29" Tall	\$108.00	\$134.50	\$
	Padded Chair	\$95.25	\$119.00	\$

Pegboards, Tack boards & Grid wall


	Pegboard 4' x 8' Horizontal	\$269.50	\$336.75	\$
	Pegboard 8' x 4' Vertical	\$269.50	\$336.75	\$
	Tack board 4' x 8' Horizontal	\$241.75	\$290.00	\$
	Tack board 8' x 4' Vertical	\$241.75	\$290.00	\$
	Grid Wall 2' x 8'	\$89.50	\$112.25	\$

Bag, Literature & Garment Racks

	Bag Rack	\$127.25	\$159.00	\$
	Literature Rack	\$140.00	\$171.00	\$
	Clothes Rack	\$127.25	\$159.00	\$
	Garment Rack - 2 Arm (Water Fall)	\$127.25	\$159.00	\$
	Garment Rack - 4 Arm (Water Fall)	\$127.25	\$159.00	\$














Additional Accessories

	Computer Pedestal	\$393.75	\$492.00	\$
	Easel	\$41.25	\$51.50	\$
	Fish Bowl	\$39.00	\$47.50	\$
	Wastebasket	\$21.75	\$25.50	\$
	Arm Light	\$83.00	\$104.00	\$

Event colors are: **Blue** 

SKIRT COLORS

Please check the skirt color of choice:

Red 	White 	Rose 	Forest Green 
Plum 	Lime Green 	Royal Blue 	Champagne 
Black 	Silver 	Gold 	Burgundy 
Teal 			


Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Carpet & Cleaning Order Form

Discount Deadline: Wednesday, August 31, 2011








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

Standard Carpet				
Prices include installation and taping front edges.				
QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$181.25	\$226.75	\$
	10' x 20' Carpet	\$332.25	\$414.50	\$
	10' x 30' Carpet	\$482.25	\$602.75	\$
	10' x 40' Carpet	\$633.50	\$792.25	\$
	10' x 50' Carpet	\$794.75	\$980.25	\$
Carpet Accessories				
	Carpet Padding per sq ft	\$1.02	\$1.12	\$
	Visqueen per sq ft	\$1.02	\$1.12	\$
	Taping per linear ft	\$0.91	\$0.91	\$

Event colors are: **Blue** 

CARPET COLORS

Please check the carpet color of choice:

Red 	Royal Blue 	Black 
Plum 	Gray 	
Teal 	Tuxedo 	<i>Tuxedo is black & white</i>

Custom Carpet

In order to protect the carpet during setup, we will automatically install Visqueen prior to exhibitor move in. Custom carpet orders must be received by **Wednesday, August 31, 2011**. Orders received after this date may be subject to availability and additional charges may apply. **Custom carpet orders are non-refundable.**
(Please check the carpet color above.)

Booth Dimensions	Feet	x	Feet	=	Total sq ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	\$4.00	=	\$

Plush Carpet

Plush carpet is available if ordered by **Wednesday, August 31, 2011**. Please call our Exhibitor Service Department at **210-581-9220** for price quotes and color options.

Cleaning				
	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			\$0.48	\$
Vacuum Daily (Includes prior)			\$0.46	\$

Porter Service				
Description	# of Event Days	Price Per Day	Total	
Up to 300 sq ft		X \$179.50	\$	
300 - 500 sq ft		X \$241.75	\$	

Order Policy

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Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Pipe & Drape Order Form

Discount Deadline: Wednesday, August 31, 2011

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

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$9.25	\$11.25	\$
ft	8' High Drape (includes hardware)	\$16.25	\$20.25	\$
Steel				
	3' Steel Uprights	\$8.00	\$9.75	\$
	8' Steel Uprights	\$9.00	\$10.75	\$
	3' Steel Bases	\$10.75	\$13.75	\$
	8' Steel Bases	\$10.75	\$13.75	\$
	6' - 10' Steel Expanders	\$8.00	\$9.75	\$












DRAPE COLORS

Event colors are: Blue

If you require a different color other than the event colors, please contact Show Management for approval: **916-932-1300 Ext. 1465**

Please check the drape color of choice:

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

RED		WHITE		ROYAL BLUE	
PLUM		BLACK		FOREST GREEN	
ROSE		SILVER		BURGUNDY	
GOLD		TEAL		CHAMPAGNE	

Order Policy

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Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Electrical Order Form

Discount Deadline: Wednesday, August 31, 2011

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

Please Note:

- ♦ Wall outlets and post outlets are not part of the booth space. Separate outlets must be ordered for each booth connected.
- ♦ All material and equipment furnished by **CDS** remains the sole property of **CDS**.
- ♦ Rates include bringing circuits to the booth. Should it be necessary to run lines into the booth, hook up motors or panels and remove same, a labor order must be placed at the **CDS** Service Desk and will be charged on a time and material basis.
- ♦ Any power or outlets ordered after installation of booths, will be charged the standard rate, plus time and materials.
- ♦ Any work not covered by the above schedule will be done on a time and material basis. Said rate is \$20.00 per hour with a half hour minimum for such time and material work.

Electrical				
QTY	Item Description	Discount	Standard	Total
	120 v/ 20	\$95.00	\$150.00	\$
	120 v/ 30	\$200.00	\$270.00	\$
	Power Strip	\$34.50	\$46.89	\$
	Extension Cord	\$34.50	\$46.80	\$
	3 PH UP to 100 Amps	\$225.00	\$300.00	\$
	3 PH OVER 100 Amps	\$325.00	\$400.00	\$
Analog Phone				
	Phone Line Dial Up (2 Days)	\$471.50	\$540.00	\$
	Dedicated Data Line (2 Days)	\$690.00	\$780.00	\$
	Additional Data Line	\$300.00	\$300.00	\$
	Phone Handset	\$45.00 each	\$45.00 each	\$
Internet - Digital High Speed Hard Wire 10/100 Ethernet - IP Address Provided - Ethernet card required				
	Wireless plus setup (2 Days)	\$300.00	\$500.00	\$
	Additional IP address	\$69.00 each	\$69.00 each	\$
Wi-Fi				
	1 - Day	\$35.00	\$85.00	\$
	2 - Day	\$70.00	\$120.00	\$

Order Policy

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Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Floral Order Form

Discount Deadline: Wednesday, August 31, 2011

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

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our Exhibitor Service Department at **210-581-9220** if you have any questions or are interested in items that may not be listed.

- ◆ Show site ordering may not be available.
- ◆ Below pictures are for illustrations only.

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$60.50	\$76.00	\$
	4' plants	\$71.50	\$90.00	\$
	5' plants	\$82.50	\$103.25	\$
	6' plants	\$93.50	\$117.00	\$
	Ferns	\$44.00	\$55.00	\$



Blooming Plants				
	Azaleas	\$49.50	\$62.00	\$
	Bromeliads	\$49.50	\$62.00	\$
	Mums	\$49.50	\$62.00	\$



Cut Flower Arrangements				
	12" High	\$66.00	\$82.50	\$
	24" High	\$82.50	\$103.25	\$



Order Policy

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- ◆ Items cancelled prior to **Wednesday, September 7, 2011** will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Wednesday, September 7, 2011** they will be billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

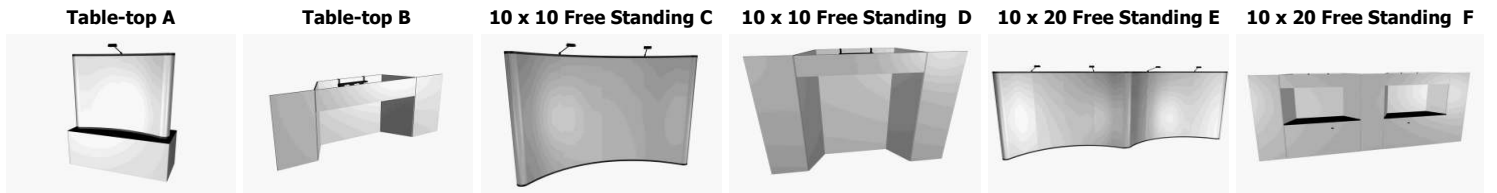
Table-Tops & Free Standing Displays Order Form


Discount Deadline: Wednesday, August 31, 2011

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








- ♦ Payment, in full, must accompany **ALL** orders.
- ♦ Table-top & Free Standing Displays are available if ordered by **Wednesday, August 31, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- ♦ Please refer to the Add-Ons for Rental Units or the Graphics order forms for further options.
- ♦ Table-Top Units include: Installation, dismantling and a 6' or 8' skirt table. **(Please see page 12 for skirt color options.)**
- ♦ Free Standing Units include: Installation, dismantling, carpet and vacuuming prior to show. Back wall color is only available in black.
- ♦ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at 100%.
- ♦ Please review your order carefully before submitting to **CDS**.

Description of Rental Unit		Standard	Total
Table-top A Table-top curved wall display: Black loop fabric, 5' tall x 3' wide. Includes a 6' or 8' table.	Check Table Size: <input type="checkbox"/> 6' <input type="checkbox"/> 8' Skirt Color:	\$425.00	\$
Table-top B Table-top display: Black loop fabric, backlit header, hardware & lights, 3' tall x 6' wide. Includes a 6' or 8' table.	Check Table Size: <input type="checkbox"/> 6' <input type="checkbox"/> 8' Skirt Color:	\$425.00	\$
10 x 10 Free Standing C Curve wall display: Black loop fabric, 7.5' tall x 10' wide, with lights. Includes carpet.	Carpet Color: _____	\$750.00	\$
10 x 10 Free Standing D Wall display: Black loop fabric, backlit header, 7.5' tall x 10' wide. Includes carpet.	Carpet Color: _____	\$750.00	\$
10 x 20 Free Standing E Curved wall display: Black loop fabric, 7.5' tall x 20' wide with lights. Includes carpet.	Carpet Color: _____	\$1,500.00	\$
10 x 20 Free Standing F Wall display: Black loop fabric, 7.5' tall x 20' wide, backlit header. Includes carpet.	Carpet Color: _____	\$1,500.00	\$



Event colors are: **Blue** 

CARPET COLORS

Red 	Royal Blue 	Black 
Plum 	Gray 	
Teal 	Tuxedo 	<i>Tuxedo is black & white</i>

Order Policy

- ♦ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
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Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Rental Units Order Form

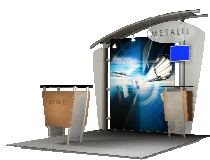
Discount Deadline: Wednesday, August 31, 2011

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

- ◆ Payment, in full, must accompany **ALL** orders
- ◆ Rental Units are available if ordered by **Wednesday, August 31, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- ◆ Please refer to the Add-Ons for Rental Units or the Graphics order forms for further options.
- ◆ Rental Units include: Installation, dismantling, carpet and vacuuming prior to show.
- ◆ Please note: Monitor, graphics and counters are not included in the packages.
- ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at 100%.
- ◆ Please review your order carefully before submitting to **CDS**.

10' x 10' Rental Unit	Price	Total
Brillante Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy and 3 Pendant Lights. Carpet is included, please select your color option below.	Please check your light color choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green \$2,100.00	\$
Distinto Includes: Frame, Horizontal/Vertical Standoff Headers and 2 Halogen Lights. Carpet is included, please select your color option below.	\$1,400.00	\$
10' x 20' Rental Unit	Price	Total
Superiore Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy, Perforated Metal Infills, 3 Pendant Lights and 2 additional lights. Carpet is included, please select your color option below.	Please check your light color choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green \$3,250.00	\$
Massimo Includes: Frame, Canopy, Perforated Metal Bridge, Monitor Brackets, Sintra Panels, Oval Headers, Bridge Header and Pendant Lights. Carpet is included, please select your color option below.	Please check your light color choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green \$7,950.00	\$
Aperto A Black, weight bearing, triangle fixed Truss, 14' high. Includes saddle with graphic options. Carpet is included, please select your color option below.	\$4,500.00	\$

Brillante



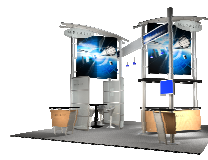
Distinto



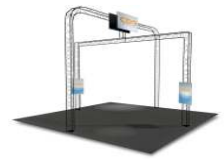
Superiore



Massimo



Aperto



Event colors are: **Blue**

CARPET COLORS

Red 	Royal Blue 	Black
Plum 	Gray 	
Teal 	Tuxedo 	<i>Tuxedo is black & white</i>

- Order Policy**
- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
 - ◆ All charges are subject to sales tax and a 2% petroleum surcharge.
 - ◆ Payment, in full, must accompany all orders by **Wednesday, August 31, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
 - ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Add-Ons for Rental Units Order Form

Discount Deadline: Wednesday, August 31, 2011

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

- ◆ Payment, in full, must accompany **ALL** orders
- ◆ Add-Ons for Rental Units are available if ordered by **Wednesday, August 31, 2011**. Orders received after this date may be subject to availability and additional charges may apply.
- ◆ Please refer to the graphics order form for further options.
- ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at 100%.
- ◆ Please review your order carefully before submitting to **CDS**.

Add-on		Price	QTY	Total
Reception Counter: Black counter top with maple sides and stowbox, graphics optional. Dimension totals: 39" wide x 39" high x 23.5" diameter.	Can be ordered separately or added to: Brillante, Distinto, Superiore, Massimo, or Aperto	\$525.00		\$
AV Counter: Black counter top with maple sides and stowbox, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter. *Required when using a monitor	Has to be added to: Brillante, Distinto, Superiore, or the Massimo	\$400.00		\$
Literature Stand: Collapsible stand with 6 pockets	Can be ordered separately or added to: Brillante, Distinto, Superior, Massimo, or Aperto	\$125.00		\$
Free Standing Monitor Kiosk: Black counter top with maple sides and stowbox. Includes 1 pendant light. Dimension totals: 92" tall, counter is: 28" wide & 23" deep. *Please specify pendant light color (Red, Blue, or Green). A 17" to 22" monitor can be used (monitor is not included).	Can be ordered separately or added to: Brillante, Distinto, Superiore, or Massimo Please check your light color choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green	\$800.00		\$



Order Policy

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- ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Graphics for Rentals Order Form

Discount Deadline: Wednesday, August 31, 2011

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

Table-tops & Displays					
Rental Unit	Dimensions	Price per sq ft			Total
Table-top A	Wall: 5' h x 5' w Total graphic space: 25 sq ft		x	\$16.00	\$
Table-top B	Wall: 3.5' h x 6' w Total graphic space: 21 sq ft		x	\$16.00	\$
10 x 10 Free Standing C	Wall: 7.5' h x 9' w Total graphic space: 27 sq ft		x	\$16.00	\$
10 x 10 Free Standing D	Wall: 7.5' h x 9' w Total graphic space: 24 sq ft		x	\$16.00	\$
10 x 20 Free Standing E	Wall: 7.5' h x 18' w Total graphic space: 135 sq ft		x	\$16.00	\$
10 x 20 Free Standing F	Wall: 7.5' h x 18' w Total graphic space: 135 sq ft		x	\$16.00	\$
10 x 10 Units					
Brillante	Panels (3) Each Panel: 6.4' h x 1.9' w (36.48 total sq ft) Fin (a): 5' h x 1' w (5 sq ft) Fin (b): 7' h x 1.5' w (10.5 sq ft) Oval Header: 1.4' h x 4' w (5.6 sq ft)		x	\$16.00	\$
Distinto	Panels (3) Each Panel: 7.3' h x 1.9' w (41.61 total sq ft) Side Panels (6) Each Panel: 2.4' h x 1.9' w (27 total sq ft) Horizontal Header: 1' h x 3.6' w (3.6 total sq ft) Vertical Header: 3.3' h x 0.8' w (2.64 total sq ft)		x	\$16.00	\$
10 x 20 Inline					
Superiore	Panels (7) Each Panel: 6.4' h x 1.9' w (85.12 total sq ft) Fin (a): 5' h x 1' w (5 sq ft) Fin (b): 7' h x 1.5' w (10.5 sq ft) Oval Header: 1.4' h x 4' w (5.6 sq ft)		x	\$16.00	\$
20 x 20 Island					
Massimo	Panels (12) Each Panel: 6.4' h x 1.9' w (145.92 sq ft) Each Oval Header (4): 1.4' h x 4' w (5.6 sq ft) Each Bridge Header (4): 1.3' h x 6.1' w (7.93 sq ft)		x	\$16.00	\$
Aperto	There are unlimited design possibilities for this unit. Please contact Exhibitor Services at 210-581-9220.				
Add-on					
Reception Counter	Front side: 22" h x 11" w (2 sq ft)		x	\$16.00	\$

Please contact our Exhibitor Services Department at 210-581-9220 for price quotes & assistance with graphic design.

Order Policy

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ All charges are subject to sales tax and a 2% petroleum surcharge.
- ◆ Payment, in full, must accompany all orders by **Wednesday, August 31, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Wednesday, September 7, 2011**, will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011**, on show site or after delivery are **non-refundable** and billed at

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Hanging Banner/Rigging Order Form

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

- ◆ If the below procedures are not followed, **CDS** can not guarantee hanging of your banner/sign.
 - ◆ Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note 'Banner' on label. Your banner **MUST** arrive by **Friday, September 9, 2011**.
 - ◆ All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
 - ◆ All hanging must be installed and removed by **CDS**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **CDS** at an additional cost, or by your company representative, display house, or lighting contractor pending a 'Certificate of Insurance'. Please complete the enclosed 'Display Labor' order form if you need **CDS** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
 - ◆ To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs, notify **CDS** immediately for special authorization.
 - ◆ For signs other than banners include a blueprint or drawing with detailed information so hang points can be determined.
 - ◆ Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
 - ◆ If you require **CDS** Supervision a 25% surcharge will be added to your rigging total.
- All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Rates			
Rates are based on a crew, which will consist of a lift with two (2) riggers.			
	Pre-Order	Show Site	
Straight Time	\$75.00	\$93.75	Monday-Friday 8:00 am to 4:30 pm
Overtime	\$93.75	\$117.19	Monday-Friday Monday-Friday Saturday 4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$112.50	\$140.63	Sundays & Holidays All Day

Please fill in the below information:

Installation Date:	Time:	Approx Hrs:	Weight (lbs):	Height (ft):	Length (ft):	# of Pts:	Assembly Required:	Supervision:
								<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> CDS Supervised <small>(25% supervision charge applies)</small>
Type:	<input type="checkbox"/> Fabric - Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss			Electrical:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Shape:	<input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle			Chain Motor:		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Indicate dimensions from each boundary you would like your banner/sign placed. **Note: Specified location of sign may be changed due to availability of hang points.**

ft in from back aisle	ft in from front aisle	Please mark positioning of banner below: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
ft in from left aisle	ft in from right aisle	
Number of ft from floor to top of sign:		

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

Contact Name: _____

Phone Number: _____

Order Policy

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

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Cartload Service Order Form

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

A credit card authorization form must be on file to receive service.

CDS is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$125.00 (ST)** or **\$156.25 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. This service will be available during move in and move out at the event. You can make the arrangements at the **CDS** Exhibitor Service desk prior to (or before the end of) the show. If you have any questions please contact **CDS** Exhibitor Service Department at **210-581-9220**. Pre-orders will receive preferential service at show site, but you can also order this service at the **CDS** Service Desk.

Check In Procedure:

1. One person will check in with a **CDS** Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or you must return to your vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if you arrive with any of the following vehicles:

- ◆ Semi
- ◆ Flatbed
- ◆ Trailers
- ◆ Bobtail

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		\$125.00	\$156.25	\$
Booth to dock		\$125.00	\$156.25	\$
Round-trip		\$250.00	\$312.50	\$

Advanced orders will receive preferential service at show site. Please indicate the approximate date, time and type of vehicle you will be arriving in:

Date: _____ Vehicle Description: _____
 Time: _____

Rules Regarding Cartload Service:

- ◆ You must arrive in a privately owned vehicle.
- ◆ This service is for exhibitors who have small hand carry items all of which must fit in a 3' x 4' push cart.
- ◆ Your vehicle must unload at the receiving dock of the exhibit hall.
- ◆ **CDS** personnel will direct vehicles.
- ◆ The cart is not authorized to enter or go to any parking structure.
- ◆ Freight that is too large or heavy will be charged material handling rates.

Order Policy

- ◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ◆ All charges are subject to sales tax and a 2% petroleum surcharge.
- ◆ Payment, in full, must accompany all orders by **Wednesday, August 31, 2011** to receive the discount price. Orders received after this date will be charged the standard rate.
- ◆ Items cancelled prior to **Wednesday, September 7, 2011** will be refunded at 100%. Items cancelled after **Wednesday, September 7, 2011** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Wednesday, September 7, 2011** they will be billed at 100%.

Total	+	Petroleum Surcharge 2%	+	Sales Tax 8%	=	Grand Total
\$	+	\$	+	\$	=	\$

Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following:

▶ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the **CDS** exhibitor manual or on show site at the **CDS** Exhibitor Service Desk.

▶ Material Handling

Exhibitors may use a two-wheel dollie or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **CDS** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

▶ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

▶ Safety

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

Display Labor Order Form

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

Very Important:

If using **CDS** Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next page). If using Exhibitor Supervision please complete all outbound shipping documents at the **CDS** Service Desk prior to the close of the event.

♦ All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

Rates Rates are based on one (1) man, per one (1) hour.				
	Pre-Order	Show Site		
Straight Time	\$75.00	\$93.75	Monday-Friday	8:00 am to 4:30 pm
Overtime	\$112.50	\$140.63	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$150.00	\$187.50	Sundays & Holidays	All Day

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

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

Type of Service:

CDS Supervision (Exhibitor does not have to be present)

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

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

Special instructions:

Exhibitor Supervision (Exhibitor must pick up labor from the **CDS** Service Desk)

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

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

Contact Name: _____
 Phone Number: _____

Order Policy

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

Total	+	Petroleum Surcharge 2%	=	Grand Total
\$	+	\$	=	\$

Outbound Shipping Instructions - CDS Dismantle Labor

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

- ◆ Please duplicate form for split shipments (one form for each location or one for each carrier).
- ◆ The Credit Card Authorization form **MUST** be provided when submitting this form.
- ◆ Your **CDS** Bill of Lading will be available for verification and signature at the **CDS** Service Desk located at show site.
- ◆ It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **CDS Logistics**. If using an alternate carrier please provide **CDS** with shipping documents and/or labels as well as this form.
- ◆ **CDS** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check in deadline.

FROM:		TO:			
Exhibitor Company Name:		Consignee Name:			
Exhibit Facility: Empire State Plaza Convention Center		Consignee Address:			
Event Street Address: Empire State Plaza					
City/State: Albany, NY	Zip Code: 12242	Destination City, State:		Zip Code:	
Exhibitor Name:	Phone Number:	Destination Show Name:		Booth Number:	
FREIGHT CHARGES PAID BY:		CARRIER: If shipping with CDS Logistics , check ' CDS '; If shipping with another carrier, check 'other' and list carrier name			
Address:		<input type="checkbox"/> CDS		<input type="checkbox"/> Other (please list)	
City, State:	Zip Code:	METHOD:		Next Day	2nd Day
Attention:		DELIVER BY DATE:			
Phone Number:	Email Address:	FREIGHT CHARGES: Freight charges are prepaid unless marked Collect		Prepaid	Collect

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

* By accepting this Bill of Lading, **CDS** assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates **CDS** as its agent for tendering shipments to carrier. **CDS** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check in deadline. **CDS** assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers.

Third Party Payment

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

CDS will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- ◆ The Exhibitor is required to complete the Exhibitor Appointed Contractor (EAC) form located in this Exhibitor Service Manual.
- ◆ The payment of the third party must be acceptable to **CDS**. Also the credit card information below must be completed and submitted to **CDS** prior to the show.
- ◆ If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CDS** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
- ◆ The following form is to be completed, signed and returned by both parties by **Wednesday, August 31, 2011**. Otherwise, the request will not be approved.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Exhibiting Company:					Booth Number:				
Exhibiting Company Contact Name & Title:									
Authorized Signature:									
Display House Name (Third Party Payer):									
Display House Contact Name & Title:									
Authorized Signature:									
Display House Address (Third Party Payer):									
City, State, Zip:									
Phone:					Fax:				
Items being billed to Third Party:									
<input type="checkbox"/> Material Handling		<input type="checkbox"/> Furnishings		<input type="checkbox"/> Display Labor		<input type="checkbox"/> All Services		<input type="checkbox"/> Other _____	

We understand and agree that we, the exhibiting firm, 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 firm for payment.

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

Exhibitor Appointed Contractor – EAC Form

CDS has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the Official Contractors.

Rules and Regulations:

- ◆ Each representative of an EAC must physically pick-up, in person, an 'Exhibit Crew' badge at the **CDS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CDS** Service Desk by a representative who does have verifying identification.
- ◆ These services shall not conflict with existing labor regulations or contracts and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
- ◆ The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the event move in date.
- ◆ No EAC shall solicit business on the show floor.

Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance which names **CDS** as additionally insured for each EAC firm being utilized. (A sample Certificate can be found on the next page.)

Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Wednesday, August 31, 2011

**If this form and the "Certificate of Insurance" are not received by Wednesday, August 31, 2011
the Exhibitor or EAC will be required to order labor from CDS.**

Please clearly note Company Name and Show Name on the "Certificate of Insurance" form (see sample).

INFORMATION IN THIS BOX MUST BE FILLED OUT

Exhibiting Firm:		Booth Number:	
Authorized Contact Name & Title:			
Authorized Contact Signature:			
Full Name of EAC:			
Address of EAC:			
City, State, Zip:			
Authorized EAC Contact Name & Title:			
Authorized EAC Contact Signature:			
EAC Representative on Show Site:			
Phone Number:		Fax Number:	
Email Address:			
Type of service being performed:			

For any additional questions please feel free to call us at 210-581-9220 or send an e-mail to information@conventiondecorating.com.

Sample Certificate of Liability Insurance

This form should name **CDS** as additionally insured for each EAC firm being utilized. **Note:** The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (mm/dd/yyyy)	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 12345 Attn: Joe Smith (123) 456-7890 Fax: (987) 654-3210		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE				
INSURED Company Name, Inc 1234 Corporate Lane New York, NY 12345 Attn: Tom Johnson Phone: (124) 569-2943 Fax: (124) 569-8274		INSURER A: Hartford Insurance Company of Texas INSURER B: Aetna Casualty & Surety Company INSURER C: Royal Insurance Company INSURER D: INSURER E:				
COVERAGE'S						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	000P98298-AI1	01/01/09	01/01/10	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000	
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	SKLS-029499S	01/01/09	01/01/10	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$	
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN \$ \$1,000,000 \$	
A	UMBRELLA/EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION	XL1234567	01/01/09	01/01/10	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	WC STATUTE- ORY LIMITS	OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/09	01/01/10	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
CDS Exhibitor Services 3559 Belgium Lane San Antonio, TX 78219 Re: GTC East 2011		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC				

- ◆ **PRODUCER:** Insurance Agent / Broker who issues certificate.
- ◆ **NAME OF INSURED:** Must be the legal name of contracting party.
- ◆ **TYPES OF INSURANCE:** Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- ◆ **FORM OF COVERAGE:** Must be "occurrence" from of coverage.
- ◆ **NAME ADDITIONAL INSURED'S:** Global Experience Specialists, Inc. (Official Service Provider), International Council of Shopping Centers (Show Management), RECon Leasing Mall (Show) and Las Vegas Convention Center (Facility) as additional insured's on a primary and non- contributory basis.
- ◆ **CERTIFICATE HOLDER:** Must be Global Experience Specialists, Inc.
- ◆ **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- ◆ **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- ◆ **LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- ◆ **NOTICE OF CANCELLATION:** 30 days notice must be provided.
- ◆ **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.



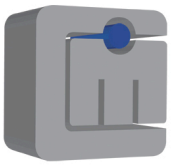
Ph: 1-888-RENT CMI

Exhibitor Audio Visual Equipment Rental Order Form

Please email Or Fax to: Chris Rines - 1-518-867-3290 crines@cmiav.com

GTC East				
September 14th & 15th Empire State Plaza Albany, NY				
Exhibitor Information				
Exhibitor:			Booth Number:	
Billing Address:				
City:		State:	ZIP:	
Rental Equipment				
Quantity	Description	Before 09/05/11	After 09/05/11	Total
Video/Computer Equipment				
	DVD Player	\$120.00	\$180.00	
	32" LCD/HDTV	\$700.00	\$1,050.00	
	17" Flat LCD Display	\$300.00	\$450.00	
	20" Flat LCD Display	\$350.00	\$525.00	
	43" Plasma Display (includes table/floor stand and 7 watt speakers)	\$1,000.00	\$1,500.00	
	43" Plasma Display 84" Floor Stand (black)	\$150.00	\$180.00	
	50" Plasma Display (includes table stand and 7 watt speakers)	\$1,300.00	\$1,950.00	
	50" Plasma Display 84" Floor Stand (black)	\$150.00	\$180.00	
	2500 Lumen Projector	\$780.00	\$1,170.00	
	4500 Lumen Projector	\$900.00	\$1,350.00	
	6' Tripod Screen with Black Skirt	\$100.00	\$150.00	
	8' Tripod Screen with Black Skirt	\$120.00	\$180.00	
	Desk Top Computer (please specify requirements)	\$300.00	\$450.00	
	Laptop Computer	\$300.00	\$450.00	
	Wireless Keyboard & Mouse	\$105.00	\$126.00	
	Printer	\$225.00	\$270.00	
Audio Equipment				
	Portable Stereo CD/Cassette Deck	\$120.00	\$144.00	
	Portable Sound System (60 watts per channel)	\$375.00	\$450.00	
	Wireless Microphone (lavalier / hand held) CIRCLE ONE	\$240.00	\$360.00	
	Computer Tabletop Speakers (7 watts)	\$60.00	\$75.00	
Miscellaneous Equipment				
	Flipchart w/pad	\$50.00	\$75.00	
	54" Projection Stand with black skirt (for TV/Monitor)	\$40.00	\$60.00	
	Display Easel	\$30.00	\$45.00	
	Labor (beyond normal set-up)	\$65.00 (per hour)		
*** Advance Orders Due By 09/05/11 *** ***Prices are based on rental for all show days / call for single day quotes***		Equipment Total		
		Delivery/Pick-up		\$35
		TOTAL*		

* If paying by credit card, please be sure to include a **Credit Card Authorization Form**.



CMI Communications

Credit Card Authorization Form

Event Name/Order Number:	Booth Number (if applicable):
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Card Holder Information

Company Name:	Name on Card:	
Cardholder Billing Address:		
City:	State:	Zip:
Telephone:	Email Address:	

Payment Authorization

Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Card Number:		Exp. Date:
Card Identification Number:		
<p>Please reference the picture on the right for the location of this number on your card.</p> <p>(Visa, MasterCard: 3 digits on back, AMEX: 4 digits on front)</p>		

I wish to authorize the purchase of services/merchandise from CMI Communications using this Credit Card Authorization Form. I agree that I will pay for this purchase and indemnify and hold CMI Communications harmless against any liability pursuant to this authorization. I understand that my signature on this form will serve as authorized signature on the credit card charge slip. This authorization is valid for a period of one (1) year.

ALL INFORMATION IS CONFIDENTIAL

Print Name

Signature

Date

Submitting This Form

Directions: Please print this page, fill in all required information above, and fax to CMI Communications at 585-424-1913, or mail to 400 Mile Crossing Blvd. Rochester, NY 14624.



Make Every Seat Count

**Very Important!
Please Read**



DELIVERY REQUEST FORM

Empire State Plaza Convention Center
New York State Office of General Services
The Governor Nelson A. Rockefeller Empire State Plaza
Concourse Level
Albany, NY 12242

Dean Bennison
dean.bennison@ogs.state.ny.us
Phone (518) 408-1009
Fax (518) 408-1838

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. All deliveries and unloading of event materials must take place at P1 North prior to parking. Vehicles attempting entry to the Empire State Plaza docks without prior authorization will NOT be allowed access. 48 hour notice is required. Please return this form via email, fax or to the address shown above. Please direct all questions to Dean Bennison.

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISE
THIS FORM MAY NOT BE ALTERED
Thank You For Your Cooperation

Event Name: _____ Event Date: _____

Event Delivery Date: _____ Estimated Time of Arrival: _____

Return Pickup Date: _____ Estimated Time of Arrival: _____

Exhibitor Name: _____

Exhibitor Phone # _____

Exhibitor E-Mail Address: _____

Description of Freight: _____

Delivery Company Name: _____

Driver's Name First _____ Middle _____ Last _____

(EXACTLY as it appears on driver's license)

Driver's License ID Number: _____ Driver State of Origin: _____

Vehicle Plate Number: _____ State of Vehicle's Registration: _____

Trailer Plate Number: _____ State of Trailer's Registration: _____