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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: Interweave Bead Fest Santa Fe 2011

EXHIBITOR MOVE-IN: Wednesday, March 9, 2011 5:00PM-9:00PM Hilton
 Thursday, March 10, 2011 8:00AM-4:30PM Hilton; 8:00AM-7:00PM SFCCC
 Friday, March 11, 2011 7:00AM-10:00AM SFCCC

SHOW DATE (S): Thursday, March 10, 2011 5:00PM-9:00PM Hilton Only
 Friday, March 11, 2011 10:00AM-6:00PM
 Saturday, March 12, 2011 10:00AM-6:00PM
 Sunday, March 13, 2011 11:00AM-5:00PM

EXHIBITOR MOVE-OUT: Sunday, March 13, 2011 5:00PM-8:00PM

All materials must be packed with bill(s) of lading turned in to CSS by: Sunday, March 13, 2011 @ 8:00PM
 Outside freight carriers must be checked in by: Sunday, March 13, 2011 @ 7:00PM

SHOW LOCATION: Santa Fe Community Convention Center-Sweeney Ballroom
 Hilton Santa Fe-Mesa Ballroom

STANDARD BOOTH PACKAGE:
 Santa Fe Community Convention Center
 8' X 10'
 8' Terra cotta/beige back wall drape
 3' Terra cotta side rail drape
 (1) 8' Terra cotta draped table
 (2) Molded plastic chairs
 (1) 7" x 44" ID sign
 (1) Waste basket w/liner

Table Top Display
 Hilton Santa Fe
 8' Terra cotta draped table
 (2) Molded plastic chairs
 (1) 7" X 44" ID sign

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING HOURS: MON.-FRI. 8AM-5PM Tue., February 8-Tue., March 8, 2011 ADVANCE SHIPPING ADDRESS	
Ship to:	Exhibitor Name and Booth # Interweave Bead Fest Santa Fe 2011 c/o CSS 1921 Bellamah NW Albuquerque, New Mexico 87104

DIRECT SHIPPING IS NOT APPLICABLE
<u>DO NOT SHIP TO FACILITY</u>
<u>IF FACILITY RECEIVES SHOW FREIGHT IT WILL BE REFUSED AND RETURNED.</u>

Please see Material Handling Form for Rates.

- Many other items are available for rent. Refer to the appropriate order forms in this kit or call the Exhibitor Service Department at (505) 243-9889.

Please Note: This information is subject to change by Show Management. Please refer to the most recent information from Show Management for any changes to times or date(s).



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EXHIBITOR APPOINTED CONTRACTOR

Submission Deadline for Notification & Certificate of

Insurance: **Wednesday, February 9, 2011**

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 **Wednesday, February 9, 2011**.
- Exhibitor must ensure their contractor provide **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, ***at least 30 days prior to show installation.***
- Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and / or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- The EAC shall share with **CSS, Inc** 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, etc.
- The EAC must provide **CSS, Inc.** and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- 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 labor agreements and regulations.
- 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.
- All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

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

The service firm must notify **CSS, Inc.** of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to **CSS, Inc.** and the sponsor 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, Inc.**

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



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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. “Freight 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, uncrated 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 or else **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 charged material handling 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 a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and **CSS** moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

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.**
- **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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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 or profits or revenues or for any collateral costs, which may result from any loss or damage to an exhibitors materials which may make it impossible or impractical to exhibit it.

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 form.

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 rerouted with the preferred carrier. No liability will be assumed as a result of such rerouting 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 Exhibitors material after it has been delivered to the exhibit booth.
- Loss, theft or disappearance of Exhibitors 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, or work stoppages of any kind, or to 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 RATE SHEET

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Interweave Bead Fest 2011	Advance Payment Deadline: Thur., March 3, 2011	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

**ADVANCE FREIGHT RECEIVING
HOURS: MON.-FRI. 8AM-5PM
Tuesday, February 8-Tuesday, March 8, 2011
ADVANCE SHIPPING ADDRESS**

Ship To: Exhibitor Name and Booth #
Interweave Bead Fest 2011
c/o CSS
1921 Bellamah NW
Albuquerque, New Mexico 87104

Number of Pieces: Estimated Weight:

Inbound Freight Carrier:

DIRECT SHIPPING IS NOT APPLICABLE

PLEASE DO NOT SHIP TO FACILITY

IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNED TO CSS AND EXHIBITOR **WILL INCUR** DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING MUST GO THROUGH CSS.** FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING **RESPONSIBILITY.**

PLEASE READ Payment Policy & Material Handling Information and Limits of Liability.

Our preferred freight carriers are: ABF Freight System, Inc. (ground) 800-654-7019 and Associated Global Systems (air) 800-645-8300.

****Freight will be re-routed from show floor on Sunday, March 13, 2011 @ 8:00PM**

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 63.00 per cwt = \$315.00

ADVANCE FREIGHT RATES: *Includes crated, skidded and carton materials.
\$63.00 per cwt. \$126.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 63.00 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 \$16.00 per cwt.** (100 lb. minimum applies)

Shipments “returned to the warehouse” will be charged an **additional \$27.00 per cwt.** (\$50.00 minimum charge)

“Small packages” or shipments weighing less than 20lbs. will be charged a **\$27.00 material handling fee.**

Banding and Shrink Wrap will be charged at **\$50.00** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$45.00 per cwt.** (100 lb. minimum applies)

Total of all shipments above \$ _____ x 7% NM TAX = \$ _____

AbqInd



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OUTBOUND SHIPPING INSTRUCTIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

*** EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS***Interweave Bead Fest 2011

At the close of show, materials will be shipped to:

ATTN: _____

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

Please specify your choice by checking the following:

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

**Please note the exhibitor is responsible for scheduling the carrier, supplying shipping labels and addressing all freight.*

_____ The preferred GROUND carrier, **ABF Freight Systems, Inc.** is authorized to ship show materials to the above address.

_____ The preferred AIR FREIGHT carrier, **Associated Global Systems**, is authorized to ship show materials to the above address.

Type of AIR FREIGHT service preferred (please circle):

Next Day Air Second Day Air Deferred

Please indicate billing information for carrier charges if different than above:

SHIPPER (SIGNATURE)	
SHIPPER (PRINT NAME)	
FREIGHT CHARGES BILLED TO:	
STREET:	
CITY/ STATE / ZIP:	



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Interweave Bead Fest 2011	Advance Payment Deadline: Thursday, March 3, 2011	Booth #(s):
Exhibitor Name:	Telephone #:	
Cardholder Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**. Late orders add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	\$69.00 per person/per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$107.00 per person/per hour
Sundays and Holidays	\$120.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$113.00 per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$145.00 per hour
Sundays and Holidays	\$183.00 per hour

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

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

PLAN A - EXHIBITOR SUPERVISION

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

Representative Name/Company

PLAN B – *CSS SUPERVISION**

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

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

Please complete this section:

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

PLEASE READ PAYMENT POLICY

PLEASE ADD 7% NM TAX