Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.

- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.

- Review our payment policy carefully. CSS requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.

- Please include the prevailing sales tax in your order, **currently 10.25% in Long Beach, California**. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of California. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

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

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

SHOW INFORMATION
QUICK REFERENCE

SHOW NAME: ITM and PTTI 2022

EXHIBITOR MOVE-IN: Monday, January 24, 2022 1:00PM – 6:00PM

SHOW DATE(S):
Tuesday, January 25, 2022 9:00AM – 4:30PM
Wednesday, January 26, 2022 9:00AM – 4:30PM

EXHIBITOR MOVE-OUT: Wednesday, January 26, 2022 4:30PM – 7:00PM

Outside freight carriers must be checked in by: Wednesday, January 26, 2022 @ 6:00PM
All materials must be packed with bill(s) of lading turned in to CSS by: Wednesday, January 26, 2022 @ 7:00PM

SHOW LOCATION: Hyatt Regency Long Beach
Regency Ballroom
200 South Pine Avenue
Long Beach, CA  90802

STANDARD BOOTH PACKAGE:
10’ x 10’
(Included with booth purchase)
8’ Blue Draped Back Wall
3’ Blue Draped Side Rail
(1) 7” x 44” ID Sign

The exhibit hall IS carpeted.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse: Monday, December 27, 2021
Submission deadline for exhibitor appointed contractor (EAC) notification: Tuesday, December 28, 2021
Last date to receive certificate of insurance for EAC: Tuesday, December 28, 2021
Advance Orders and Payment Deadline: Tuesday, January 04, 2022
Last date freight can arrive at the advance warehouse: Thursday, January 20, 2022

NOTE: CSS will be closed on Friday, December 31, 2021.

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday 8:00AM – 4:00PM
Monday, December 27, 2021 – Thursday, January 20, 2022
ADVANCE SHIPPING ADDRESS
Ship To: Exhibitor Name and Booth #
ITM & PTTI 2022
c/o CSS
YRC Gardena – 874
15400 South Main St.
Gardena, CA  90248

DIRECT SHIPPING IS NOT AVAILABLE

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.
Event Name: ITM & PTTI 2022  
Company Name:  
Billing Address:  
City/State/Zip:  
Authorized by:  

**Advance Payment**  
Deadline: Tuesday, January 4, 2022  
Booth # (s):  

**CREDIT CARD CHARGE AUTHORIZATION**

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policy, the CSS Material Handling Information and Limits of Liability, and the CSS Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS’ payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to CSS’s warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show. (There will be a $75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

<table>
<thead>
<tr>
<th>Account #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td>Billing Zip Code:</td>
</tr>
<tr>
<td>Card Verification # (3 or 4 Digit Code on Card):</td>
<td></td>
</tr>
</tbody>
</table>

Cardholder Signature  
Cardholder Name (please print)

<table>
<thead>
<tr>
<th>CSS ORDER FORMS</th>
<th>AMOUNT DUE</th>
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</thead>
<tbody>
<tr>
<td>Furnishings</td>
<td></td>
</tr>
<tr>
<td>Upgrade Furnishings</td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
</tr>
<tr>
<td>Rental Display</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Material Handling</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
</tr>
<tr>
<td>Floral</td>
<td></td>
</tr>
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</table>

**Forms included but ordered from a different location**

| Electrical | XXXXXXXX |

**Estimated Total** *(includes State Tax where applicable)*

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.  
This form is intended as a tool to assist you and is not a replacement for any other form.
PAYMENT POLICY

ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the “Standard Price” as listed on the enclosed forms. Telephone orders will not be accepted.

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by CSS.

1. Service Kit (pdf download)
   a. Advance payment by Company Check, Wire Transfer, or e-check: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest, Inc. (CSS) and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A Credit Card Authorization form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
      i. Please note that for Wire Transfer/ACH payments, CSS does not pay bank fees from the sending or receiving bank. Please add $25.00 to amounts transferred to be considered paid in full.
      ii. CSS will add a fee of $35.00 to any order where the check payment is returned as insufficient funds.
   b. Credit Card: For your convenience we accept Visa, MasterCard, and American Express. You must complete the Credit Card Authorization form. For discount rates to apply, CSS must receive this form by Tuesday, January 04, 2022. (There will be a $75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

2. On-Line Ordering
   a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes (drayage fees are added once freight is received and floor orders may be added).

PAYMENT TERMS

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

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

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Form). Third Parties must contact CSS for an on-line log in.
CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by Tuesday, January 04, 2022.
- This form is to be accompanied by a completed Credit Card Authorization form from EACH PARTY.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

- [ ] Furniture/Carpet
- [ ] Booth Cleaning
- [ ] Material Handling
- [ ] Booth Labor
- Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

<table>
<thead>
<tr>
<th>Event Name: ITM &amp; PTTI 2022</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company: Display House 3rd Party:</td>
<td></td>
</tr>
<tr>
<td>Address: Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip: City/State/Zip:</td>
<td></td>
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<tr>
<td>Telephone #: Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Fax #: Fax #:</td>
<td></td>
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<tr>
<td>Email address: Email address:</td>
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<tr>
<td>Authorized Signature: Authorized Signature:</td>
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</tr>
<tr>
<td>Print Name &amp; Title: Print Name &amp; Title:</td>
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**FURNISHINGS ORDER FORM**

**Event Name:** ITM & PTTI 2022  
**Advance Payment Deadline:** Tuesday, January 4, 2022

**DRAPE AND SKIRTING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'L x 30&quot;H Draped Table</td>
<td>172.15</td>
<td>223.80</td>
</tr>
<tr>
<td>6'L x 30&quot;H Draped Table</td>
<td>207.05</td>
<td>269.17</td>
</tr>
<tr>
<td>8'L x 30&quot;H Draped Table</td>
<td>241.90</td>
<td>314.47</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'L x 40&quot;H Draped Counter</td>
<td>214.00</td>
<td>278.20</td>
</tr>
<tr>
<td>6'L x 40&quot;H Draped Counter</td>
<td>248.90</td>
<td>323.57</td>
</tr>
<tr>
<td>8'L x 40&quot;H Draped Counter</td>
<td>283.80</td>
<td>368.94</td>
</tr>
<tr>
<td>30&quot;D x 40&quot;H Spandex Round Highboy</td>
<td>239.60</td>
<td>311.48</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'L x 30&quot;H Undraped Table</td>
<td>110.50</td>
<td>143.65</td>
</tr>
<tr>
<td>6'L x 30&quot;H Undraped Table</td>
<td>134.90</td>
<td>175.37</td>
</tr>
<tr>
<td>8'L x 30&quot;H Undraped Table</td>
<td>160.50</td>
<td>208.65</td>
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<tr>
<td>30&quot;D x 30&quot;H Conference Table/Pedestal</td>
<td>239.60</td>
<td>311.48</td>
</tr>
</tbody>
</table>

**UNDRAPE DISPLAY TABLES - 30" HIGH**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'L x 30&quot;H Undraped Counter</td>
<td>119.80</td>
<td>155.74</td>
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<tr>
<td>6'L x 30&quot;H Undraped Counter</td>
<td>141.90</td>
<td>184.47</td>
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<tr>
<td>8'L x 30&quot;H Undraped Counter</td>
<td>173.30</td>
<td>225.29</td>
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**UNDRAPED DISPLAY COUNTERS - 40" HIGH**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Side Table Drapes for Table 30&quot;H</td>
<td>72.10</td>
<td>93.73</td>
</tr>
<tr>
<td>4th Side Table Drapes for Counter 40&quot;H</td>
<td>87.00</td>
<td>101.00</td>
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<tr>
<td>Individual Table Skirt for Table 30&quot;H</td>
<td>79.00</td>
<td>95.00</td>
</tr>
<tr>
<td>Individual Table Skirt for Counter 40&quot;H</td>
<td>100.00</td>
<td>116.00</td>
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**STANDARD FURNITURE AND ACCESSORIES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
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<tbody>
<tr>
<td>Grey Molded Plastic Chair</td>
<td>95.35</td>
<td>123.96</td>
</tr>
<tr>
<td>Padded Side Chair</td>
<td>124.45</td>
<td>161.79</td>
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<tr>
<td>Padded Arm Chair</td>
<td>134.90</td>
<td>175.37</td>
</tr>
<tr>
<td>Upholstered Bar Stool with Back</td>
<td>152.35</td>
<td>198.06</td>
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<tr>
<td>Bag Rack (circle choice) 4&quot;H waterfall</td>
<td>93.50</td>
<td>121.55</td>
</tr>
<tr>
<td>Literature Rack (circle choice) flat accordion</td>
<td>178.68</td>
<td>232.25</td>
</tr>
<tr>
<td>Aluminum Easel</td>
<td>55.85</td>
<td>72.61</td>
</tr>
<tr>
<td>Wastebasket with Liner</td>
<td>33.50</td>
<td>43.55</td>
</tr>
<tr>
<td>Fishbowl</td>
<td>39.00</td>
<td>47.00</td>
</tr>
<tr>
<td>Peg Board or Poster Board</td>
<td>251.25</td>
<td>326.63</td>
</tr>
<tr>
<td>4'L Table Riser (draped in vinyl)</td>
<td>76.05</td>
<td>98.87</td>
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<tr>
<td>6'L Table Riser (draped in vinyl)</td>
<td>93.50</td>
<td>121.55</td>
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</table>

**MAXIMUM LOAD ON BOARDS IS 50 LBS. POSTER BOARDS ARE BLACK & VELCRO/PUSH PIN "FRIENDLY"**

**PLEASE READ PAYMENT POLICY**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Gold</td>
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<tr>
<td>Teal</td>
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<tr>
<td>Beige</td>
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<tr>
<td>Hunter Green</td>
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<tr>
<td>Red</td>
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<tr>
<td>Black</td>
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<td></td>
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<tr>
<td>White</td>
<td></td>
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<tr>
<td>Orange</td>
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<tr>
<td>Terra-Cotta</td>
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<tr>
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<tr>
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<tr>
<td>Plum</td>
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<tr>
<td>Burgundy</td>
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**PAYMENT POLICY**

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<tr>
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<tr>
<td>SUBTOTAL</td>
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<tr>
<td>Tax (10.25%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

DRAPE COLORS

SPANDEX COLORS

MOLDED PLASTIC CHAIR
PADDED SIDE CHAIR
PADDED ARM CHAIR
UPHOLSTERED BAR STOOL
STANDARD FURNISHINGS

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

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

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

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

ACCORDION LITERATURE STAND
5' HIGH

POSTER BOARD (HORIZONTAL)
4' X 8'
Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

<table>
<thead>
<tr>
<th>QTY:</th>
<th>Item #:</th>
<th>Description:</th>
<th>Dimensions:</th>
<th>Advance Price:</th>
<th>Standard Price:</th>
<th>Total:</th>
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<tbody>
<tr>
<td>30AGBB</td>
<td>30&quot; Round Bar Table w/ Standard Black Base</td>
<td>30&quot;RND 42&quot;H</td>
<td>274.89</td>
<td>357.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30AGBC</td>
<td>30&quot; Round Cafe Table w/ Standard Black Base</td>
<td>30&quot;RND 29&quot;H</td>
<td>248.71</td>
<td>323.32</td>
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<tr>
<td>30AGHB</td>
<td>30&quot; Round Bar Table w/ Hydraulic Base</td>
<td>30&quot;RND 29&quot;H</td>
<td>339.03</td>
<td>440.74</td>
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<td>30AGHC</td>
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<td>30&quot;RND 29&quot;H</td>
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<td></td>
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<tr>
<td>30BEHB</td>
<td>30&quot; Round Bar Table w/ Hydraulic Base</td>
<td>30&quot;RND 45&quot;H</td>
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<td></td>
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<tr>
<td>30BEHC</td>
<td>30&quot; Round Cafe Table w/ Hydraulic Base</td>
<td>30&quot;RND 29&quot;H</td>
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<td>440.74</td>
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<td></td>
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<tr>
<td>30BKHB</td>
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<td>30&quot;RND 29&quot;H</td>
<td>339.03</td>
<td>440.74</td>
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<td>30BKKC</td>
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<td>30BRC</td>
<td>30&quot; Round Bar Table w/ Standard Black Base</td>
<td>30&quot;RND 29&quot;H</td>
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<tr>
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**REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE**

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

SUBTOTAL $ 
Tax (10.25%) $ 
TOTAL $ 

Choose an item.
**REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE**

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### Please Read Payment Policy

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**SUBTOTAL** $ 
**Tax (10.25%)** $ 
**TOTAL** $
**Event Name:** ITM & PTTI 2022  
**Advance Payment Deadline:** Tuesday, January 4, 2022

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

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

### UPGRADE FURNISHINGS ORDER FORM

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Choose an item.
Event Name: ITM & PTI 2022  
Advance Payment Deadline: Tuesday, January 4, 2022

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

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**REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE**
Please contact CSS for custom/specialty items not listed on this order form.

Choose an item.
Event Name: ITM & PTII 2022  
Advance Payment Deadline: Tuesday, January 4, 2022  

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

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

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PLEASE READ PAYMENT POLICY

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Choose an item.
Event Name: ITM & PTTI 2022  
Advance Payment Deadline: Tuesday, January 4, 2022

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

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

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

Choose an item.

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**UPGRADE FURNISHINGS ORDER FORM**

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

Event Name: ITM & PTTI 2022  
Advance Payment Deadline: Tuesday, January 4, 2022

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

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

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**PLEASE READ PAYMENT POLICY**

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**REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE**
Please contact CSS for custom/specialty items not listed on this order form.
UPGRADE FURNISHINGS ORDER FORM

Event Name: ITM & PTTI 2022
Advance Payment Deadline: Tuesday, January 4, 2022
Booth # (s):

Authorized by:

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

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

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

PLEASE READ PAYMENT POLICY

Choose an item.
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123 CORT Clean Certified  
124 Making You Look Good, By Design
Design safe environments without sacrificing style.

It is possible! Keep your staff and clients healthy while creating beautiful, engaging spaces to network, educate and promote your offerings. At CORT Events, we're sharing creative and sensible guidelines to help you plan for the most effective and thoughtful spaces.

Look for expert tips throughout the catalog, and scan or click the QR code for more!
Top Design Tips for Tradeshow Exhibits
Look for ways to bring these tips to life throughout the catalog!

**Form and Function.** Use a clear divider (or two!) that fits between sofas or conference tables to safely hold face-to-face meetings.

**Demo Down.** Ottomans are a great way to design small theaters for quick demonstrations.

**Get Connected.** Communal tables facilitate networking opportunities and build connections.

**Creature Comforts.** Comfortable "living room" spaces relax clients and encourage genuine conversation.

**Keep it Green.** Lifelike greenery warms up booth environments by bringing nature indoors.

Design Tips | 5
**Top Design Tips for Tradeshow Exhibits**

**Charge It!** Powered products encourage clients to linger in the booth as they recharge.

**Level the Field!** Low and casual seating makes clients more comfortable and open to learning.

**Gather Round!** Ottomans styled around an accent table create an informal campfire setting for small group discussions.

**Spin Around.** Swivel chairs maximize functionality and allow you to engage with those all around. They’re particularly helpful in smaller spaces!

**Provide a Pop!** Colorful furnishings attract more attention while reinforcing brand themes.

**Stay Social.** Style eye-catching spaces worth sharing on social networks to increase brand exposure.

**Stay Social.** Style eye-catching spaces worth sharing on social networks to increase brand exposure.
Design in 2D and 3D with just a few clicks.

CORT Events is pleased to provide you free 2D and 3D space planning via cortevents.com.

- Fully integrated product line for your convenience.
- Real time collaboration with team members.
- Easy to use distancing rulers.
- Instant 3D renderings to bring designs to life.

Click or scan the QR code to get started now!
Curated Designs for Safe 10’x10’ Exhibits

Scan or click the QR code for best practices in designing safe exhibits.

10’x10’ - Ventura Conference Booth

10’x10’ - Marche Fireside Booth

10’x10’ - Atherton Conversation Booth

10’x10’ - Zoey Consultation Booth
Curated Designs for Safe 10'x20' Exhibits

Scan or click the QR code for best practices in designing safe exhibits.

10'x20' - Beverly Demostration Booth

10'x20' - Madison Presentation Booth

10'x20' - Bowery/Marina Meeting Booth

10'x20' - Wireless Charging Engagement Booth
S A F E T Y
Collection
Dividers

Attract, Connect and Inspire.
CORT Events offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Clear Dividers
A) DIVFRE Freestanding (Silver, Clear) 39” L 1.5” D 72” H
B) DIVFWL Freestanding Wall Unit (Silver, Clear) 40” L 1.5” D 72” H
C) DIVFCR Freestanding Corner (Silver, Clear) 39” L 39” D 72” H
D) DIVBAR Bar/Counter (Silver, Clear) 48-70” L 12” D 31.5” H
E) DIVFST Sofa/Table (Silver, Clear) 34” L 11” D 47-74” H

Adjustable height.
Dividers

Stanchion w/ Retractable Belt
A) STNCH1
  (black, chrome) 96”L 37”H
B) STNSGN Stanchion Sign Holder
  (black, chrome) 10”L 13”H

C) DIVFWB Clear Divider, Freestanding Whiteboard
  (Silver, Clear) 39”L 1.5”D 72”H

D) MIRWHT Miramar Divider, White
  (molded plastic)
  Vertical: 63”L 23”D 83”H
  Horizontal: 83”L 23”D 63”H

Your Sign Here

Accent Chairs | p 48
Side Tables | p 72
Greenery | p 20

Accent Chairs | p 48
Conference Tables | p 110
Executive Seating | p 104

Dividers | 19
Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7’
36.5”L 12”D 84”H

B) HDG4FT Boxwood Hedge, 4’
46”L 9”D 47”H

Keep it Green
Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

Accent Chairs | p 46
Side Tables | p 80

Bar Tables | p 86
Barstools | p 90
Naples Collection

Charge It!
Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.

Tech Tablet Chair
TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5”L 29”D 33.5”H
Also available without tablet.

A) NPLSOP Naples Sofa, Powered
(black vinyl) 87”L 30”D 33.25”H

B) NPLCHP Naples Chair, Powered
(black vinyl) 36”L 30”D 33.25”H

C) NPLLOP Naples Loveseat, Powered
(black vinyl) 62”L 30”D 33.25”H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
Styling Tip:
One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Bar Tables, Powered
A) VNTWHT (white top)  
B) VNTBLK (black top) (silver frame) 72.25”L 26.25”D 42”H

Use Ventura 6' Bar or Cafe Tables in your design to facilitate conversations while physical distancing.

Ventura Cafe Tables, Powered
C) VNTCWH (white top)  
D) VNTCBK (black top) (silver frame) 72.25”L 26.25”D 30”H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
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Powered Locking Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

White
PDL36W 24”L 24”D 36”H
PDL42W 24”L 24”D 42”H

Black
PDL36B 24”L 24”D 36”H
PDL42B 24”L 24”D 42”H

Powered Pedestals

Village Charging Hub
VILHUB
Village Charging Hub (cream)
12”L 12”D 28.25”H

Styling Tip:
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
When guests are comfortable, they're more likely to linger and relax, resulting in candid and meaningful conversations with your team. Offer a “living room” style design in your booth space to provide that comfort, as well as an escape from the standard trade show experience. Go traditional with matched soft seating sets, or mix and match for a uniquely trendy look!
SOFT SEATING

Collections
Soft Seating

Valencia

VALCHA Chair
(spice orange velvet)
28”L 30.5”D 31”H

VALSOF Sofa
(coffee brown velvet)
63”L 30.5”D 31”H

Fairfax

FAIRSW Sofa
(white vinyl, brushed metal)
62”L 26”D 30”H

FAIRCW Chair
(white vinyl, brushed metal)
27”L 26”D 30”H

Sterling

STECHA Chair
(gray fabric)
33”L 33.5”D 32”H

STESOF Sofa
(gray fabric)
82”L 33.5”D 32”H

Level The Field:
Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.
Soft Seating Collections

Palm Beach

PALSOF Sofa
(white vinyl)
69"L 29"D 33"H

Key Largo

KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

KEYCHR Chair
(black fabric)
35"L 35"D 34"H

KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H

Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SPA002 Sofa
(blue fabric)
73"L 34.5"D 30"H
Soft Seating Collections

Baja

BCHWHT Chair (white vinyl)
36"L 30.5"D 28"H

BSFWHT Sofa (white vinyl)
86"L 30"D 28"H

BLVWHT Loveseat (white vinyl)
61"L 30.5"D 28"H

Naples

NPLCHP Chair, Powered (black vinyl)
36"L 30"D 33.25"H
Also available with standard arm (NPLCHR).

NPLSOP Sofa, Powered (black vinyl)
87"L 30"D 33.25"H
Also available with standard arms (NPLSOF).

NPLLOP Loveseat, Powered (black vinyl)
62"L 30"D 33.25"H
Also available with standard arms (NPLLOV).

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
Accent Chairs

Spin Around
Swivel chairs maximize functionality and allow you to engage with those all around. They’re particularly helpful in smaller spaces!

Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75”L 31”D 27.25”H

La Brea
LABREA Swivel Chair
(charcoal gray fabric, chrome)
35”L 27”D 40”H

Swanson
SWAN Swivel Chair
(white vinyl, chrome)
28”L 25”D 30”H

Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31”L 24”D 31.5”H

Make it swivel
Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.
A) MARCBR (brown fabric) B) MARCBE (ocean blue fabric)  
C) MARCRD (red fabric) D) MARCWH (white vinyl) E) MARCBK (black vinyl)  

All frames brushed metal.
A) CS4 Syntax Chair
   (black, chrome)
   23”L 19”D 32.25”H

B) XCHR Christopher Chair
   (white vinyl, chrome)
   17”L 19”D 35”H

C) SC3 Brewer Chair
   (onyx, black)
   20”L 20”D 32”H

D) RSTDIN Rustique
   Chair w/arms
   (gunmetal)
   20”L 18”D 31”H

E) ZENCHR Zenith Chair
   (white, chrome)
   19.25”L 22”D 32”H

F) Duet Stack Chair
   (black, chrome)
   21”L 23”D 33”H

G) SC10 Razor Armless Chair
   (white)
   15.5”L 15.5”D 30.5”H

H) OCMWHT Meeting Chair
   (white vinyl, wenge)
   25.5”L 23.5”D 34”H

I) MALGRN
   (green, chrome)
   20”L 20”D 32”H

J) MALGRY
   (gray, chrome)
   20”L 20”D 32”H

K) BLDCSB
   (sky blue)
   20.5”L 19”D 30.5”H

L) BLDCRD
   (red)
   20.5”L 19”D 30.5”H
Versatile Executions.

When space is limited, furnishing with pieces that are versatile and multipurpose is key to providing a well-rounded experience. Ottomans serve as both additional seats and tables depending on your need. Stage them around accent tables for a comfortable campfire setting, or line them up in rows to create an audience for your presentation. Colorful options also help amplify your brand’s style.
OTTOMAN Collections
Provide a Pop!
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization’s color palette, or simply go bold to catch passing eyes.

VIBE

A) VIB14 (citrus green vinyl)  B) VIB17 (desert rose vinyl)  C) VIB16 (spice orange vinyl)
D) VIB01 (green vinyl)  E) VIB09 (white vinyl)  F) VIB10 (black vinyl)  G) VIB11 (steel blue vinyl)
H) VIB13 (purple vinyl)  I) VIB12 (silver vinyl)  J) VIB04 (red vinyl)  K) VIB05 (bright yellow vinyl)
L) VIB19 (taupe vinyl)  M) VIB02 (blue vinyl)  N) VIB08 (orange vinyl)
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<td>B) BVSMGN</td>
<td>olive green fabric</td>
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<tr>
<td>C) BVSMWH</td>
<td>white vinyl</td>
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<tr>
<td>D) BVSMBK</td>
<td>black vinyl</td>
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<tr>
<td>E) BVSMBL</td>
<td>ocean blue fabric</td>
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<tr>
<td>F) BVSMBN</td>
<td>brown fabric</td>
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<tr>
<td>G) BVSMGY</td>
<td>gray fabric</td>
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<tr>
<td>H) BVSMLN</td>
<td>linen fabric</td>
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<td>I) BVSMLV</td>
<td>lavender fabric</td>
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<tr>
<td>J) BVSMRD</td>
<td>red fabric</td>
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<tr>
<td>K) BVSMYL</td>
<td>yellow fabric</td>
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A) BVLYWH (white vinyl)  B) BVLYRD (red fabric)  C) BVLYGR (gray fabric)  D) BVLYOB (ocean blue fabric)  
E) BVLYBK (black vinyl)  F) BVLYLN (linen fabric)  G) BVLYBN (brown fabric)
Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.
ACCENT Tables
M E S A

A C C E N T
C O C K T A I L & E N D T A B L E S
32.25" RND 17.25" H | 20.5" RND 21.25" H

A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.
A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.
A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H
**SYDNEY**

**ACCENT COCKTAIL & END TABLES**

48" L 26" D 18" H | 27" L 23" D 22" H

Cocktail Tables:
- A) C1W (white)
- B) C1Y (black)
- C) SYDBEC (blue)
- D) SYDWDC (barnwood)

End Tables:
- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (barnwood)

All frames brushed steel.

A/B Powered options available.
Taos Tables A) TAOBWH (white top) B) TAOBBK (black top) C) TAOBWD (barnwood top)
Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.
Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.

Regis
REGBEN Bench Table
(brushed metal)
47"L 15.5"D 16"H
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H

Aura
AURA Round Table
(white metal)
15"RND 22"H

Silverado
C1E Cocktail Table
(glass top, chrome)
36"RND 17"H
E1E End Table
(glass top, chrome)
24"RND 22"H

Timber
TMBTBL End Table
(wood)
16"RND 17"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
Tie in your brand’s style or color scheme in your booth designs to leave a lasting impression on your customers. Classic black and whites, or venture out with bold colors; go natural with wood textures, or stay sleek with metals! No matter your preference, dozens of bar and cafe table options are available to meet your need and amplify your brand’s voice.
### Bar & Cafe Tables

**Bar Tables**
- **Standard Black Base**
  - 30" RND 42"H
  - VTJ (graphite nebula top)
  - VTK (maple top)
  - VTB (red top)
  - 30WH42 (white top)
  - 30WDBB (barnwood top)
  - 30BKSB (black top)
  - 30AGBB
    - (brushed gunmetal top)
  - 30O5BB (orange top)
  - VTA
    - (Madison/gray acajou top)
  - 30BEBB (blue top)
  - 30YBBB
    - (brushed yellow top)
  - 30GSBB (green top)

- 34" RND 42"H
  - VTN (graphite nebula top)
  - VTP (maple top)
  - VTW (white top)
  - 36BKSB (black top)

**Hydraulic Chrome Base**
- 30" RND 45"H
  - 30GRHB (graphite nebula top)
  - 30MTHB (maple top)
  - 30BRHB (red top)
  - 30WHHB (white top)
  - 30WDHB (barnwood top)
  - 30BKHB (black top)
  - 30AGHB
    - (brushed gunmetal top)
  - 30O5HB (orange top)
  - 30MAHB
    - (Madison/gray acajou top)
  - 30BEHB (blue top)
  - 30YSHB
    - (brushed yellow top)
  - 30GSHB (green top)

- 36" RND 45"H
  - 36GRHB (graphite nebula)
  - 36MTHB (maple top)
  - 36WHHB (white)
  - 36BKHB (black top)

**Cafe Tables**
- **Standard Black Base**
  - 30" RND 29"H
  - ZTJ (graphite nebula top)
  - ZTK (maple top)
  - ZTB (red top)
  - 30WH29 (white top)
  - 30WDBC (barnwood top)
  - 30BKSC (black top)
  - 30AGBC
    - (brushed gunmetal top)
  - 30O5BC (orange top)
  - ZTA
    - (Madison/gray acajou top)
  - 30BEBC (blue top)
  - 30YSBC
    - (brushed yellow top)
  - 30GSBC (green top)

- 36" RND 29"H
  - ZTN (graphite nebula top)
  - ZTP (maple top)
  - ZTG (white top)
  - 36BKSC (black top)

---

**Create Space**

Mix and match table tops with base options to create the perfect combination for your needs.

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.
MARINA BARSTOOL COLLECTION

21"L x 17.5"D x 41.5"H

A) MARBBE (ocean blue fabric)  B) MARBBR (brown fabric)
C) MARBRD (red fabric)  D) MARBWH (white vinyl)  E) MARBBK (black vinyl)

All frames brushed metal.
LIFT

A. B. D.C.
BARSTOOL

BARSTOOL COLLECTION
15° RND 23 - 33.5° H

A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLY (gray vinyl)

All bases chrome finish.
Zoe Barstool 15"L 16"D 30-34.75"H A) BS002 (white)
Banana Barstool 21"L 22"D 41"H B) BSS (black) C) BST (white)
All bases chrome finish.
Styling Tip:
Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.
Meet in Style.

Professional doesn’t have to mean stale. Set up a temporary workplace away from the office that serves both form and function. Pair office furnishings with safety products so you and your customers can confidently get down to business.
Executive Seating

Pro High Back Executive Chairs
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)
25"L 24"D 45-48"H Adjustable height

Pro Mid Back Executive Chairs
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)
24"L 22"D 36.75-39.75"H Adjustable height

Pro Guest
PROGB Executive Chair
24"L 26"D 36"H

Cupertino
CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H Adjustable height

Genesis
GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H Adjustable height

Task
TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"- 40.25"H Adjustable height
42" ROUND

CONFERENCE TABLES
42" RND 29" H

A) CONF42 (white top) B) CB8 (Madison/gray acajou top) C) 42BKCT (black top)
All bases black finish.
**CONFERENÇE TABLES**

**Rounded Square Tables** 42"L 42"D 29"H

A) CF1 (glass top, black)
B) CE1 (glass top, chrome)

**Rectangular Tables** 60"L 36"D 29"H

C) CF2 (glass top, black)
D) CE2 (glass top, chrome)

Rounded Square Tables 42"L 42"D 29"H: A) CF1 (glass top, black) B) CE1 (glass top, chrome)

Rectangular Tables 60"L 36"D 29"H: C) CF2 (glass top, black) D) CE2 (glass top, chrome)
Styling Tip: Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

### Conference Tables

- **Atomic Round Table** (glass, chrome)
  - 42ATO 42" RND 30"H
  - 36ATO 36" RND 30"H

- **Madison Conference Tables** (gray acajou top)
  - A) MADC05 5’ 60"L 48"D 29"H
  - B) MADC08 8’ 96"L 60"D 29"H
  - C) MADC10 10’ 120"L 48"D 29"H

- **Work Table WD3** (white top, white)
  - 48"L 24"D 30"H

---

Dividers | pg 16
A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

10'x20' - Madison Presentation Booth
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Tech Powered Desk & File Cabinet
(black metal, laminate)
A) TECH Tech Desk, Powered
60"L 30"D 30"H
B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
16"L 20"D 28"H

Conference Powered Tables 5', 8', 10'
(black top, silver)
D) BKCTSP 5' 60"L 48"D 29"H
E) BKCT8P 8' 96"L 60"D 29"H
F) BKCT10P 10' 120"L 48"D 29"H
Also available without power.
Powered Products

**Ventura**

**Powered & Communal Tables**

**Product Details**

- **Powered Bar Table**
  - Silver frame
  - 72.25"L x 26.25"D x 42"H
  - **A** VNTBLK (black top)
  - **B** VNTWHT (white top)

- **Communal Bar Table**
  - Silver frame
  - 72.25"L x 26.25"D x 42"H
  - **C** VNTMNP (solid)
  - **D** VNTBMW (grommets)
  - **E** VNTBNP (solid)

- **Powered Cafe Table**
  - Silver frame
  - 72.25"L x 26.25"D x 30"H
  - **F** VNTCBK (black top)
  - **G** VNTCWH (white top)

- **Communal Cafe Table**
  - Silver frame
  - 72.25"L x 26.25"D x 30"H
  - **H** VNTCMN (solid)
  - **I** VNTCWM (grommets)
  - **J** VNTCBN (solid)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

**Table Top Options**

- **Colors not available in all table options.** Please check options listed.
Embrace The Organic
It’s easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.

Boxwood Hedge
A) HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H
B) HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H

Mason Lamps
(brushed silver)
A) LA15 Floor Lamp
18” RND 55”H
B) LA14 Table Lamp
16” RND 26”H

Posh Shelving
PHCCS 36”L 18”D 72”H
(chrome, acrylic)

Clear Divider, Freestanding Whiteboard
DIVFWB (silver, white)
39”L 9”D 72”H
Midtown Counter & Bar

Powered Counter

60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Bar

60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)
As you design spaces with health and safety in mind, CORT Events is here to bring you both beautiful designs and peace of mind by enhancing our already stringent sanitization protocols to, at the very minimum, meet expert guidelines.

Feel confident that the furnishings and decor in your space have been thoroughly sanitized, so you can focus on your clients without worry. Rest assured when working with CORT!

Scan or click the QR code for more information!
Making You Look Good, By Design.™

Our team of seasoned event and exhibition experts are here to help you accomplish your goals, while standing out from the competition. We’re more than just a furniture supplier - we’re your partner in creating an environment that fosters engagement, develops relationships and amplifies your message.

Have a question? Scan the QR code to get in touch with a CORT Events team member today!

Accents Chairs | p 48
Side Tables | p 80
Dividers | pg 16
Greenery | pg 20

Style & Service Delivered
Nationwide Service | 24 hours a day, 7 days a week, 365 days a year
## CARPET ORDER FORM

### Event Name:
**ITM & PTTI 2022**

### Advance Payment Deadline:
**Tuesday, January 4, 2022**

### Booth # (s):

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD CARPET

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ carpet</td>
<td>253.55</td>
<td>329.62</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ carpet</td>
<td>497.80</td>
<td>647.14</td>
<td></td>
</tr>
<tr>
<td>10’ x 30’ carpet</td>
<td>744.40</td>
<td>967.72</td>
<td></td>
</tr>
<tr>
<td>10’ x 40’ carpet</td>
<td>1,000.25</td>
<td>1,300.33</td>
<td></td>
</tr>
</tbody>
</table>

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

Blue  Red  Grey  Teal  Hunter Green  Black  Burgundy  Plum

### SPECIAL CUT STANDARD CARPET

Special sizes are available at **$5.59** per square foot in any dimensions. (Carpet rolls are 10’ wide, so special cut would be required for sizes smaller than 10’ wide or a length other than in a 10’ increment.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size _________ x _________ = _________ square feet x $5.59 = $ _________ TOTAL

Visqueen is available at **$1.63** per square foot installed

_______ x _________ = _________ square feet x $1.63 = $ _________ TOTAL

Carpet Padding is available at **$2.25** per square foot installed (100 sq. ft. min)

_______ x _________ = _________ square feet x $2.25 = $ _________ TOTAL

### PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

**NO TELEPHONE ORDERS WILL BE ACCEPTED.**

**All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

### PLEASE READ PAYMENT POLICY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>SUBTOTAL $</td>
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</tr>
<tr>
<td>Tax (10.25%) $</td>
<td></td>
</tr>
<tr>
<td>TOTAL $</td>
<td></td>
</tr>
</tbody>
</table>

For color samples please visit [http://www.cssabq.com/exhibitors/exhibitor-services](http://www.cssabq.com/exhibitors/exhibitor-services).
Event Name: ITM & PTTI 2022
Advance Payment Deadline: Tuesday, January 4, 2022

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

Email: esr@cssabq.com

Or

Phone: (505) 243-9889
Event Name: ITM & PTTI 2022
Advance Payment Deadline: Tuesday, January 4, 2022
Booth # (s):

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

Display labor & Forklift will be billed in ½ hour increments with a one-hour minimum. Orders placed after the Advance Payment Deadline - add 20%.

**DISPLAY LABOR RATES**

Straight time – 8:00AM – 4:30PM (Weekdays)

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

Sundays and Holidays

$166.09 per person/per hour

$249.14 per person/per hour

$249.14 per person/per hour

**FORKLIFT RATES WITH OPERATOR**

Straight time – 8:00AM – 4:30PM (Weekdays)

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

Sundays and Holidays

$282.00 per hour

$355.00 per hour

$423.00 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-hour’s notice, your estimated labor hours will be charged. The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.

**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 your labor order.

Please complete this section:

<table>
<thead>
<tr>
<th>Labor Type</th>
<th>No. of People</th>
<th>Date</th>
<th>Time</th>
<th>Approximate Hours</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>INSTALLATION</td>
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<td></td>
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<tr>
<td>DISMANTLE</td>
<td></td>
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</tbody>
</table>

**PLEASE READ PAYMENT POLICY**

SUBTOTAL $ 

Tax Exempt $ -----------------------------

TOTAL $
UNION JURISDICTIONS FOR LONG BEACH, CA

THE FOLLOWING GUIDELINES APPLY IN THE LONG BEACH AREA:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

UNION LABOR

California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorator’s union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor and freight handling can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Painters decorator union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size. Exhibitors may handle and set out the products they manufacture; however, all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile, and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may move booth material provided it can be hand-carried by one person in one trip from only one vehicle, without the use of dollies, hand trucks or other mechanical equipment. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CSS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

GRATUITIES

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

IN GENERAL

- Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or CSS Management. Direct any questions in regard to union claimed jurisdictions or practices to CSS Management.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of CSS. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
EXHIBITOR APPOINTED CONTACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: Tues, Dec 28, 2021

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 Tuesday, December 28, 2021.
- Exhibitor must ensure their contractor (EAC) provides CSS with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, and naming CSS as additional insured by Tuesday, December 28, 2021. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If CSS does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers’ Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with CSS all reasonable costs incurred as a result of /relating to the EAC’s operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide CSS and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (Show aisles and public space are not part of the booth area.)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

<table>
<thead>
<tr>
<th>NAME OF EXHIBITOR</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPOINTED CONTRACTOR:</td>
<td>CONTACT, TELEPHONE # &amp; FAX:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BOOTH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>CONTACT NAME:</td>
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<td>CITY:</td>
<td>SIGNATURE:</td>
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<tr>
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<td>ZIP:</td>
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<tr>
<td>EMAIL:</td>
<td>PHONE:</td>
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<td>FAX:</td>
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</tbody>
</table>

ITM & PTTI 2022
MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

MATERIAL HANDLING (DRAYAGE) INFORMATION

- As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

- Please prepay all shipping charges. CSS cannot accept or be responsible for collect shipments. Keep in mind, material handling (drayage) charges and shipping charges are not the same thing.
  
  - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
  
  - “Shipping” is movement of freight from city to city on a designated carrier.

- All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by CSS for such shipments. Shipments without certified weight documents will be estimated by CSS. (*This estimate will be binding on both parties and no adjustments will be made after the show closes.)

- **We will accept** all cartons, crates, and skidded materials at the warehouse. **Do not** ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.

- All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.

- All shipments for the show received either in advance or at show site will be assessed material handling charges by CSS. *(Please refer to the Material Handling Rate Sheet.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.

- “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.
## MATERIAL HANDLING AGREEMENT
### RATE SHEET AND ORDER FORM

### EVENT INFORMATION
- **Event Name:** ITM & PTTI 2022
- **Advance Payment Deadline:** Tuesday, January 4, 2022
- **Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Billing Address:</th>
<th>Fax #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City/State/Zip:</th>
<th>Email Address:</th>
</tr>
</thead>
</table>

### Authorized by:

You are entering a contract which limits your possible recovery in case of loss or damage. Acceptance of CSS’ payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to CSS’s warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

### ADVANCE FREIGHT RECEIVING
- **Monday – Friday:** 8:00AM – 4:00PM
- **Monday, December 27, 2021 – Thursday, January 20, 2022**

### ADVANCE SHIPPING ADDRESS
- **Ship To:** Exhibitor Name and Booth #
- **ITM & PTTI 2022**
- **c/o CSS**
- **YRC Gardena – 874**
- **15400 South Main St.**
- **Gardena, CA 90248**

<table>
<thead>
<tr>
<th>Number of Pieces:</th>
<th>Estimated Weight:</th>
</tr>
</thead>
</table>

### Inbound Freight Carrier:

Our preferred freight carrier is: CSS Logistics (505) 243-9889

**Freight will be re-routed from show floor on Wednesday, January 26, 2022 @ 6:00PM**

**SAMPLE:**

| Weight | 500 | ÷ 100 = Total CWT | 5 | @ $186.25 per cwt | = $931.25 |

### ADVANCE FREIGHT RATES:

- (includes crates, skidded, and carton materials)
- $186.25 per cwt.
- $372.50 minimum charge

| Weight | ÷ 100 = Total CWT | @ $186.25 per cwt | = |

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

### ADDITIONAL RATES:

- “Late Shipments” and “Off Target” freight will be charged an additional $24 per cwt. (200 lb. minimum applies)
- “Small Package” or shipments weighing 30lbs. or less will be charged a $63 material handling fee.
- Banding and Shrink Wrap will be charged at $73 per skid or crate.
- Outbound Material Handling Only (freight handled at close of show only) will be charged $61 per cwt. (200 lb. minimum applies)

Please read payment policy for full details.

### PAYMENT POLICY

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Exempt</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>
ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE WAREHOUSE

TO: _______________________________
(Exhibiting Company Name)
BOOTH #: ____ NO. _____ of _____ PCS

ITM & PTTI 2022
c/o CSS
YRC Gardena - 847
15400 South Main St.
Gardena, CA  90248

Warehouse Hours: M-F  8AM-4PM

MUST ARRIVE BY: Thurs, Jan 20, 2022

TO: _______________________________
(Exhibiting Company Name)
BOOTH #: ____ NO. _____ of _____ PCS

ITM & PTTI 2022
c/o CSS
YRC Gardena - 847
15400 South Main St.
Gardena, CA  90248

Warehouse Hours: M-F  8AM-4PM

MUST ARRIVE BY: Thurs, Jan 20, 2022

ADVANCE WAREHOUSE

TO: _______________________________
(Exhibiting Company Name)
BOOTH #: ____ NO. _____ of _____ PCS

ITM & PTTI 2022
c/o CSS
YRC Gardena - 847
15400 South Main St.
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(Exhibiting Company Name)
BOOTH #: ____ NO. _____ of _____ PCS

ITM & PTTI 2022
c/o CSS
YRC Gardena - 847
15400 South Main St.
Gardena, CA  90248

Warehouse Hours: M-F  8AM-4PM

MUST ARRIVE BY: Thurs, Jan 20, 2022
OUTBOUND SHIPPING INFORMATION

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<tr>
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<td>City/State/Zip:</td>
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<tr>
<td>Authorized by:</td>
<td></td>
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</tr>
</tbody>
</table>

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

This form is required when labor is CSS supervised.

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

FROM:
SHIPPER/EXHIBITOR NAME: _________________________________________________________________
BILLING ADDRESS: ______________________________________________________________________
_______________________________________________________________________________________
CITY: ________________________________________  STATE: __________  ZIP: _______________

TO:
COMPANY NAME: ________________________________________________________________________
DELIVERY ADDRESS: _____________________________________________________________________
_______________________________________________________________________________________
CITY: ________________________________________  STATE: __________  ZIP: _______________
PHONE#: ___________________________________________  ATTN: _____________________________
SPECIAL INSTRUCTIONS: __________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
METHOD OF SHIPMENT Please specify your choice by checking the following:

☐ The preferred carrier, CSS Logistics, is authorized to ship show materials to the above address.
(Must complete/include CSS Logistics forms.)

☐ The assigned carrier PRE-SCHEDULED (by exhibitor) to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)

☐ Common Carrier ________________________________
☐ Van Line ________________________________
☐ Air Freight ________________________________

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

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

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you

CSS LOGISTICS, Inc
1921 Bellamah NW
Albuquerque, NM 87104
p. 505.243.9889
f. 505.243.8197
CSSL@cssabq.com
CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: ITM AND PTII 2022
Hyatt Regency Long Beach
January 25-26, 2022

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of 8 linear feet.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation.

SHOW SPECIAL
$325.00 each way
Show Special Shipping is 3-14 Day Ground Deferred Transit Time depending on location.
Only applies to total shipping weight of up to 140lbs

All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.
Please contact CSS for Material Handling requirements for your show at esr@cssabq.com

You pack-n-wrap
We provide labels and shipping documents
Ordering couldn’t be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you), credit card authorization, and initial the limits of liability document (this is required), fax or email back, and we’ll do the rest!

Thank you for your business!
SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: ITM & PTTI 2022

FREIGHT IS ACCEPTED FROM: Monday, December 27, 2021 – Thursday, January 20, 2022 – M-F 8am – 4pm

Company:

Contact Name and Phone #

Pick Up Address:

City: State: Zip:

Pick Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel Phone: 505-243-9889
c/o CSS YRC Gardena - 847

Address: 15400 South Main St.

City: Gardena State: CA Zip: 90248

SHIP BY GROUND (Circle One)

Standard Ground – 2-5 days transit, weekdays. Add 2 days for P/U & Del

Time Critical – ships 1-2 days faster than standard and includes weekends

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery Y / N Lift Gate Required Y / N High Rise Office Y / N Limited Access Y / N Dock Available Y / N Hazardous Materials Y / N Food Y / N Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53’ trailer; lift gate required; etc.), a missed pick up fee may apply.

No Pieces Package Type DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS DIMENSIONS EST WEIGHT

CIRCLE ONE

Carton / Fiber / Crate / Skid

Carton / Fiber / Crate / Skid

Carton / Fiber / Crate / Skid

Carton / Fiber / Crate / Skid

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

Visa (begins w/4) MasterCard (begins w/5) American Express (begins w/3)

Credit Card #: Expiration Date: CIV Code: Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED) Date
**Show Name:** ITM & PTII 2022

**Exhibiting Company:**

Facility: Hyatt Regency Long Beach

Pick Up Address: 200 South Pine Avenue

City: Long Beach  |  State: CA  |  Zip: 90802

**Ship TO (Consignee):**

Contact Name and Phone #:

Address:

City:  |  State:  |  Zip:

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**SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND**

**SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX**

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<tbody>
<tr>
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Credit Card #: ________________________________

Expiration Date: __________  |  CIV Code: __________  |  Billing Zip Code: __________

Name on card / Signature

EMAIL (REQUIRED)
Sec 1

(a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec 2

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec 3

(a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

(a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier’s liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier’s option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner’s expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier’s attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier’s invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections (a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

(a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically noted in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner’s risk and expense or destroyed without compensation.

Sec 7

(a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee’s liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

(a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper’s signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec 9

(a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the “Carriage of Goods By Sea Act” and any other pertinent laws applicable to water carriers.
IMPORTANT INFORMATION ON LIMITS OF LIABILITY

FREIGHT DAMAGE OR LOSS

TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman’s limits of liability which are typically between $.30 – $1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS’ liability in Albuquerque, New Mexico 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. Claim must be made within 30 days of damage/loss. File your claim with CSS.

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

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

PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits.

Print Name ___________________________ Signature ___________________________
## CLEANING ORDER FORM

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>ITM &amp; PTTI 2022</th>
<th>Advance Payment Deadline:</th>
<th>Tuesday, January 4, 2022</th>
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</tbody>
</table>

### CLEANING SERVICES  
(select only one of the services below)

<table>
<thead>
<tr>
<th>Services Available</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Cleaning</td>
<td>(Vacuum &amp; empty wastebasket(s) before first show day only)</td>
<td>$0.50 per sq. ft. (One Day)</td>
</tr>
<tr>
<td>Daily Cleaning</td>
<td>(Vacuum &amp; empty wastebasket(s) for all show days)</td>
<td>$0.45 per sq. ft. (Daily)</td>
</tr>
<tr>
<td>Daily Porter Service</td>
<td>(Empty wastebasket(s) and periodic trash pick-up during show hours)</td>
<td>$2.00 per sq. ft. (Daily)</td>
</tr>
</tbody>
</table>

### PLEASE COMPUTE COST BELOW.  
(To compute booth size:  Length x Width)

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

\[
\text{# of Booths} \times \text{Booth Size} = \text{Total sq. ft.} \times \text{Rate per sq. ft.} \times \# \text{ of Days} = \text{Subtotal}
\]

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

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

### PLEASE READ PAYMENT POLICY

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>SUBTOTAL</td>
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<tr>
<td>Tax (10.25%)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
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## FLORAL ORDER FORM

**Event Name:** ITM & PTTI 2022  
**Advance Payment Deadline:** Tuesday, January 4, 2022

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

### Quantity | Item | Advance Price | Standard Price | Total |
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<tr>
<td></td>
<td>Floral Arrangement 12&quot;H x 12&quot;W</td>
<td>104</td>
<td>125</td>
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<tr>
<td></td>
<td>Floral Arrangement 18&quot;H x 12&quot;W</td>
<td>146</td>
<td>176</td>
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<tr>
<td></td>
<td>Custom Designed Arrangement</td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Color:</td>
<td></td>
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<tr>
<td></td>
<td>Height:</td>
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</tr>
<tr>
<td></td>
<td>Width:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potted Flowers (please circle choice)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kalanchoe</td>
<td>Persian Violet</td>
<td>95</td>
<td>113</td>
</tr>
<tr>
<td></td>
<td>Azalea</td>
<td>Chrysanthemum</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Begonia</td>
<td>Cyclamen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seasonal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mums (select color)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Yellow</td>
<td>Purple</td>
<td>Rust</td>
</tr>
<tr>
<td></td>
<td>Small Ferns</td>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Large Ferns</td>
<td></td>
<td></td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>3 – 4 foot green plants</td>
<td></td>
<td></td>
<td>113</td>
</tr>
<tr>
<td></td>
<td>5 – 6 foot green plants</td>
<td></td>
<td></td>
<td>187</td>
</tr>
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<td></td>
<td>7 – 8 foot green plants</td>
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<td>230</td>
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<tr>
<td></td>
<td>Delivery Charge</td>
<td>20</td>
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</tr>
</tbody>
</table>

### PLEASE READ PAYMENT POLICY

Plants remain the property of the subcontractor for CSS. There will be an **additional charge** for plants not in the **booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of the florist.

**Rental price includes** decorative container, top dressing, and professional maintenance. **ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.**
FIRE REGULATIONS

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a $500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

**FIELD FLAME TEST:** Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

**SPECIAL REQUIREMENTS:** Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limits: Fuel tank shall not exceed one quarter of the tank’s capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

**OPEN FLAME DEVICES:** Neither open flame devises nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMQ).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228” surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing
7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

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

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

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

IN ALL CASES:

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

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

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

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

SAFETY GUIDELINES

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

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

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

WORK ZONE

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

**Service Orders Not Placed (7) Days Prior To Function Are Subject To A 25% Surcharge**

Date: ____________________________

Group/Meeting Name: ____________________________

Group Contact: ____________________________  Meeting Room: ____________________________

Master Account No: ____________________________

Manager in charge: ____________________________

Date of installation: ____________________________  Time: ____________________________

Date of removal: ____________________________  Time: ____________________________

<table>
<thead>
<tr>
<th>TYPE OF ELECTRICAL SUPPLY</th>
<th>1st day Fee</th>
<th>Additional day fee</th>
<th>No. of supplies</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 120 volt 10 Amps</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$0.00</td>
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<td>2 120 volt 15 Amps</td>
<td>$75.00</td>
<td>$37.50</td>
<td>$0.00</td>
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<td>3 120 volt 20 Amps</td>
<td>$125.00</td>
<td>$62.50</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>4 120 volt 30 Amps</td>
<td>$175.00</td>
<td>$87.50</td>
<td>$0.00</td>
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<tr>
<td>5 120 volt 100 Amps</td>
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<td>$175.00</td>
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<tr>
<td>6 208 volt 100 Amps 3 Phase</td>
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<td>$250.00</td>
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<td>7 Power Strips</td>
<td>$25.00</td>
<td>$12.50</td>
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<td>8 Extension Cords</td>
<td>$25.00</td>
<td>$12.50</td>
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<td>9 Laptops (per laptop per day)</td>
<td>$15.00</td>
<td>$12.50</td>
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<td><strong>Subtotal</strong></td>
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<thead>
<tr>
<th>OTHER RENTALS AND REQUESTS</th>
<th>1st Hour Fee</th>
<th>Additional hour fee</th>
<th>No. of hours</th>
<th>Parts Charge</th>
<th>Total</th>
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<tbody>
<tr>
<td>10 High lift service by hotel engineering</td>
<td>$150.00</td>
<td>$100.00</td>
<td>$0.00</td>
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<tr>
<td>11 Spotlight / other installations</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$0.00</td>
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<tr>
<td>12 Special plug charges (cost of plug plus labor)</td>
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<td>$100.00</td>
<td>$0.00</td>
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<tr>
<td>13 DVD Channel 65 Rental Fee for Groups in House</td>
<td>$550.00</td>
<td>One Time</td>
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<td>14 Engineering Labor</td>
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**KEYS**

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<tr>
<th>1st Lock Fee</th>
<th>Additional Locks</th>
<th>No. of Locks</th>
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<tr>
<td>15 Lock Core Change</td>
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<tr>
<td>16 Standard Key For Meeting Room*</td>
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<tr>
<th>BANNER HANGING</th>
<th>1st Banner Fee</th>
<th>Additional banner fee</th>
<th>No. of banner</th>
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</thead>
<tbody>
<tr>
<td>17 Banner hanging</td>
<td>$100.00</td>
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**Subtotal** | $0.00

**25% Surcharge** | $0.00

**Total Charges** | **$0.00**

*All electrical usage charges are per day*

Special Request/Instructions: _____________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

__________________________  ____________________________  ____________________________
**Service Orders Not Placed (7) Days Prior To Function Are Subject To A 25% Surcharge**

Engineering use only:

Date Received: ____________________________  Guest Name: ____________________________

Install by: ____________________________  Remove by: ____________________________  Guest Signature: ____________________________

*If a key is not returned, a charge of $50.00 per lock will be posted to your account.

**Service Orders Not Placed (7) Days Prior To Function Are Subject To A 25% Surcharge**