



IAFE

November 29-30, 2021

Henry B. Gonzalez Convention
Center

San Antonio, TX

Exhibitor Service Kit

Exhibitor Show Information

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high black back wall drape, 3' black side dividers, and a 7" x 44" booth identification sign showing the company name, booth number, city & state.

Note: The exhibit area is NOT carpeted. Show Management strongly suggests ordering carpet for a more professional appearance and for the comfort of your feet.

Show Colors: Black

Aisle Carpet Color: Pepper

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Monday, November 15, 2021**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, November 22, 2021**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Sunday	November 28, 2021	8:00AM – 6:00PM
DOCK HOURS ON SUNDAY ARE ONLY 8AM-6PM		

Monday	November 29, 2021	8:00AM – 12:30PM
DOCK HOURS ON MONDAY ARE ONLY 8AM-11:30AM		

Show Hours:

Monday	November 29, 2021	1:30PM – 6:00PM
Tuesday	November 30, 2021	2:00PM – 6:00PM

Dismantling:

Exhibitors must dismantle their booths on:

Tuesday	November 30, 2021	6:00PM – 10:00PM
Wednesday	December 1, 2021	8:00AM – 12:00PM

NO EARLY TEARDOWN IS PERMITTED.

***All freight carriers must check in with Paramount Convention Services by 10:00AM on Wednesday, December 1, 2021 or your freight will be re-consigned onto the show carrier, ABF.**

***PCS will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor.**

Please feel free to contact your show coordinator, Katie Shashack, at (314) 621-6677 or katie@paramountcs.com with any questions or concerns!

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. In order to secure availability, all orders must be received by the Discount Rate Deadline date.

Show Information



Personally Owned Vehicle Information

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021 **All orders must have a credit card authorization form on file.**

Exhibitors that will be driving in their materials in their own privately owned vehicles (POV's) will be allowed to move in on their own through a separate door.

POV's will only include mini vans, SUV's, cars, pickup trucks and pickup trucks with trailers up to 12'.

All other vehicle types will need to hire labor to unload.

Exhibitors desiring to unload at the convention center dock area should obtain clearance from Paramount Convention Services before pulling into the loading/unloading area. A Paramount Convention Services representative will be stationed near the loading/ unloading area located on the south side of the convention center. The dock hours are 8:00 a.m.- 6:00 p.m on Sunday, November 28th, and 8:00 a.m.- 11:30 a.m. on Monday, November 29th.

Exhibitors will be allowed to pull up to the outside dock area to unload. At no time will you be allowed to leave your vehicle unattended — for emergency reasons, so one person **MUST** remain with your vehicle at **ALL** times. You will be limited to 20 minutes in the unloading area so that other exhibitors will be able to move in. Please staff accordingly to comply with these rules.

For those that drive in and want assistance moving in, Paramount Convention Services will have a POV rate to move in exhibitors based on a roundtrip package at \$80.00 per 1/2 hour increment for the in and 1/2 hour for the out.


Exhibitors who “hand-carry” cartons and products into the hall will be responsible for removing and returning empty containers off-site. **NO STORAGE WILL BE ALLOWED IN THE EXHIBIT AREA PER THE FIRE MARSHAL.** This rule will be strictly enforced. Your cooperation is appreciated.

Personally Owned Vehicle Information



Exhibitor Checklist

To Do Before You Leave for The Show	
Date Completed	Task to be Completed
	Place your orders for equipment/services/labor/electric, etc.
	Arrange for your inbound advance warehouse freight to arrive before the Advance Receiving Deadline or Arrange for your inbound show site freight to arrive during the installation hours.
	Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.
	Make sure shipments are properly labeled *pre-made labels available in Service Kit and at paramountcs.com*.
	Arrange for outbound freight to be picked up before Force Freight Time.

	Bring with You to The Show	
	Your orders	Through Paramount or any other contractor, with confirmation.
	Inbound Freight Information	The carrier, carrier's phone number and tracking numbers for all inbound shipments. Number of items and weight of each one.
	Outbound Shipping Information	Including carrier, destination address and billing information. You may use the show carrier if you do not wish to make other arrangements.
	Outbound Shipping Labels	UPS/FedEx/DHL will not pick up shipments without their labels. Bring these labels with you for each piece that you will be shipping.
	Outbound Pick Up #	FedEx & UPS shipments only.
	Packing Tape	For packing up boxes.
	Shrink Wrap	For securing multiple boxes on a skid.

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	International Association of Fairs & Expositions Steve Siever – 417-862-5771 steves@fairsandexpos.com	
Booth Cleaning/ Carpet/Floral/ Furniture	Paramount Convention Services 314-621-6677 Katie Shashack katie@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Monday, November 15, 2021
Electric	Edlen P: 210-662-9450 F: 210-662-9640 sanantonio@edlen.com ONLINE ORDERING: www.edlen.com	Monday, November 8, 2021
Internet	Smart City 888-446-6911 csr@smartcity.com ONLINE ORDERING: https://orders.smartcitynetworks.com	14 days prior to show move-in
Audio Visual	Encore P: 210-417-4095 F: 866-219-7878 omar.zamora@encoreglobal.com	

To guarantee equipment availability and Advanced Rate, this order should reach us 21 days prior to delivery.

Credit Card Authorization/Payment Policies

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. NO EXCEPTIONS!
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards.

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.]

The CVV (Card Verification Value) is an important security feature for credit card transactions.

A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Specialty Furniture	\$
Accessories	\$
Priority / Accessible Storage	\$
Material Handling	\$
Exhibit Labor	\$
Booth Cleaning	\$
Floral Service	\$
Total Estimated Advance Order	\$

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account.

I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

Cardholder Signature _____

Company Name: _____ **Booth#:** _____

Email: _____ **Phone:** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



Third Party Authorization

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Circle which Services are to be invoiced to the Third Party:

ALL SERVICES

RENTAL FURNITURE/CARPET/ACCESSORIES

MATERIAL HANDLING (if circling this service, please fill out the Material Handling Info below")

EXHIBIT LABOR

BOOTH CLEANING

SIGNAGE

FLORAL

OTHER _____

THIRD PARTY COMPANY INFORMATION

Exhibiting Company Name: _____ **Booth #** _____

Third Party Company Name: _____ **Contact Name:** _____

Third Party Billing Address: _____

City, State, Zip: _____

Phone: _____ **Ext.:** _____ **Fax:** _____

Contact's E-Mail: _____

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

MATERIAL HANDLING INFORMATION

We, the Third Party, agree to pay for the material handling charges for the below shipments.

We also acknowledge if we do not fill out this form in full or provide incorrect information, that we as the Third Party will be responsible for any fees incurred for crediting accounts.

SIGNATURE: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

Warehouse **Show Site (circle one)**

Carrier: _____ **# of Pieces:** _____ **Estimated Weight:** _____

Contents of Shipment: _____

This form must be received by the Discount Deadline to ensure correct billing to all parties and must be sent in conjunction with Payment Policies Form.

Third Party Authorization



Furniture Rental

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Chairs

Code	QTY	Description	Discount	Standard
(1002)	___	Black Vinyl Padded Side Chair	\$35.00	\$45.50
(1003)	___	Deluxe Gray Upholstered Padded Side Chair	\$50.00	\$65.00
(1004)	___	Gray Upholstered Arm Chair	\$70.00	\$91.00
(1005)	___	Black Secretarial Chair on Casters	\$60.00	\$78.00
(1007)	___	Gray Upholstered High Stool	\$90.00	\$117.00
(1010)	___	Black Mid Back Leather Sled Chair	\$100.00	\$130.00
(1011)	___	Black High Back Executive Chair on Casters	\$100.00	\$130.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$22.00	\$29.00
(1400)	___	Wastebasket	\$17.00	\$22.00
(1401)	___	Tripod Easel	\$21.00	\$27.00
(1402)	___	Bag Holder	\$67.00	\$87.00
(1403)	___	Literature Rack (5 pocket)	\$103.50	\$134.55
(1404)	___	Stanchion (Tensa Barriers)	\$28.00	\$36.00

Special Drape

(Drape other than that supplied with booth space is additional in cost.)

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$6.50	\$7.50
(1201)	___	8' H Background per ft	\$11.50	\$28.60
(1405)	___	8' Upright and Base	\$20.00	\$26.00
(1408)	___	6'-10' Adjustable Crossbar	\$15.00	\$19.50

6 FOOT MINIMUM ORDER

CIRCLE COLOR: Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue Berry Peach

SUBTOTAL \$ _____
Tax: 8.25% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Furniture Rental



Table Rental

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Skirted Tables

**If color is not indicated, show colors will automatically be provided*

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$75.00	\$97.50
(1101)	___	42" Counter High	\$85.00	\$110.00
(1102)	___	6' Table-30" High	\$90.00	\$117.00
(1103)	___	42" Counter High	\$95.00	\$123.50
(1104)	___	8' Table-30" High	\$100.00	\$130.00
(1105)	___	42" Counter High	\$110.00	\$143.00

6' and 8' draped tables are only skirted on 3 sides. Tops of all above tables are covered in white vinyl.

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	___	4' Table-30" High	\$45.00	\$58.50
(1107)	___	42" Counter High	\$55.00	\$71.50
(1108)	___	6' Table 30" High	\$60.00	\$78.00
(1109)	___	42" Counter High	\$70.00	\$91.00
(1110)	___	8' Table 30" High	\$75.00	\$97.50
(1111)	___	42" Counter High	\$85.00	\$110.50

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$35.00	\$45.50
(1113)	___	4 th Side Drape 42" Tall	\$40.00	\$52.00

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Round Pedestal Tables with Black Spandex

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$95.00	\$144.50
(1116)	___	42" High 30" Wide	\$95.00	\$159.50

Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$61.22	\$79.50
(1119)	___	8' long table riser	\$80.00	\$101.23

SUBTOTAL \$ _____
Tax: 8.25% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Table Rental



Carpet Rental

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

Rental includes installation, front edge taping, and pick up at the close of the show.

Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!

*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.

Standard Carpet

Description	Discount	Standard
_____ 10' x 10' SHOW SPECIAL GRAY	\$100.00	
_____ 10' x 10'	\$120.00	\$156.00
_____ 10' x 20'	\$240.00	\$312.00
_____ 10' x 30'	\$360.00	\$468.00

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Area Carpet

Booth Size	Discount	Standard
_____ ' x _____ ' = _____ Sq. Ft.	\$2.00 per sq. ft.	\$3.00 per sq. ft.

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Discount prices only apply to orders received with full payment no later than the discount order deadline date. Any orders received after the deadline cannot be guaranteed. If additional carpet is required to cover steps, skids, or display cases, please send floor plans.

Price includes installation and removal.

BOOTH SIZE _____ ' x _____ ' = _____ sq. ft.	Discount	Standard
	\$3.70 per sq. ft.	\$4.75 per sq. ft.

Please Circle Desired Color:

Charcoal Red Black Navy Hunter Green Silver Cloud Blue Jay Burgundy Nu Blue Beige

Miscellaneous

Description	Discount	Standard
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.75 per sq. ft.	\$.98 per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.64 per sq. ft.	\$.83 per sq. ft.

SUBTOTAL \$ _____

Tax: 8.25% _____

TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.



Specialty Furniture Rental

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	_____	Desk Lamp	\$44.50	\$58.00
(1501)	_____	Table Lamp	\$55.50	\$72.00
(1502)	_____	Floor Lamp	\$67.00	\$87.00
(1503)	_____	End Table	\$89.00	\$115.50
(1504)	_____	Coffee Table	\$100.00	\$130.00
(1505)	_____	Coat Rack on wheels with 25 Hangers	\$55.50	\$72.00
(1506)	_____	2 Drawer Locking File Cabinet	\$72.50	\$94.50
(1507)	_____	2 Door Locking Cabinet (6' Tall)	\$105.50	\$129.50
(1508)	_____	Sofa	\$445.00	\$578.50
		Color (Circle One) Beige Black		
(1509)	_____	Lounge Chair	\$325.50	\$423.00
		Color (Circle One) Beige Black		
(1510)	_____	30" Tall Refrigerator	\$139.00	\$181.00
(1511)	_____	Raffle Drum	\$72.50	\$94.50
(1512)	_____	Plastic Fish Bowl	\$28.00	\$36.50
(1530)	_____	6' Glass Display Case	\$389.50	\$506.50
(1533)	_____	Cell Phone/Tablets Charging Unit	\$1000.00	\$1300.00

*For other custom furniture needs, please call your exhibitor services representative.

**Availability of custom furniture cannot be guaranteed on site.

SUBTOTAL \$ _____
Tax: 8.25% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Specialty Furniture Rental



Priority Empty Return & Accessible Storage

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return\$100.00 per Container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN
TAKEN TO STORAGE.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS**. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited.

Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage (3002): \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

Labor Rates:

Straight Time: (one hour minimum per man) \$60.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man) \$90.00

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases.
(# of pieces) (circle one)

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

No refunds will be given for services that are not utilized.

**Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in
will be charged 50% of original price and 100% of original price after delivery.**

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Priority Empty Return/Accessible Storage





GLOSSARY OF SHIPPING TERMS

Actual Weight: Gross shipping weight, is determined by (1) weighing the vehicle empty, (2) loading the shipment and returning to the scale to obtain the weight and (3) subtracting the two weights. Can also be obtained by individually weighing each piece of freight.

Air Freight: Materials transported by an air freight company.

Bill of Lading: Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operating paperwork and is the single most important document in the shipping process.

Common Carrier: Department of Transportation-certified trucking firm that can be hired by the public for shipment of goods.

Consignee: Receiver of shipped goods.

Consignor: Shipper of goods

Crate: Container, usually wood, used for protecting exhibits during shipping.

Cwt: Hundredweight (100 lbs.)

Dock: Area where goods are received and shipped.

Drayage: Handling of exhibit properties between the loading dock and the booth area. Also includes handling goods from the advance receiving and the removal and return of empty containers.

Drayage Contractor: Handler who moves exhibit goods from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. Responsible for all material handling activities at a show.

Expedited Service: Service offered by a transportation company to assure prompt or specific delivery. Normally incurs an additional charge.

Forced Freight: Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

Freight Forwarder: Transportation company that arranges and manages all aspects of shipping but does not own vehicles.

Handling: Moving of materials, usually to and from a loading dock.

Less Than a Truckload (LTL): Shipments picked up by a trucker and consolidated with other LTL shipments to be transported to the destination city, unloaded and delivered.

Liability: Carrier's legal financial responsibility for lost or damaged goods.

Marshalling Yard: Area designed to state or check trucks for show delivery and pick-up.

Mini: Shipment weighing 200 lbs. or less, for which the minimum charge is 200 lb. rate.

Mixed Truckload: Truckload of different articles, crated and uncrated, in a single shipment.

Net Weight: Weight of goods without the shipping container.

Official Carrier: Carrier designated by a show manager or general contractor to be on-site for the inbound and outbound shipments of a show. Use of these carriers is recommended but not required.

Official Contractor: Organization appointed by show management to provide services such as set-up and tear-down of exhibit booths and to oversee labor, drayage and loading dock procedures.

Packing List: Detailed list or inventory of a shipper's contents.

Pallet or Skid: Wood runner protecting the exterior of a shipping case. Also describes a wooden base constructed to carry multiple cartons or equipment.

Portable Display: Lightweight exhibit capable of being carried by one person. Usually refers to tabletop or pop-up exhibit.

Pro-Number: Progressive numbering system used primarily by the trucking industry for tracking, billing and identifying freight.

Set-Up: Assembly of exhibit components for display or use.

Shipper: Individual or company whose goods are being shipped.

Split Pick-up/Delivery: Pick-up or delivery of multiple shipments at more than one place of business.

Trapping: Method of consolidating shipments. Usually defines function of the LTL trucker grouping freight for shipment to a particular show.

Van Line: Carrier that specializes in shipping uncrated exhibits, high-tech equipment and delicate materials that require special handling.

Waybill: Document that contains the address of the shipper and the recipient as well as other pertinent information. Contains a number used in tracking shipments.

ATTENTION EXHIBITORS

PLEASE **DO NOT**
SHIP YOUR FREIGHT IN ADVANCE
TO THE
HENRY B. GONZALEZ CC.

SHIPMENTS WILL BE REFUSED.

PLEASE SHIP ALL ADVANCE
FREIGHT TO THE
PARAMOUNT ADVANCED
RECEIVING WAREHOUSE AT:

ABF
C/O PARAMOUNT CONVENTION SERVICES
4354 DIRECTOR DR.
SAN ANTONIO, TX 78219
FOR: IAFE 2021

Shipping Information

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Advance Receiving Deadline
Monday, November 22, 2021

All orders MUST have a credit card on file.

Advance Shipments To Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
ABF
4354 Director Dr.
San Antonio, TX 78219
For: IAFE

ADVANCE RECEIVING DEADLINE:

Monday, November 22, 2021

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

LAST DAY SHIPMENT RECEIVING AT WAREHOUSE WITH SURCHARGE: 11/24/2021

Direct Shipments To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET-UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
Henry B. Gonzalez Convention Center
Hall 1
237 Tower of the Americas Way
San Antonio, TX 78205
For: IAFE

FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE AND ANY FACILITY CHARGES THAT MAY APPLY.

- A credit card **MUST** be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges **MUST** be prepaid. PCS will not accept any COD shipments.
- All shipments should be co-signed to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions regarding shipping procedures. Please read the shipping and material handling information thoroughly.

OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form) for any reason, your freight will be re-consigned onto our convention carrier.

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices



Shipping Information

Material Handling

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Advance Receiving Deadline

Monday, November 22, 2021

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Monday, November 22, 2021

Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

CLOSED ON THANKSGIVING DAY, NOVEMBER 25, 2021

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Over Time / Straight Time	Lbs/100	CWT	\$70.00 per CWT	\$
Shipments received at the warehouse between 11/23/21 – 11/24/21 then handled in and out of booth on Over Time / Straight Time	Lbs/100	CWT	\$87.50 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$80.00 per CWT	\$
Shipments received at the warehouse between 11/23/21 – 11/24/21 WITHOUT a bill of lading	Lbs/100	CWT	\$100.00 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 11/24/21**

Direct Shipments to Show Site:

Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Over Time / Straight Time	Lbs/100	CWT	\$80.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$90.00 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

Overtime:

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is any time before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Material Handling



Off Date Delivery Fees:

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received before the first exhibitor move in date or after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

Van Lines, Uncrated, and Loose Display Shipments:

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

Empty Container Labels:

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece.

Inbound bill of Lading or Delivery Receipt:

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

Outbound Shipping:

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information.

Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier if the requested carrier fails to check in at the service desk by the designated time.

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.

Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices



Additional Services

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Advance Receiving Deadline
Monday, November 22, 2021

All orders MUST have a credit card on file.

Vehicle Spotting:

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

Forklift:

All per 100 lb rates quoted do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	Straight Time	Overtime
Forklift with Operator (One-hour minimum) (Up to 4,000 lbs. Capacity)	\$175.00 per hr.	\$250.00 per hr.
Material Handler (One hour minimum)	\$60.00 per hr.	\$90.00 per hr.

Installation Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Dismantle Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Banding:

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

Shrink-wrap:

Shrink wrap will be available for securing outbound shipments at a rate of:

Straight Time	Overtime
\$50.00 per skid	\$75.00 per skid

Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.

Company Name: _____ Booth # _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Additional Services



Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Thursday, October 28, 2021

ABF WAREHOUSE RECEIVING DEADLINE: Monday, November 22, 2021

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE:
11/24/2021

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
4354 Director Dr.
San Antonio, TX 78219

WAREHOUSE

EVENT: IAFE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Thursday, October 28, 2021

ABF WAREHOUSE RECEIVING DEADLINE: Monday, November 22, 2021

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.

LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE WITH SURCHARGE:
11/24/2021

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
4354 Director Dr.
San Antonio, TX 78219

WAREHOUSE

EVENT: IAFE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Sun., November 28, 2021

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services
Henry B. Gonzalez Convention
Center - Hall 1
237 Tower of the Americas Way
San Antonio, TX 78205
For: IAFE

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Sun., November 28, 2021

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services
Henry B. Gonzalez Convention
Center - Hall 1
237 Tower of the Americas Way
San Antonio, TX 78205
For: IAFE

SHOWSITE

BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Pre-Printed Outbound Material Handling Agreement And Outbound Label Request

Outbound Material Handling

Company Name:	Booth #
Show Name:	

Complete this form for pre-printed outbound material handling documents and shipping labels. Send this to Paramount prior to the show installation. Or you can fill this form out online with your login and password.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

Company Name:	Attention:	Booth #	
Street Address:			
City:	State:	Zip Code:	Country:
Number of plain labels for this destination:			

Complete only if shipping to another show	Show:	Booth #
---	-------	---------

STEP 2. CARRIER:

<input type="checkbox"/> ABF (Show Carrier)	<input type="checkbox"/> OTHER _____ (Please provide name of carrier)
In the event your selected carrier fails to show by the check in time listed in the service kit, your freight will be re-consigned to the show carrier.	
Please fill out if your return freight is time sensitive. Date Needed _____ Phone _____	

STEP 3. FREIGHT CHARGES CONTACT:

Company Name:	Attention:	Phone:	
Street Address:			
City:	State:	Zip Code:	Country:

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the 4 copy outbound material handling form that we put in your booth at the show site to the Paramount Service Desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be forced onto the show carrier at the exhibitor's expense.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

PARAMOUNT'S PRE-PRINTED LABELS WILL NOT WORK FOR FEDEX OR UPS

An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.



Outbound Shipping Procedures

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information. Plain Labels to print (not UPS or FedEx labels) and outbound material handling agreements will be available at the service desk. All exhibitor charges must be paid in full before an outbound material handling agreement will be handed out.

A Paramount Convention Services outbound material handling agreement must be completed before any shipments will be released regardless of the shipping firm used. Material handling charges are a onetime fee, if you ship out of the show and did not ship to the show or ABF warehouse, you will receive a material handling charge from Paramount (separate than shipping charges from your carrier or ABF).

After you have packed your exhibit /materials, leave your labeled materials in your booth and please bring the completed outbound material handling agreement to the Paramount service desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out.

Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS WITH THE SHOW CARRIER UNLESS ADVANCE ARRANGEMENTS WITH ANOTHER CARRIER ARE MADE.

Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be re-consigned onto the show carrier by Paramount Convention Services. If you choose to use the show carrier-ABF, there is no need to call anyone, as they will be onsite during move out. **Charges for shipping with ABF are all handled with ABF as they are a separate company from Paramount. The shipping charge is a separate charge then the material handling charge, the credit card you have on file with Paramount will not work with shipping for ABF.** If you wish to use another carrier, you must notify them to pick up your freight at the close of the show: **All freight carriers must check in at the dock with Paramount by 10:00AM on Wednesday, December 1, 2021 or your freight will be re-consigned onto the show carrier ABF.** If you have any questions, please contact the staff at the Paramount service desk.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages (**PARAMOUNT'S PLAIN PRE-PRINTED LABELS WILL NOT WORK**). **An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.**

Additional Numbers listed for your convenience:

ABF: 1-800-654-7019

UPS- 1-800- PICK-UPS; 1-800-742-5877

FedEx- 1-800- GO-FEDEX; 1-800-463-3339

Showsite Address:

Henry B. Gonzalez Convention Center
Hall 1
237 Tower of the Americas Way
San Antonio, TX 78205

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

**Priority
handling of
your inbound
and outbound
shipments**

**Guaranteed
expedited air
and ground
services**

**LTL Ground
Transportation**

**International
Transportation**

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916

Exhibit Labor

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

Exhibit Straight Labor Request:

	Discount	Standard
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$60.00	\$78.00
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$90.00	\$117.00

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)

Plan A-Supervision by Paramount

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience based on arrival of materials. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

# of men	approx. hours	Date	Day of week
----------	---------------	------	-------------

DISMANTLE:

# of men	approx. hours	Date	Day of week
----------	---------------	------	-------------

Ladder(s) needed? ____ 8' ____ 12' ____ 14'

Set-Up Instructions/crate keys

Sent to PCS Office Sent with display
(Circle One)

Plan B-Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48-hour notification is given.

INSTALLATION:

# of men	approx. hours	Date	Day of week	Time
----------	---------------	------	-------------	------

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time
----------	---------------	------	-------------	------

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

Ladder(s) needed? ____ 8' ____ 12' ____ 14'

Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ Booth # _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.

Exhibit Labor



Key Information

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders must have a credit card on file.

**Please complete and return this page only if you have
ordered PCS supervised labor.**

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

***if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.**

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

Outbound Freight Charges Guaranteed By:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

Shipping Method: **Circle One:** Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: _____

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.

Key Information



Intent To Use Non-Official Contractor

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

DUE DATE: **Monday, November 15, 2021**

If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form.
It must be received by Paramount Convention Services no later than Monday, November 15, 2021.
No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.
2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **Monday, November 15, 2021.**
No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, IAFE, Henry B. Gonzalez Convention Center and employees of each company as additionally insured.
***See rules and regulations forms.**
3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at our Exhibitor Service Center.

NOTIFICATION DEADLINE: Monday, November 15, 2021

Exhibiting Company _____ Booth # _____

Authorized Signature: _____

Please Print Name: _____

Full Name of Non-Official Service Contractor: _____

City _____ State _____ Zip _____

phone _____ fax _____ e-mail _____

Non-Official contractor "show site" representative _____ phone # _____

Type of Service to be provided _____

Intent To Use Non-Official Contractor



Non-Official Contractors' Rules and Regulations

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

DUE DATE: **Monday, November 15, 2021**

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no Later than the due date, listed in the heading on this page (Monday, November 15, 2021). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., IAFE, Henry B. Gonzalez Convention Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized.

(*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Monday, November 15, 2021), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

Non-Official Contractor Rules & Regs



Booth Cleaning

IAFE

Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

The cleaning services provided by the exhibit hall include only a general sweeping of aisles. Paramount Convention Services has been designated as the exclusive cleaning contractor. No other service contractors will be permitted on the exhibit floor. All rental carpets ordered from Paramount Convention Services are installed in clean condition. Any cleaning service required within your booth space for debris during installation and exhibit hours may be ordered below.

***All rates are based on the total square footage of your booth. (100 SQ. FT. MINIMUM)
Please check preference below.***

Booth Cleaning:

CODE:	Discount	Standard
(4501) ___ DAILY – Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.34 sq.ft. per day	\$.44 sq.ft. per day
(4500) ___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.36 per Sq. ft.	\$.47 per sq. ft.

Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).	\$60.00 per hour S/T	\$90.00 per hour O/T
--	----------------------------	----------------------------

*Should your booth give away food items (i.e. popcorn) or other promotional products that cause excessive debris on the show floor, you will be responsible for the additional cleaning required.

****\$330.00 onetime fee****

SIZE OF BOOTH ___ X ___ = ___ SQ.FT. X RATE ___ = ___ PER DAY X NO. OF DAYS ___ = \$ ___

Total: \$ _____

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, no refunds will be provided once services have been provided.

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.



Floral Service

IAFE

Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' – 3' Tropical Plant	\$50.09	\$64.66
(6001)	_____	4' – 5' Tropical Plant	\$61.22	\$79.50
(6002)	_____	5' – 6' Tropical Plant	\$79.50	\$104.36
(6003)	_____	6' – 8' Tropical Plant	\$124.02	\$162.18
(6004)	_____	Ferns (circle one)	\$50.09	\$68.32

All containers for tropical plants will be provided in black

Colors and availability may vary depending upon season and location.

Flowering Plants and Floral Arrangements:

(Purchase only)

Code	Quantity	Description	Discount	Standard
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$56.00	\$82.00

Colors and availability may vary depending upon season and location.

(6006)	_____	Small Cut Flower Arrangement	\$130.00	\$169.00
(6007)	_____	Medium Cut Flower Arrangement	\$145.00	\$188.00
(6008)	_____	Large Cut Flower Arrangement	\$160.00	\$208.00

****COLOR DESIRED (Cut Flower Arrangement Only)**

Yellow White Lavender Rust Blue Pastels

Colors and availability may vary depending upon season and location.

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, once installation has begun no refunds will be given for floral services.

RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.

SUBTOTAL \$ _____
8.25% _____
TOTAL \$ _____

Company Name: _____ Booth # _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Floral Service



Sign Service

IAFE

Henry B. Gonzalez Convention Center

San Antonio, TX

November 29-30, 2021

Discount Deadline

Monday, November 15, 2021

All orders MUST have a credit card on file.

QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to signshop@paramountcs.com

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$26.50	\$40.28
(5001)	_____	11" x 14"	\$31.80	\$47.70
(5002)	_____	7" x 44"	\$33.92	\$50.88
(5003)	_____	14" x 22"	\$42.40	\$63.60
(5004)	_____	22" x 28"	\$50.88	\$76.32
(5005)	_____	28" x 44"	\$81.62	\$111.30
(5006)	_____	40" x 60"	\$159.00	\$206.70
(5007)	_____	38 1/8" x 92 1/8"	\$238.00	\$309.52

OPTIONAL SERVICES

(5008) Easel back applied to sign -\$15.00 per sign

(5009) 22x28 Sign holder \$50.00

*On-site requests will be subject to additional fees.

SUBTOTAL \$ _____
8.25% _____
TOTAL \$ _____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ **QUANTITY:** _____

BACKGROUND COLOR: _____ **LETTERING COLOR:** _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION:

SIGN TO READ AS FOLLOWS: _____
(Please print or type)

Cancellation policy: Orders will be charged 100% of original price once signage has been printed.

Company Name: _____ **Booth #** _____

Paramount Convention Services

Phone: 314-621-6677

Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

**Items requested after the Discount Rate Deadline are not guaranteed
to be in stock. To secure availability, all orders must
be received by the Discount Rate Deadline date.**



Video Service Form

IAFE
Henry B. Gonzalez Convention Center
San Antonio, TX
November 29-30, 2021

Discount Deadline
Monday, November 15, 2021

All orders MUST have a credit card on file.

Video Packages:

Add some excitement to your booth by showing off your products and services through video.

	Discount	Standard
<input type="checkbox"/> 32" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$300.00	\$390.00
<input type="checkbox"/> 42" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$400.00	\$520.00
<input type="checkbox"/> 55" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$500.00	\$650.00
<input type="checkbox"/> DVD player	\$50.00	\$65.00
<input type="checkbox"/> Blu Ray DVD player	\$75.00	\$90.00
<input type="checkbox"/> Rolling TV Stand	\$150.00	\$195.00

* Electric is not included

* Rates are for run of the show

SUBTOTAL \$ _____
8.25% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Video Service



UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

Decorator & Carpenter Jurisdiction

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

Teamster Jurisdiction

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!

FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshal.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery cannot be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.

Exhibit Hall Fire Regulations



IAFE 2021

November 29–30, 2021

HENRY B. GONZÁLEZ CONVENTION CENTER



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

11 / 08 / 2021

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

EDLEN
The Power People

Edlen Electrical Exhibition Services

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • sanantonio@edlen.com • www.edlen.com

ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

Advance Payment Deadline Date: 11/08/21

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 11/08/21



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee **MUST** be included with transfer.

☐ CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 11/08/21

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #16, 22 & 23 on our Terms & Conditions for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			89.00	134.00	
1000 WATTS (10 AMPS)			157.00	236.00	
1500 WATTS (15 AMPS)			182.00	273.00	
2000 WATTS (20 AMPS)			208.00	312.00	
208 VOLT SINGLE PHASE					
20 AMPS			396.00	594.00	
30 AMPS			470.00	705.00	
60 AMPS			618.00	927.00	
208 VOLT THREE PHASE					
20 AMPS			526.00	789.00	
30 AMPS			629.00	944.00	
60 AMPS			824.00	1236.00	
100 AMPS			1085.00	1628.00	
200 AMPS			1282.00	1923.00	
400 AMPS			2082.00	3123.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS			1006.00	1509.00	
30 AMPS			1202.00	1803.00	
60 AMPS			1574.00	2361.00	
100 AMPS			2070.00	3105.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		30.00	
POWER STRIP		30.00	

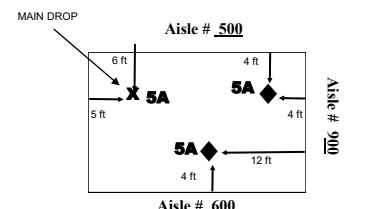
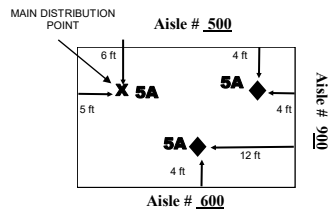
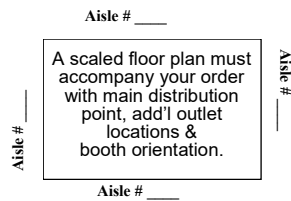
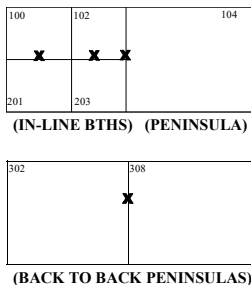
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM		TOTAL	
PRINT NAME:			
EMAIL:		PHONE:	

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 11/08/21



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 11/08/21**

The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #	111004SA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- A. Describe flooring: _____
- B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	
		OT	\$220.00	
		LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$250.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 11/08/21**

The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$110.00	
		OT	\$220.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 11/08/21

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	\$418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 10.00	=	
Total CFM _____ x REGULAR Rate 15.00	=	

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	173.00	260.00	
51 – 200 Gallons	324.00	486.00	
201 – 500 Gallons	540.00	810.00	
Each additional 100 Gallons up to 1,000 Gallons	54.00	81.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:		PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 11/08/21



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAFE 2021		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	November 29-30, 2021	EVENT #111004SA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$115.00	
OT	\$230.00	

ESTIMATED TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ www.edlen.com
or call the number on the Plumbing Order form



INTERNET SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	Onsite Contact Name:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

© 2020 Smart City Networks. All Rights Reserved.

Effective September 30, 2020 – December 31, 2021 - V08262020

BASIC INTERNET, NOT FOR STREAMING		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work						
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for Light Internet Usage			\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]			\$185	\$220	\$255	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED						
Dedicated 3 Mbps			\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps			\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps			\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps			\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps			\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
<i>Higher Bandwidth Services Available for UHD Streaming</i>						
INTERNET EQUIPMENT & LABOR		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports			\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e			\$50	\$62	\$74	
Labor / floor work – four lines per hour			\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility			\$500	\$500	\$500	
WIRELESS INTERNET, Full products catalog available online						
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)						
Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .		SUBTOTAL				
		ESTIMATED 10% TAX/FEEs				
		GRAND TOTAL				

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:


Official Vendor Form
Henry B. Gonzalez Convention Center

Questions? Please Call: 210-417-4095 On Weekends Call: 210-308-0182

Submit Your Order Via: Omar.Zamora@encoreglobal.com or Fax: 866-219-7878

AV PRICING ONLY : Labor will be added by Sales Staff

Customer Information

*Conference Name:

*Booth Name & #:

Company:

On-Site Contact:

Address:

On-Site Phone #:

City:

State & Zip:

Set Up Date:

Time:

Ordered By:

Phone:

End Date:

Time:

*Email:

****RATES****

Equipment Subtotal is the Advanced Rate or On-Site Rate per item, Multiplied by the number of Total days the equipment is needed. To guarantee equipment availability and Advanced Rate, this order should reach us 21 days prior to delivery. Labor to Set/Strike Equipment, and Operator labor are subject to the prevailing hourly rate with a 4 hour minimum. Labor will be added by Sales Staff

ALL PRICING IS PER DAY

Advanced Rate

On-Site Rate

*Total
Days*

QTY

TOTAL

Monitors

Blu Ray DVD Player			\$130.00	\$155.00			
24" Monitor	Table Stand Only		\$210.00	\$235.00			
46" Monitor	Floor Stand (+55)	Table Top	\$470.00	\$525.00			
50" Monitor	Floor Stand (+55)	Table Top	\$515.00	\$540.00			
70" Monitor	Floor Stand (+55)	Table Top	\$1225.00	\$1250.00			

Computers

Windows Laptop			\$220.00	\$225.00			
Windows Desktop			\$220.00	\$225.00			
MAC Laptop (Apple)			\$260.00	\$285.00			
MAC Desktop (Apple)			\$350.00	\$405.00			
iPad (Mini or Regular)			\$125.00	Pre-Order Only			
Computer Audio			\$65.00	\$95.00			
Computer Adapters (**Please Select Below***)			\$30.00	\$55.00			
VGA	HDMI	Component	Composite	Display Port	Mini Display Port	Lightning	Thunderbolt

Misc. Equipment

5500 Lumens Projector			\$940.00	\$965.00			
Tripod Screens			\$50.00	\$75.00			
Fast Fold Screens			Call for Pricing				
Carts (32- 54") w/ Skirt			\$50.00	\$75.00			
Safelock w/ Skirt			\$30.00	\$55.00			
B&W Printer			\$150.00	\$350.00			
Color Printer			\$400.00	\$500.00			


Official Vendor Form
Henry B. Gonzalez Convention Center
***Booth Name & #:**

<i>*ALL PRICING IS PER DAY*</i>	<i>Advanced Rate</i>	<i>On-Site Rate</i>	<i>Total Days</i>	<i>QTY</i>	<i>TOTAL</i>		
Audio							
4 CH Mixer	\$50.00	\$75.00					
Wired Microphone	\$135.00	\$185.00					
Wireless Microphone Unit - Lavalier / Hand Held	\$220.00	\$255.00					
Wireless Mic Headset - Countryman (Headset Only)	\$115.00	\$135.00					
Powered Speaker w/Stand	\$110.00	\$160.00					
PC Direct Input Box (Computer Audio)	\$65.00	\$95.00					
Sound Packages	Call For Pricing						
Lighting (Ground Supported)							
Leko Light	\$50.00	\$75.00					
Par Can Light	\$50.00	\$75.00					
LED Wash Light	\$75.00	\$130.00					
LED Leko	\$75.00	\$130.00					
Lighting Board	\$115.00	\$165.00					
Custom Lighting Package	Call For Pricing						
ALL rigging inquiries will require a rigging advance to be filled out. Link is: https://encoreglobal.com/rigging-portal/							
Labor							
i.e. An Audio, Video, Lighting, or a General Tech will be applied to final total by Sales Team for Set and Strike depending on services required and ordered.							
Terms and Conditions							
1 Please allow 72 hours to confirm your order. If you do not receive a confirmation please contact us.							
1 ENCORE will NOT deliver equipment to an unattended booth. An Authorized representative must be present							
1 Delivery, Pickup, Set Up, Tear Down, and On-Site Service will be applied to final total of order by PSAV Sales							
1 State and Sales Tax Applied to all Order							
1 IMPORTANT: CANCELLATION POLICY - All Cancellations must be submitted in Writing							
a) Cancellations within 48hrs of the scheduled delivery date are subject to 50% fee applicable to total order							
b) Cancellations on day of scheduled delivery date or "no shows" are subject to full amount of order							
TAX EXEMPT STATUS: If your Company or Organization is Tax Exempt, We require an Exemption Certificate prior to event start.							
DAMAGE WAIVER: By signing this form, you agree to the Loss and Damage Acknowledgment by PSAV.							
Acknowledge & Sign							
u Delivery times are tentative and may vary during event.							
u Please contact Sales Manager or Technician to confirm arrival for delivery times.							
Signature:				Date:			
Email:							