

# CAGIS/ASPRS 2013 SPECIALTY CONFERENCE

## EXHIBITOR SERVICE KIT

### IMAGING AND MAPPING FOR DISASTER MANAGEMENT

CROWNE PLAZA SAN ANTONIO RIVERWALK HOTEL, SAN ANTONIO, TEXAS  
OCTOBER 27 – 30, 2013

#### Conference

CAGIS/ASPRS 2013 Specialty Conference

#### Dates

October 27 – 30, 2013

#### Conference Location

Crowne Plaza San Antonio Riverwalk Hotel  
111 E. Pecan Street  
San Antonio, TX

#### Hall Location

Texas Ballroom, 2<sup>nd</sup> Floor

#### Official Decorator

Levy Exposition Services, Inc.  
14900 Interurban Ave. South, Suite 271  
Seattle, Washington 98168  
Ph: 253 437-0031  
Fax: 253 437-0032  
Chuck Premone, President  
Cpremone@levyexpo.com

#### Official Show Colors

Blue & White

#### Official Show Carrier

ICAT expo  
877-ICAT expo (877-422-8397)  
Direct: 800-572-1324 x112  
Matt Campbell  
[matt.campbell@icatexpo.com](mailto:matt.campbell@icatexpo.com)  
[www.icatexpo.com](http://www.icatexpo.com)

### Show Schedule

#### Monday, Oct. 28

8 am – 5 pm Exhibit Set up - Contact Chuck Premone at  
cpremone@levyexpo.com, if additional set up information is needed

#### Tuesday, Oct. 29

8 am – 9 am Exhibit Hall Inspection

9 am – 7:30 pm **Exhibit Hall Open**

Refreshment Breaks: 9 am – 9:30 am

11 am – 1:30 pm

3 pm – 4 pm

5:30 – 7:30 pm Exhibitors' Reception

#### Wednesday, Oct. 30

9 am – 3:30 pm **Exhibit Hall Open**

9 am – 10 am Exhibitor's Breakfast & Prize Drawing

Refreshment Breaks: 12:45 pm – 1:45 pm

3:15 pm – 3:30 pm

3:30 pm – 8 pm Exhibit Hall Dismantle

### EXHIBIT HALL LOCATION

The Exhibits will be located in the Crowne Plaza San Antonio Riverwalk Hotel in the Texas Ballroom on the second floor of the hotel.

### EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases an 8'x10' space:

- **One (1) Complimentary Full Conference Registration**  
(per 8'x10' booth)
- **Three (3) Complimentary Exhibit Booth Staff badges**  
(per 8'x10' booth)
- **Post-conference Attendee Mailing List**  
(emails not included, sent 15 days post-conference)
- **Draped Back Wall and Side Rails** (linear booths only)
- **Increased Dedicated Exhibit Hall Attendee Face time**
- **A 7"x44" booth identification sign**
- **Nine (9) Complimentary Exhibit Hall Only Guest Passes**
- **Exhibitor Only Refreshment Area/Lounge**

Exhibiting companies are responsible for furnishing, carpeting and cleaning, their booths. The Exhibit Hall at the Crowne Plaza San Antonio Riverwalk Hotel **IS carpeted**. Additional carpet for individual booths may be obtained through Levy Exposition Services.

## BOOTH INSPECTION

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All displays are to be completely installed and ready for inspection by 8:00 am on Tuesday, Oct. 29<sup>th</sup>. Displays will be checked by your in- Hall contact with ASPRS. A company representative **must** be on hand during this inspection in case booth adjustments are necessary.

## EXHIBIT HALL CONTACTS

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Multiple people will be available for questions in the hall during both set-up times and open exhibit hall hours.

- ASPRS Exhibit Sales Representatives, Brooke King and Kelli Nilsson
  - Will be walking the hall and visiting with each exhibitor and are available for any question that may arise.
- An ASPRS representative, available at the ASPRS booth #101
- Levy Expo will have a kiosk set-up in the hall for any technical/set-up issues that may arise.

## GUEST PASSES

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Nine complimentary Guest Exhibit Hall passes per 8' x 10' booth are available for your customers, clients and guests. The Guest Pass form is available on the Conference website at [www.asprs.org/Conferences/San-Antonio-2013/Exhibits-Sponsors](http://www.asprs.org/Conferences/San-Antonio-2013/Exhibits-Sponsors). Please email or fax your completed forms to the Conference Registrar by Monday, Oct. 7<sup>th</sup>. All passes will be held at the Conference Registration Desk on the second floor of the Crowne Plaza San Antonio Riverwalk Hotel. Passes will be held under the company name of the exhibitor/requestor.

Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. The Guest Exhibit Hall passes are for access to the Exhibit Hall only and are not valid for any technical sessions, general sessions or other conference activities.

## EXHIBITOR EVENTS

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**Exhibitors' Reception** - Drinks and light hors d' oeuvres will be served from 5:30 pm until 7:30 pm on Tuesday, October 29<sup>th</sup>. This is an excellent opportunity for all exhibitors to meet the Conference attendees.

**Refreshment Breaks** – Refreshment breaks held throughout the week will be served in the exhibit hall.

**Exhibitor's Breakfast & Prize Drawing** – Coffee, juice, pastries, breakfast sandwiches for all attendees on Wednesday, October 30<sup>th</sup> from 9:00 am until 10:00 am. This breakfast is a perfect chance to make those closing contacts with all conference attendees.

**Exhibit Hall Passport Contest Prize Drawing** will also be held during the Exhibitor's Breakfast beginning at 9:30 am in the Exhibit Hall. Attendees who turned in a completed Exhibit Hall Passport Contest card will be eligible and must be present to win some of the GREAT prizes!

## DISMANTLING

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Dismantling and removal of displays may not begin before 3:30 pm and must be completed by 8 pm on Wednesday, October 30<sup>th</sup>. **Note: Exhibitors who select freight carriers other than the official carriers must make arrangements for pick-up by 8:00 pm on Wednesday, October 30<sup>th</sup>. Failure to remove all materials on the date and time specified will constitute authority of ASPRS to remove the exhibit at the expense of the exhibitor.**

## IMPORTANT SHOW CONTACTS

### **Exhibit Sales & Sponsorship**

Mohanna, Brooke King and Kelli Nilsson

Phone: 301-215-6710 x124

[asprs@townsend-group.com](mailto:asprs@townsend-group.com)

### **Exhibit Decorator**

Levy Exposition Services, Inc., Chuck Premone

Phone: 253 437-0031

Fax: 253 437-0032

[Cpremone@levyexpo.com](mailto:Cpremone@levyexpo.com)

### **Show Freight Carrier**

ICAT expo, Matt Campbell

Phone: 877-422-8397 (Toll Free)

Fax: 410-691-7706

[matt.campbell@icatexpo.com](mailto:matt.campbell@icatexpo.com)

### **Conference Registration,**

ASPRS Registrar, Priscilla Weeks

Phone: 301-493-0290 x109

Fax: 301-493-0208

[registrar@asprs.org](mailto:registrar@asprs.org)

### **Audio Visual Rentals**

Technology Express, Mike Coultas

Phone: 800-704-3655 (Toll Free)

[mikec@techexprss.com](mailto:mikec@techexprss.com)

### **Conference Organizer**

ASPRS Meetings Manager, Heather Staverman

Phone: 301-493-0290 x 106

Fax: 301-493-0208

[hstaverman@asprs.org](mailto:hstaverman@asprs.org)

### **Crowne Plaza San Antonio Riverwalk Hotel Services**

#### Catering, General Services & Internet

Kathie Squadrille

Phone: 210-362-6418

[kathie.squadrille@sanantoniocp.com](mailto:kathie.squadrille@sanantoniocp.com)

Menus available on conference web site.

### **Hotel Direct Shipping Address**

CaGIS/ASPRS 2013 Specialty Conference

Company Name & Booth #

Crowne Plaza San Antonio Riverwalk Hotel

c/o Levy Exposition Services, Inc.

111 East Pecan Street

San Antonio, Texas 78205

# **EXHIBITOR CHECKLIST**

## **IMPORTANT DEADLINES**

### **REGISTRATION**

Exhibitor Staff & Full Registration Forms  
(Please use enclosed form)

September 27, 2013

### **HOTEL RESERVATIONS**

Crowne Plaza San Antonio Riverwalk Hotel

September 27, 2013

(Please note: Only a limited number of rooms are reserved in the CaGIS/ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available.

Reservations can be made directly through our web site at

[www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013). Room Rate is \$149/night single/double occupancy)

### **SHIPPING AND RECEIVING**

**Advance Shipping** – Please note that advance shipments will be received between September 16<sup>th</sup> and October 17, 2013 without penalty. Shipments received before September 16<sup>th</sup> or after October 17, 2013 will be assessed a surcharge.

**Direct Shipping** – Please note that direct shipments to the Crowne Plaza San Antonio Riverwalk Hotel will be received beginning at 8:00 am on Monday, October 28, 2013. Shipments that arrive before this date may be refused. All shipments sent directly to the Hotel will incur charges from the Hotel. CaGIS/ASPRS is NOT responsible for these charges.

### **EXHIBIT LABOR**

Decorator Labor Order Form

October 11, 2013

### **EXHIBIT FURNISHINGS AND SERVICES**

Intent to Use Non-Official Contractor Form

October 11, 2013

**Levy Exposition Services Forms**

Payment Policy & Authorization

October 11, 2013

Recap of Orders

October 11, 2013

Rental Display

October 11, 2013

Sign Order

October 11, 2013

Booth Cleaning

October 11, 2013

Furniture Order

October 11, 2013

Custom Rental Furnishings Order

October 11, 2013

Convention Foliage Service Order

October 11, 2013

**Technology Express Audio Visual Orders**

October 18, 2013

[www.techexprss.com/quote.asp](http://www.techexprss.com/quote.asp)

**Crowne Plaza San Antonio Riverwalk Hotel**

Electrical and Internet Orders

October 25, 2013

FOR FURTHER DETAILS, PLEASE SEE THE CONFERENCE PRELIMINARY PROGRAM  
AVAILABLE ON LINE AT [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013)

## **CAREER POSTINGS**

Poster boards will be available outside the Exhibit Hall area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

## **EXHIBIT HALL PASSPORT CONTEST**

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As a fun way to facilitate a positive attendee and exhibitor experience in the exhibit hall, we are excited to continue the popular **Exhibit Hall Passport Contest**, for all attendees! The premise of the game is to create an incentive for attendees to visit the exhibit hall and YOUR booth. Since we want attendees to stop by your booth and have a conversation with a representative, we are giving you an ice breaker for that initial conversation. The contest will drive traffic to your booth and then it's up to you to start those sales conversations. The contest will conclude with some great prizes to be raffled off on Wednesday, October 30<sup>th</sup> at 9:30 am during the Exhibitor's Breakfast.

You must sign-up to participate in this event. If you are interested in participating in the game, please see the contest information and rules at the conference web site [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013).

## **IMPORTANT**

All exhibitors and booth staff should register for the conference no later than **Friday, September 27, 2013**. This will allow ASPRS sufficient time to prepare necessary registration materials.

Please make your hotel reservations at the Crowne Plaza San Antonio Riverwalk Hotel, **as soon as possible** in order to take advantage of the special CaGIS/ASPRS room rate of **\$149**.

While our room block does not expire until September 27<sup>th</sup>, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the conference block, please see the web page link at [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013). A very limited number of rooms are reserved in the room block at this special rate.

As a courtesy to CAGIS/ASPRS and all conference attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the conference headquarters hotel.

## **EXHIBITOR CONFERENCE REGISTRATION**

**Deadline for Registration – September 27, 2013** - Registration is required for all exhibitors and booth staff.

**Registration Procedures** - Each exhibiting company will receive one complimentary full conference registration and three booth staff registrations per 8'x10' booth. Please complete the "**Exhibitor Registration Form**" included in this packet, for your full conference registrant and booth staff. Additional copies of this form may be made and must be submitted if purchased booth space is larger than 8'x10' standard and more than one complimentary full registration & three booth staff registrations apply.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the conference) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

**Outside Contractors/Crew Passes** - If an outside contractor will be used to set up your booth, please fill out the enclosed "**Intent to Use Non-Official Contractor**" form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

**BADGES MAY BE PICKED UP ON-SITE AT THE CAGIS/ASPRS REGISTRATION DESK IN THE CROWNE PLAZA SAN ANTONIO RIVERWALK HOTEL, DURING REGISTRATION HOURS AS NOTED IN THE PRELIMINARY PROGRAM AT [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013).**

## **Exhibitor Registration Form**

For each 8'x10' area purchased, the exhibitor is entitled to one (1) complimentary full conference registration (admits bearer to all non-fee sessions and social functions) and three (3) exhibitor badges (allowing booth staff access to the show floor, and Exhibitors' Reception only). Please use this form to register your full conference attendee and booth staff. If you have purchased space larger than an 8'x10' area, please make the appropriate number copies of this form. If you would like to purchase additional full conference registrations or register your employees for additional events held in conjunction with this ASPRS Conference that are not included in the complimentary registration, please use the official ASPRS Conference Registration Form found at [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013). Completed exhibitor registration forms are due by September 27, 2013. Return address information is below.

### **Complimentary Full Conference Registration (one per 8'x10' booth)**

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
\*First Name on badge \_\_\_\_\_ \*Birth Country \_\_\_\_\_  
\*Company \_\_\_\_\_ \*Title \_\_\_\_\_  
\*Street Address \_\_\_\_\_ \*City \_\_\_\_\_  
\*State/Province \_\_\_\_\_ \*Zip/Postal Code: \_\_\_\_\_ \*Country \_\_\_\_\_  
\*Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_  
Emergency Contact Name & Phone \_\_\_\_\_

Items noted with an asterisk (\*) are required for conference registration.

*Please Note: Children under the age of 13 are NOT permitted in the Exhibit Hall at any time due to insurance and safety regulations.*

**Exhibitor Booth Staff Badges**  
**(three per 8'x10' booth)**

Office Use:

Full Conference Registrant & Company: \_\_\_\_\_  
(Please list first and last name from previous page & Company name for Office Use)

#1 \*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
\*First Name on badge \_\_\_\_\_ \*Birth Country \_\_\_\_\_  
\*Company \_\_\_\_\_ \*Title \_\_\_\_\_  
\*Street Address \_\_\_\_\_ \*City \_\_\_\_\_  
\*State/Province \_\_\_\_\_ \*Zip/Postal Code: \_\_\_\_\_ \*Country \_\_\_\_\_  
\*Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_  
Emergency Contact Name & Phone \_\_\_\_\_

\* \* \* \* \*

#2 \*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
\*First Name on badge \_\_\_\_\_ \*Birth Country \_\_\_\_\_  
\*Company \_\_\_\_\_ \*Title \_\_\_\_\_  
\*Street Address \_\_\_\_\_ \*City \_\_\_\_\_  
\*State/Province \_\_\_\_\_ \*Zip/Postal Code: \_\_\_\_\_ \*Country \_\_\_\_\_  
\*Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_  
Emergency Contact Name & Phone \_\_\_\_\_

\* \* \* \* \*

#3 \*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
\*First Name on badge \_\_\_\_\_ \*Birth Country \_\_\_\_\_  
\*Company \_\_\_\_\_ \*Title \_\_\_\_\_  
\*Street Address \_\_\_\_\_ \*City \_\_\_\_\_  
\*State/Province \_\_\_\_\_ \*Zip/Postal Code: \_\_\_\_\_ \*Country \_\_\_\_\_  
\*Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_  
Emergency Contact Name & Phone \_\_\_\_\_

Items noted with an asterisk (\*) are required for conference registration.

**Return no later than Friday, September 27, 2013 to:**

**CaGIS/ASPRS Specialty Conference Registration  
c/o Conference Registrar  
5410 Grosvenor Lane, Suite 210  
Bethesda, MD 20814**

Phone: 301-493-0290 x109 or Fax: 301-493-0208 or [registrar@asprs.org](mailto:registrar@asprs.org)

## Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while at this CaGIS/ASPRS Specialty Conference, please read and complete the following information.

## Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the CaGIS/ASPRS 2013 Specialty Conference who will perform any services within the CaGIS/ASPRS 2013 Specialty Conference designated exhibit area for an exhibitor and are approved by ASPRS will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the CaGIS/ASPRS 2013 Specialty Conference rules and regulations. Contractor must agree to abide by all applicable union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by **8:00 am on Tuesday, October 29, 2013** and dismantled and ready for shipping by 8:00 pm Wednesday, October 28, 2013. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply Conference Organizer and Levy Exposition Services of the names and addresses of the personnel who will be working within the Exhibit Hall.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by **October 11, 2013**, a valid "Certificate of Insurance" naming CaGIS/ASPRS 2013 Specialty Conference and the Crowne Plaza San Antonio Riverwalk Hotel as the additional insured's with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than \$100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.

The Exhibitor must submit a "**Request for Set-Up by Non-Official Contractor**" form to the ASPRS Meetings Manager and Levy Exposition Services by **October 11, 2013**. The Non-Official Contractor must also submit a list of employees and a valid Certificate of Insurance to the ASPRS Meetings Manager and Levy Exposition Services by October 11, 2013. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.



# **EXHIBIT HALL RULES AND REGULATIONS**

## **ADMITANCE POLICY**

ASPRS will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the CaGIS/ASPRS Registration Desk in the Crowne Plaza San Antonio Riverwalk Hotel, 2<sup>nd</sup> floor, beginning at 4 pm on Saturday, October 26, 2013. Badges and exhibitor ribbons must be worn to gain access to the Exhibit Hall.

*Please note: Children under the age of 13 are NOT permitted in the Exhibit Hall at any time due to insurance and safety regulations.*

## **AISLE OBSTRUCTION**

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by ASPRS.

## **BADGE SYSTEM**

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS to allow, at the appropriate times, only those with exhibitor badges in the Exhibit Hall. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Exhibit Hall without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

## **BOOTH ACTIVITIES**

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulation, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

## **BOOTH SPECIFICATIONS**

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

## **BUILDING PROTECTION**

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

## **CUSTOM DISPLAYS**

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of these rules are available from Levy Expo. ASPRS may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

## **DECORUM OF EXHIBITS**

ASPRS reserves the right to restrict exhibits, which because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature.

## **ELECTRICAL**

All electrical orders will be filled directly by the Crowne Plaza San Antonio Riverwalk Hotel. Order forms are included in this kit.

## **EXHIBITORS' RESPONSIBILITY**

Exhibitors have the right to escort their goods and merchandise from the receiving point at the hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 8:00 pm on Wednesday, October 30, 2013.

## **CATERING WITHIN THE EXHIBIT HALL**

No food or beverage (including bottle water with/without logo) may come into the exhibit hall without contracting with hotel catering. The only item permitted is bit size wrapped candy in a bowl. Please contact the hotel for more information (contact information found in kit). Menus can be found at [www.asprs.org/Conferences/San-Antonio-2013](http://www.asprs.org/Conferences/San-Antonio-2013).

## **HALL ACCESS AFTER SHOW HOURS**

All attendees will be required to leave the show within ½ hour after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS. Security will ask for proper identification before allowing anyone into the hall. Every consideration will be made to accommodate you and still have an effective security program.

## **INSURANCE**

Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, removal and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of \$1,000,000. ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Exhibits cannot be installed until such certificate has been provided. *It is recommended that exhibitor's insurance policies cover the shipment of merchandise to the exhibition, the exhibition period and the return to their offices.* CaGIS/ASPRS will take reasonable measures to prevent accidents for the general management of the site, CaGIS/ASPRS is not be responsible for any act of God, theft, loss or damage.

## **LABOR**

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used. Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Exhibit Hall area at the Crowne Plaza San Antonio Riverwalk Hotel. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Exhibit Hall. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

## **MATERIAL DISTRIBUTION**

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by CaGIS/ASPRS.

## **OCCUPANCY**

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. **If booth space is not occupied by 8:00 am on Tuesday, October 29, 2013, the CaGIS/ASPRS may take possession of said space. Exhibitors will not be allowed access to the Exhibit Hall until all outstanding invoices have been paid.**

## **SAFETY DEVICES**

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the conference organizers may suspend the demonstration.

## **SECURITY**

Every effort has been made by CaGIS/ASPRS to ensure the safety of your property. The Crowne Plaza San Antonio Riverwalk Hotel will provide general security on a 24-hour basis. CaGIS/ASPRS objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Crowne Plaza San Antonio Riverwalk Hotel, CaGIS, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with CaGIS/ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by CaGIS/ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Heather Staverman at 301-493-0290 ext.106. Orders must be placed by **September 27, 2013**.

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to Conference Organizers.
- Hire a security officer to be assigned to your booth during non-show hours.

## **Shipping**

All shipping and drayage should be coordinated through the official show carrier, ICAT Expo or an approved non-official contractor. Shipments sent directly to the Crowne Plaza San Antonio Riverwalk Hotel should arrive no earlier than three (3) days prior to the show and will be subject to receiving and delivery charges. Each exhibitor is responsible for their shipping expenses.

## **SIGNS**

A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

## **SOUND DEVICES AND LIGHTING**

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. CaGIS/ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

## **INTERNET SERVICE**

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Crowne Plaza San Antonio Riverwalk Hotel. Order forms are included in this kit.

## **LEAD RETRIEVAL SYSTEMS**

Because of the high cost involved, an electronic lead retrieval system is not available at this conference.



# CaGIS/ASPRS 2013 Specialty Conference

QUICK FACTS

**SERVICE CONTRACTOR CONTACT:**

LEVY EXPOSITION SERVICES INC.  
14900 Interurban Ave. S, Suite 271  
Seattle, WA 98168  
Tel: 253 437 0031 Fax: 253 437 0032

**LOCATION:**

Crowne Plaza San Antonio Riverwalk  
111 East Pecan Street  
San Antonio, TX 78205

**EXHIBITOR MOVE-IN:**

Monday, October 28, 2013 8:00 am – 5:00 pm

**EXHIBITION DATES:**

Tuesday, October 29, 2013 9:00 am – 7:30 pm  
Wednesday, October 30, 2013 9:00 am – 3:30 pm

**EXHIBITOR MOVE-OUT:**

Wednesday, October 30, 2013 3:30 pm – 8:00 pm

**BOOTH EQUIPMENT:**

each 8' X 10' booth space comes with the following:  
• 8' high drapery backwall – blue/white  
• 3' high drapery sidewalls – blue  
• 1 – 7" x 44" booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**AISLE CARPET:**

The hall is carpeted in ballroom grade carpeting.

**DISCOUNT PRICE DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **October 11, 2013**.

**SHIPPING:**

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 8:00 pm on Wednesday, October 30<sup>th</sup>. If your carrier is not checked in by this time, the shipment(s) will be re-routed via the official show carrier, Liberty Convention Freight.

All **ADVANCE** air and ground shipments should arrive at the advance warehouse between September 16 – October 17, 2013 and should be consigned as follows:

CaGIS/ASPR 2013 Specialty Conference  
Company Name & Booth #  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
111 Gembler Road  
San Antonio, TX 78219

All **DIRECT** air and ground shipments should not arrive prior to 8:00 am on Monday, October 28, 2013 and should be consigned as follows:

CaGIS/ASPRS 2013 Specialty Conference  
Company Name & Booth #  
Crowne Plaza San Antonio Riverwalk  
c/o Levy Exposition Services, Inc.  
111 East Pecan Street  
San Antonio, TX 72805



## UNION REGULATIONS FOR SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

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To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

### **LABOR SERVICE**

Levy has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

### **MATERIAL HANDLING**

Levy is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. Levy will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

### **PLEASE NOTE:**

Please do not tip any employees. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Levy and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Levy. Please refrain from voicing complaints directly to craft personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

**LABOR & CONDITIONS**



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com

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 San Antonio, Texas

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

|                              |        |                                   |                |                 |         |  |
|------------------------------|--------|-----------------------------------|----------------|-----------------|---------|--|
| COMPANY                      |        |                                   | BOOTH NUMBER   |                 |         | <i>All orders are regulated by LES Payment Terms &amp; Conditions as well as Material Handling Terms &amp; Conditions.</i> |
| ADDRESS                      | street | city                              | state/province | zip/postal code | country |  |
| PHONE                        | FAX    | PO #                              | E-MAIL         |                 |         |  |
| AUTHORIZED CONTACT SIGNATURE |        | AUTHORIZED CONTACT - PLEASE PRINT |                | DATE            |         |  |
| <b>X</b>                     |        |                                   |                |                 |         |  |

### CREDIT CARD AUTHORIZATION

|                               |                      |                                     |                      |   |                      |   |                      |                      |                      |                      |
|-------------------------------|----------------------|-------------------------------------|----------------------|---|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> VISA |                      | <input type="checkbox"/> MASTERCARD |                      | <input type="checkbox"/> AMERICAN EXPRESS |                      | EXPIRY DATE   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ACCOUNT NUMBER                | <input type="text"/> | <input type="text"/>                | <input type="text"/> | <input type="text"/>                      | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CARDHOLDER'S BILLING ADDRESS  |                      | city                                | state/province       | zip/postal code                           | country              | <input type="checkbox"/> CORPORATE<br><input type="checkbox"/> PERSONAL |                      |                      |                      |                      |
| CARDHOLDER'S SIGNATURE        |                      | CARDHOLDER'S NAME - PLEASE PRINT    |                      |   |                      |   |                      |                      |                      |                      |
| <b>X</b>                      |                      |                                     |                      |   |                      |   |                      |                      |                      |                      |

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

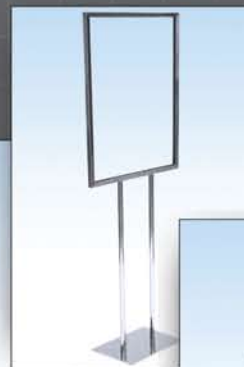
### CALCULATION OF ORDER FORMS

|  | \$        | TOTAL FROM EACH ORDER FORM |
|--|-----------|----------------------------|
| Carpet, Drape, & Complements Rental Order Form ..... | \$        |                            |
| Custom Carpet Order Form.....                        | \$        |                            |
| Table and Chair Rental Order Form .....              | \$        |                            |
| Specialty Accessories Rental Order Form.....         | \$        |                            |
| Rental Exhibits Order Form .....                     | \$        |                            |
| Table Top Exhibit & Cabinets Order Form.....         | \$        |                            |
| Graphics & Sign Order Form .....                     | \$        |                            |
| Plant & Flower Order Form.....                       | \$        |                            |
| Labor Order Form .....                               | \$        |                            |
| Material Handling Order Form .....                   | \$        |                            |
| Exhibit Booth Cleaning Order Form.....               | \$        |                            |
| <b>FULL PAYMENT IN US FUNDS</b>                      | <b>\$</b> |                            |

**To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.**

|   |   |  |
|---|---|--|
|   | \$  |  |
| Charge my credit card in the amount of              | \$  |  |
| Check no. <input style="width: 50px;" type="text"/> | Dated <input style="width: 50px;" type="text"/> | in the amount of \$ <input style="width: 100px;" type="text"/> |

# Furniture & Accessories



# ~~Table Drapes Samples~~



**Burgundy**



**Red**



**Peach**



**Gold**



**Teal**



**Green**



**Blue**



**Purple**



**Black**



**Grey**



**White**

# ~~Drape Samples~~



**Burgundy**



**Red**



**Peach**



**Light Beige**



**Gold**



**Teal**



**Green**



**Blue**



**Purple**



**Black**



**Grey**



**White**



# ~~Custom Carpet Samples~~



**Peony**



**Red**



**French  
Beige**



**Jade**



**Emerald**



**Colony  
Blue**



**Blue Mist**



**Black**



**Charcoal**



**Grey  
Pearl**

# ~~Standard Carpet Samples~~



**Burgundy**



**Red**



**Teal**



**Blue**



**Purple**



**Black**



**Grey**

# LEVY RENTAL EXHIBITS

Plan A



Plan B



Plan C



Plan D



## --- Plan A ---

### 10' N-Line

Hardwall Panels • Carpet  
Side Chair (1) • Counter (1)  
Shelves (2) • Header  
Labor to Install and Dismantle

## --- Plan B ---

### 20' N-Line

Hardwall Panels • Carpet  
Side Chairs (2) • Counter (1)  
Shelves (4) • Header  
Labor to Install and Dismantle

## --- Plan C ---

### 20' N-Line

Hardwall Panels  
Upgraded Curved Returns  
Upgraded Curved Header  
Carpet • Side Chairs (2)  
Counter (1) • Shelves (4)  
Labor to Install and Dismantle

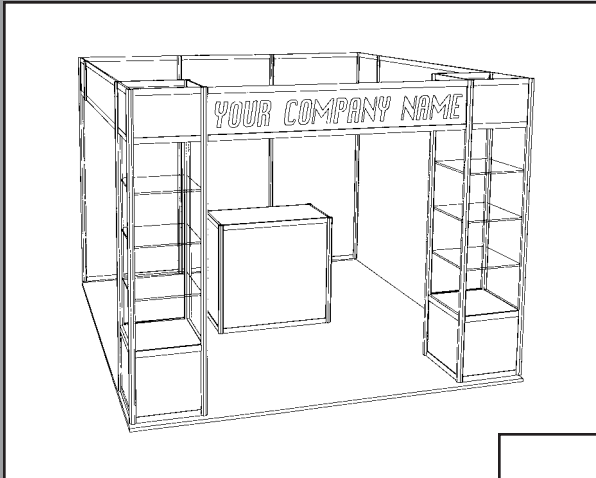
## --- Plan D ---

### 20' x 20' Island

Hardwall Panels • Carpet  
Counters (2) • Headers (4)  
Labor to Install and Dismantle  
(Floral not included)

# Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



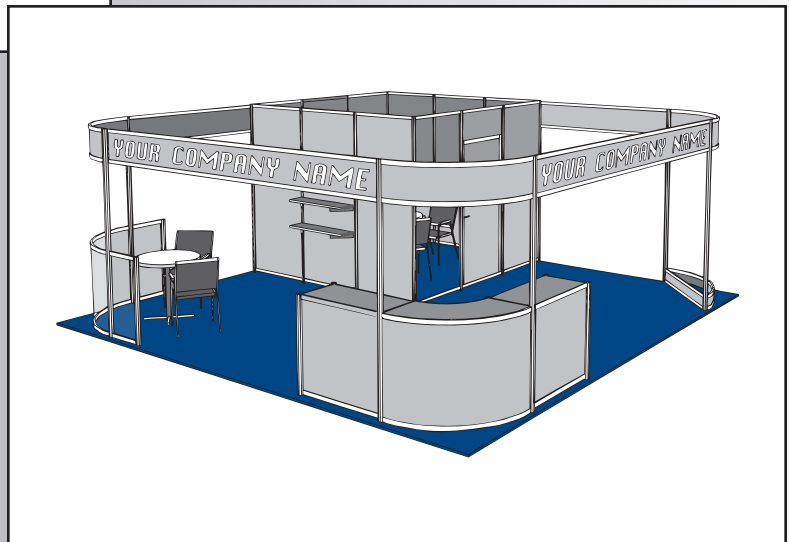
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

**Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.**

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

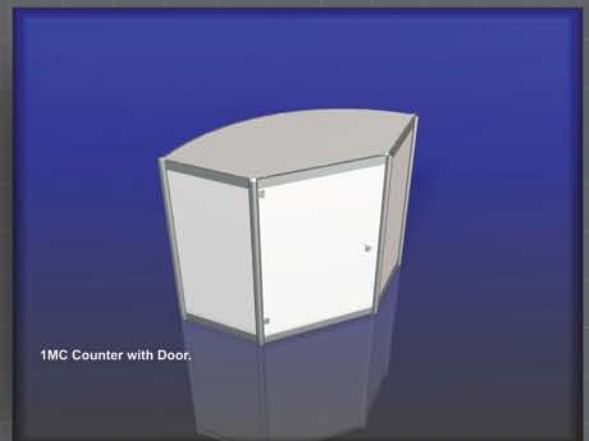
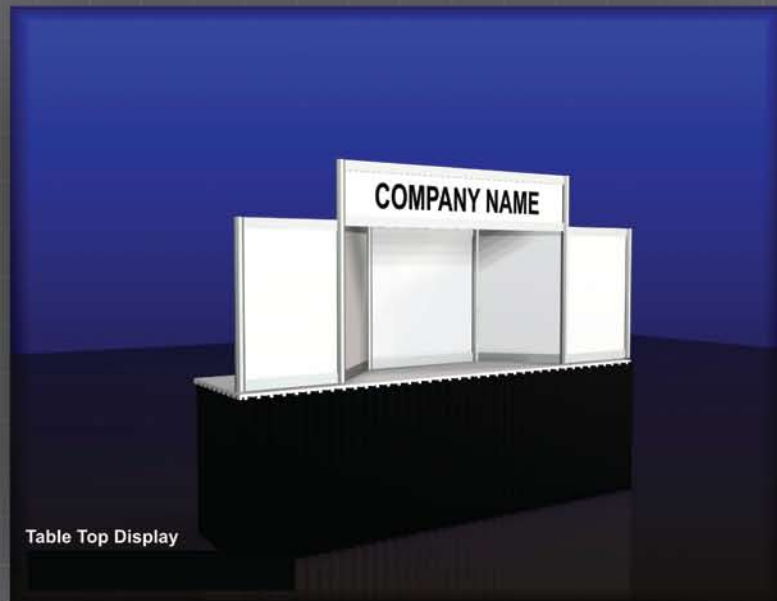
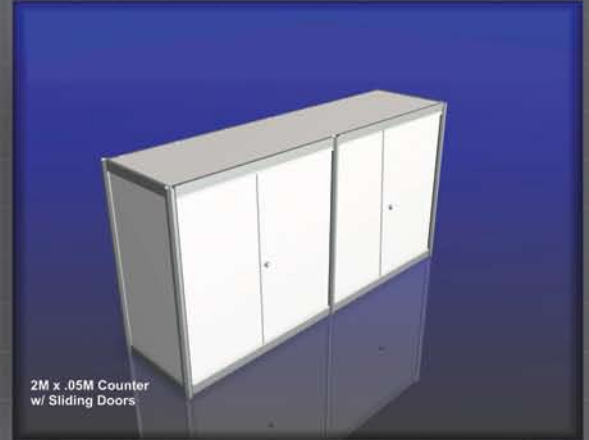
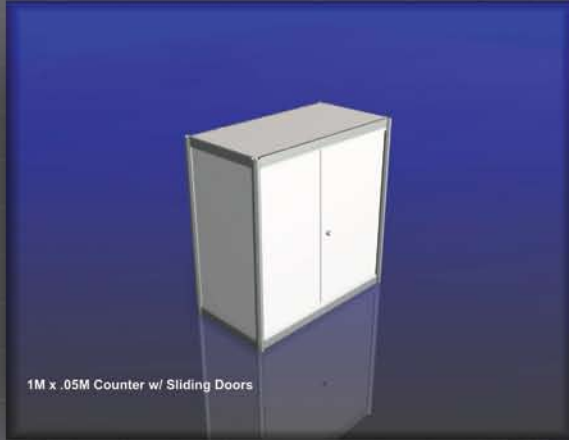


**Call our experienced professionals for an innovative and customized approach.**

Custom \kəs-təm\adj 1: made or performed according to personal order  
2: specializing in custom work or operation

**LEVY**  
EXPOSITION SERVICES INC.

# Counters & Displays







**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com

**CaGIS/ASPRS 2013 Specialty Conference**  
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**CUSTOM CARPET ORDER FORM**

Custom Carpet can also be ordered on the regular Carpet Order Form.

**Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Black       | <input type="checkbox"/> French Beige |
| <input type="checkbox"/> Blue Mist   | <input type="checkbox"/> Grey Pearl   |
| <input type="checkbox"/> Charcoal    | <input type="checkbox"/> Jade         |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> Peony        |
| <input type="checkbox"/> Emerald     | <input type="checkbox"/> Red          |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received by **October 11, 2013** to guarantee availability.

|            |  | DISCOUNT<br>PRICE  | STANDARD<br>PRICE<br>(late order) |
|------------|--|--------------------|-----------------------------------|
| Booth Size | _____ ft. x _____ ft. = _____ sq. Ft. at | \$4.40 per sq. ft. | \$5.72 per sq. ft. =\$_____       |
| Carpet Pad | _____ ft. x _____ ft. = _____ sq. Ft. at | \$1.50 per sq. ft. | \$1.95 per sq. ft. =\$_____       |

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#** \_\_\_\_\_

**COST SUMMARY**

|                  |                   |  |
|------------------|-------------------|--|
| RATE ADJUSTMENT  | (OFFICE USE ONLY) |  |
| CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL         |                   |  |
| 8.25 % SALES TAX |                   |  |
| <b>TOTAL</b>     | <b>US DOLLARS</b> |  |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 11, 2013**. We reserve the right to adjust orders calculated incorrectly.

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## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

### TABLES

| Description   | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
| <b>TABLES 30" HEIGHT</b>  |      |               |               |       |
| 8' x 2' Skirted   |      | 177.00        | 231.10        |       |
| 6' x 2' Skirted   |      | 156.00        | 202.80        |       |
| 4' x 2' Skirted   |      | 135.00        | 175.50        |       |
| Fourth side of table skirted  |      | 58.00         | 75.40         |       |
| Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' |      | 74.00         | 96.20         |       |

- Blue    Red    Peach    Black    Teal    Burgundy  
 Gold    Green    Grey    White    Purple

|   |  |        |        |  |
|---|--|--------|--------|--|
| <b>TABLES 40" COUNTER HEIGHT</b>  |  |        |        |  |
| 8' x 2' Skirted   |  | 206.00 | 267.80 |  |
| 6' x 2' Skirted   |  | 179.00 | 232.70 |  |
| 4' x 2' Skirted   |  | 155.00 | 201.50 |  |
| Fourth side of table skirted  |  | 58.00  | 75.40  |  |
| Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' |  | 82.00  | 106.60 |  |

- Blue    Red    Peach    Black    Teal    Burgundy  
 Gold    Green    Grey    White    Purple

|   |  |        |        |  |
|---|--|--------|--------|--|
| <b>GREY PEDESTAL TABLE - 30" DIAMETER</b> |  |        |        |  |
| 17" Coffee table height                   |  | 98.00  | 127.40 |  |
| 30" Table height                          |  | 128.00 | 166.40 |  |
| 40" Counter height                        |  | 156.00 | 202.80 |  |

### CHAIRS

| Description                             | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
| <b>FABRIC SLED BASE CHAIR - GREY</b>    |      | 109.00        | 141.70        |       |
| <b>FABRIC SLED BASE ARMCHAIR - GREY</b> |      | 128.00        | 166.40        |       |
| <b>FABRIC HIGHBACK STOOL - GREY</b>     |      | 137.00        | 178.10        |       |

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

|                  |                   |  |
|------------------|-------------------|--|
| RATE ADJUSTMENT  | (OFFICE USE ONLY) |  |
| CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL         |                   |  |
| 8.25 % SALES TAX |                   |  |
| <b>TOTAL</b>     | <b>US DOLLARS</b> |  |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*







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
XPO/table-chair.cdr

## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE




### DISPLAY UNITS

| Description   | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
|  <b>FABRIC POSTER BOARD</b><br>4' x 8' grey fabric covered both sides<br><input type="checkbox"/> Horizontal (shown)<br><input type="checkbox"/> Vertical                              |      | 150.00        | 195.00        |       |
|  <b>POP-UP BOOTH</b><br>9'-6" x 7'-5" tall<br>Velcro compatible<br>Set of four lights<br><input type="checkbox"/> Blue <input type="checkbox"/> Grey<br><input type="checkbox"/> Black |      | 1,766.00      | 2,295.80      |       |
|  <b>BLACK UPRIGHT LITERATURE RACK</b><br>6 pockets for<br>8.5" x 11" material  |      | 125.00        | 162.50        |       |
|  <b>PLEXIGLASS BROCHURE HOLDER</b><br>9" x 11"<br><input type="checkbox"/> Table top <input type="checkbox"/> Wall mount   |      | 27.00         | 35.10         |       |
|  <b>ALUMINUM EASEL</b><br>Fits sign sizes:<br>22" x 28"<br>24" x 36"<br>28" x 44"   |      | 40.00         | 52.00         |       |
|  <b>CHROME SIGN HOLDER</b><br>22" x 28"  |      | 102.00        | 132.60        |       |

### COUNTER UNITS

| Description   | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
|  <b>WHITE COUNTER</b><br>Sliding doors & storage shelf<br>20" x 40" x 40" tall<br><input type="checkbox"/> Lock (\$20.00 each)                                     |      | 325.00        | 422.50        |       |
|  <b>JEWELRY CASE</b><br>One shelf<br>20" x 40" x 40" tall<br><input type="checkbox"/> Lock (\$20.00 each)<br><input type="checkbox"/> Lights (\$20.00 each)        |      | 420.00        | 546.00        |       |
|  <b>SHOW CASE</b><br>Two shelves<br>20" x 40" x 40" tall<br><input type="checkbox"/> Lock (\$20.00 each)<br><input type="checkbox"/> Lights (\$20.00 each)         |      | 470.00        | 611.00        |       |
|  <b>COMPUTER COUNTER</b><br>12" keyboard extension<br>Sliding doors & storage shelf<br>base - 20" x 40" x 40" tall<br><input type="checkbox"/> Lock (\$20.00 each) |      | 360.00        | 468.00        |       |

### ACCESSORIES

|   |  |       |        |  |
|---|--|-------|--------|--|
|  <b>TABLE TOP PLEXI DRAW BOX</b><br>12" x 12" x 12" tall |  | 70.00 | 91.00  |  |
|  <b>CHROME BAG HOLDER OR CLOTHING STAND</b>             |  | 92.00 | 119.60 |  |
|  <b>CHROME COAT TREE</b>                               |  | 92.00 | 119.60 |  |

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### COST SUMMARY

|                      |                   |  |
|----------------------|-------------------|--|
| RATE ADJUSTMENT      | (OFFICE USE ONLY) |  |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL             |                   |  |
| 8.25% SALES TAX      |                   |  |
| <b>TOTAL</b>         | <b>US DOLLARS</b> |  |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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 San Antonio, Texas

# RENTAL EXHIBITS ORDER FORM & INVOICE

**RENTAL INCLUDES:** (Electricity NOT included)  
 Hardwall Panels (choose color below)  
 Standard Expo Carpeting (choose color below)  
 Standard Counter - 20" X 40" X 41" high  
 Header - One line black block letters (logos, special lettering & color available at additional cost - call for quote)  
 Labor to install and dismantle

| HARDWARE PANELS             | Quantity | Discount Rate | Standard Rate | Total |
|-----------------------------|----------|---------------|---------------|-------|
| PLAN "A" 10' Exhibit        |          | \$2,140.00    | \$2,782.00    |       |
| PLAN "B" 20' Exhibit        |          | \$3,970.00    | \$5,161.00    |       |
| PLAN "C" 20' N-Line Exhibit |          | \$4,210.00    | \$5,473.00    |       |
| PLAN "D" 20' Island Exhibit |          | \$6,200.00    | \$8,060.00    |       |

## COLOR CHOICES (please complete)

**HARDWALL PANEL**

Grey  White

**CARPET COLOR SELECTIONS**

Grey  Red  Teal  Blue  Black  Burgundy  Purple

**HEADER TO READ** (one line, block characters, black lettering)

Header One

## SPECIAL INSTRUCTIONS

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## EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

## ACCESSORY OPTIONS

| Description                            | Qty. | Discount Rate         | Standard Rate         | Total |
|--|------|-----------------------|-----------------------|-------|
| 1 M Angeled Shelves                    |      | 62.00                 | 80.60                 |       |
| 1 M Shelves                            |      | 62.00                 | 80.60                 |       |
| Spot Lights (For use with rental unit) |      | 72.00                 | 93.60                 |       |
| Literature Pockets 8 1/2 " X 11"       |      | 19.50                 | 25.00                 |       |
| Nylon Loop Fabric Panel                |      | 119.00<br>(per panel) | 155.00<br>(per panel) |       |

## COST SUMMARY

|                  |                   |  |
|------------------|-------------------|--|
| RATE ADJUSTMENT  | (OFFICE USE ONLY) |  |
| CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL         |                   |  |
| 8.25% SALES TAX  |                   |  |
| <b>TOTAL</b>     | <b>US DOLLARS</b> |  |






**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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## TABLE TOP EXHIBIT & CABINETS ORDER FORM & INVOICE

|   |  | Quantity | Discount Rate | Standard Rate | Total |
|---|--|----------|---------------|---------------|-------|
|        | <b>Tabletop Display</b><br>Includes 8' draped table,<br>please check color choice<br><input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black<br><input type="checkbox"/> Peach <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> Gold |          | \$810.00      | \$1,053.00    |       |
|  "A"   | <b>Cabinet "A"</b><br><b>20" x 40" x 41" High</b>  |          | \$325.00      | \$422.50      |       |
|  "B"  | <b>Cabinet "B"</b><br><b>20" x 80" x 41" High</b>  |          | \$495.00      | \$643.50      |       |
|  "C" | <b>Cabinet "C"</b><br><b>20" x 61" x 41" High</b>  |          | \$410.00      | \$533.00      |       |
|  "D" | <b>Cabinet "D"</b><br><b>20" x 61" x 41" High</b><br><b>with locking doors</b>   |          | \$399.00      | \$519.00      |       |

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

|                         |                   |  |
|-------------------------|-------------------|--|
| RATE ADJUSTMENT         | (OFFICE USE ONLY) |  |
| CANCELLATION FEE        | (OFFICE USE ONLY) |  |
| SUBTOTAL                |                   |  |
| 8.25% SALES TAX         |                   |  |
| <b>TOTAL US DOLLARS</b> |                   |  |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 11, 2013**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
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**CaGIS/ASPRS 2013 Specialty Conference**  
 October 27 - 30, 2013  
 Crowne Plaza San Antonio Riverwalk  
 San Antonio, Texas

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|-------------|---------------|---------------|-------|
|          | 7" x 11"    | 31.00         | 40.00         |       |
|          | 7" x 44"    | 37.00         | 48.00         |       |
|          | 11" x 14"   | 47.00         | 61.00         |       |
|          | 14" x 22"   | 63.00         | 82.00         |       |
|          | 22" x 28"   | 79.00         | 103.00        |       |
|          | 28" x 44"   | 113.00        | 147.00        |       |

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

| Quantity | Description                          | Discount Rate     | Standard Rate | Total |
|----------|--------------------------------------|-------------------|---------------|-------|
|          | Over 10 words (Add per word)         | 3.62              | 4.70          |       |
|          | Easel back on sign (Up to 22" x 28") | 4.83              | 6.23          |       |
|          | Logo sign                            | Quoted on Request |               |       |
|          | Banner                               | Quoted on Request |               |       |

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

| Quantity | Description  | Discount Rate | Standard Rate | Total |
|----------|--|---------------|---------------|-------|
|          | Digital Prints per sq.ft.<br>(Mounted on Foamcore w/ Matte Laminate) | \$17.25       | \$25.90       |       |

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

#### CHOOSE YOUR LAYOUT

Vertical     
  Horizontal

Levy Exposition Services Inc.  
to design layout

#### LETTER COLOR SELECTIONS

Blue  
  Red  
  Green  
  Teal  
  Black  
  Purple

Black lettering will be provided unless otherwise specified.

### COST SUMMARY

|                       |                   |  |
|-----------------------|-------------------|--|
| RATE ADJUSTMENT       | (OFFICE USE ONLY) |  |
| 100% CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL              |                   |  |
| 8.25% SALES TAX       |                   |  |
| <b>TOTAL</b>          | <b>US DOLLARS</b> |  |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 11, 2013**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received then cancelled.



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## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

| Quantity | Description         | Discount Rate | Standard Rate | Total |
|----------|---------------------|---------------|---------------|-------|
|          | Potted flowers      | 48.00         | 62.40         |       |
|          | Boston fern         | 56.00         | 72.80         |       |
|          | Hanging green plant | 58.00         | 75.40         |       |

### LIVE TROPICAL PLANTS

| Quantity | Description              | Discount Rate | Standard Rate | Total |
|----------|--------------------------|---------------|---------------|-------|
|          | 3' - 4' tall floor plant | 82.00         | 106.60        |       |
|          | 4' - 5' tall floor plant | 99.00         | 128.70        |       |
|          | 6' tall floor plant      | 131.00        | 170.30        |       |

### COLORFUL FRESH CUT FLOWERS

| Quantity | Description              | Discount Rate | Standard Rate | Total |
|----------|--------------------------|---------------|---------------|-------|
|          | Small floral arrangement | 91.00         | 118.30        |       |
|          | Large floral arrangement | 142.00        | 184.60        |       |

Please indicate color preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_  
 CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

### COST SUMMARY

|                      |                   |  |
|----------------------|-------------------|--|
| RATE ADJUSTMENT      | (OFFICE USE ONLY) |  |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) |  |
| SUBTOTAL             |                   |  |
| 8.25% SALES TAX      |                   |  |
| <b>TOTAL</b>         | <b>US DOLLARS</b> |  |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 11, 2013**. We reserve the right to adjust orders calculated incorrectly.

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# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surcharge will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

|                     |  |                   |
|---------------------|--|-------------------|
| <b>REGULAR TIME</b> | 8:00 AM - 4:30 PM Monday to Friday   | \$82.00 per Hour  |
| <b>OVER TIME</b>    | 4:30 PM - 8:00 AM Monday to Friday,<br>All day Saturday, Sunday, and holidays. | \$128.00 per Hour |

## ESTIMATED INSTALLATION REQUIREMENTS

|                     |               |            |                   |               |  |
|---------------------|---------------|------------|-------------------|---------------|--|
| <b>REGULAR TIME</b> | ____ Laborers | ____ Hours | \$82.00 per Hour  | \$_____ Total | <b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b><br>Date Required _____<br>Start Time _____ |
| <b>OVER TIME</b>    | ____ Laborers | ____ Hours | \$128.00 per Hour | \$_____ Total |  |

## ESTIMATED DISMANTLE REQUIREMENTS

|                     |               |            |                   |               |  |
|---------------------|---------------|------------|-------------------|---------------|--|
| <b>REGULAR TIME</b> | ____ Laborers | ____ Hours | \$82.00 per Hour  | \$_____ Total | <b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b><br>Date Required _____<br>Start Time _____ |
| <b>OVER TIME</b>    | ____ Laborers | ____ Hours | \$128.00 per Hour | \$_____ Total |  |

## INBOUND FREIGHT INFORMATION

Carrier \_\_\_\_\_ Date Shipped \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Pro Number \_\_\_\_\_ Arrival Date (Target) \_\_\_\_\_

Loose Display                       Crated Display

Quantity of Ladders Required (Optional) \_\_\_\_\_

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## COST SUMMARY

|                                |                   |  |
|--------------------------------|-------------------|--|
| RATE ADJUSTMENT                | (OFFICE USE ONLY) |  |
| CANCELLATION FEE               | (OFFICE USE ONLY) |  |
| SUBTOTAL                       |                   |  |
| SUPERVISION 35% (\$50.00 min.) |                   |  |
|                                |                   |  |
| <b>TOTAL</b>                   | <b>US DOLLARS</b> |  |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



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 Seattle, WA  
 USA 98168

**?** Questions about this form?  
 E-mail us at [operations@levyshow.com](mailto:operations@levyshow.com)  
 Please include name of show.

# Booth Labor (I&D) Part 2 - Outbound Shipping Instructions

**Order Deadline:  
 October 11, 2013**

## CaGIS/APRS 2013 Specialty Conference October 27 - 30, 2013 Crowne Plaza San Antonio Riverwalk

|                  |           |              |
|------------------|-----------|--------------|
| Exhibitor Name:  | Tel. #:   | Booth Number |
| Billing Address: | Fax #:    |              |
| City/State/Zip:  | Auth. by: |              |

### 1 Outbound Shipping Instructions

*Please complete this section if Levy will be supervising booth labor.*

**Exhibitor Outbound Shipping Instructions:** At close of show, exhibitor freight will be shipped to the following address: *If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

|                 |          |
|-----------------|----------|
| Company/Show:   | Booth #: |
| Address:        |          |
| City/State/Zip: |          |
| Attention:      |          |

■ **Select Shipping Method:**

Select carrier ▶

- Ship via carrier of **exhibitor's choice.**

Name of Carrier: \_\_\_\_\_

- Ship via **official show freight carrier.**

Select shipping method ▶

- Ground
- Air Select Service Preferred \_\_\_\_\_

**Please note:**

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

### 2 Billing Information

*Please indicate billing information for carrier charges if different than above.*

**Bill Shipping Charges to (if different from above):**

|   |                       |
|---|-----------------------|
| Shipper (signature):                      | Shipper (print name): |
| Freight Charges Billed To (Company/Show): |                       |
| Address:                                  |                       |
| City/State/Zip:                           |                       |
| Telephone:                                | Attention:            |

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization MUST be on file with Levy Exposition Services Inc. before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF TEXAS. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

TERMS & CONDITIONS





# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery





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 San Antonio, Texas

# MATERIAL HANDLING ORDER FORM & INVOICE

## MATERIAL HANDLING SERVICES

**Crated:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

**Uncrated:** material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

**Straight Time -** 8:00 A.M. To 4:30 pm Monday through Friday

**Overtime -** 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**\*\* Please be advised that overtime charges may apply during move-in or move-out.\*\***

| DESCRIPTION   | CWT Price | Minimum   |
|---|-----------|-----------|
| <b>Showsite Shipment</b>  |           |           |
| Crated or Skidded Shipment.....                                 | \$ 69.00  | \$ 138.00 |
| Special Handling Shipment.....                                  | 87.00     | 174.00    |
| Uncrated or Pad Wrapped Shipment.....                           | 93.00     | 186.00    |
| Small Package shipment (max weight is 30lbs per shipment) ..... | 41.00     | 41.00     |
| <b>Advance Shipment</b>   |           |           |
| Crated or Skidded Shipment.....                                 | \$ 76.00  | \$ 152.00 |
| Special Handling Shipment.....                                  | 95.00     | 190.00    |
| Late to Warehouse (In Addition to Base Rate).....               | 42.00     | 84.00     |
| Small Package shipment (max weight is 30 lbs per shipment)..... | 44.00     | 44.00     |
| <b>Overtime Charge (Inbound)(In addition to above rates)</b>    |           |           |
| Crated or Skidded Shipment.....                                 | \$ 25.00  | \$ 50.00  |
| Special Handling Shipment.....                                  | 25.00     | 50.00     |
| Uncrated or Pad Wrapped Shipment.....                           | 25.00     | 50.00     |
| <b>Overtime Charge (Outbound)(In addition to above rates)</b>   |           |           |
| Crated or Skidded Shipment.....                                 | \$ 25.00  | \$ 50.00  |
| Special Handling Shipment.....                                  | 25.00     | 50.00     |
| Uncrated or Pad Wrapped Shipment.....                           | 25.00     | 50.00     |

**PLEASE NOTE:** Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

| Description   | Weight                     | CWT                               | Unit Price           | Estimated Total Charges |
|---|----------------------------|-----------------------------------|----------------------|-------------------------|
| <i>Crated or Skidded Shipment</i>   | <i>1200 LBS ÷ 100 = 12</i> |                                   | <i>\$76.00</i>       | <i>\$912.00</i>         |
| <b>PLEASE NOTE:</b> Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor. |                            |                                   |                      |                         |
|   |                            | RATE ADJUSTMENT (OFFICE USE ONLY) |                      |                         |
| SUBTOTAL  |                            |                                   |                      |                         |
| <b>TOTAL</b>  |                            |                                   | <b>U. S. DOLLARS</b> |                         |

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*



**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyshow.com

**CaGIS/ASPRS 2013 Specialty Conference**  
October 27 - 30, 2013  
Crowne Plaza San Antonio Riverwalk  
San Antonio, Texas

## **SHIPPING INSTRUCTIONS**

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

### **ADVANCE RECEIVING**

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**CaGIS ASPRS 2013 Specialty Conference**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o Liberty CFS NV, Inc.**  
**111 Gemblar Road**  
**San Antonio, TX 78219**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **September 16, 2013** and no later than **October 17, 2013**. **Shipments that arrive prior to September 16, 2013 or after October 17, 2013 will incur a surcharge.**

Shipments must include an official weight ticket or bill of lading.

### **SHOW-SITE RECEIVING**

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyshow.com

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October 27 - 30, 2013  
Crowne Plaza San Antonio Riverwalk  
San Antonio, Texas

## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING (CONT'D.)**

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**CaGIS ASPRS 2013 Specialty Conference**  
**COMPANY NAME & BOOTH #**  
Crowne Plaza San Antonio Riverwalk  
c/o Levy Exposition Services Inc.  
111 East Pecan Street  
San Antonio, TX 78205

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE CROWNE PLAZA SAN ANTONIO RIVERWALK PRIOR TO 8:00 AM ON MONDAY, OCTOBER 28, 2013. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING.**

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SAN ANTONIO, TEXAS.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



## ADVANCE WAREHOUSE

To: \_\_\_\_\_

*EXHIBITOR NAME*

Levy Exposition Services Inc.  
c/o Liberty CFS NV, Inc.  
111 Gemblar Road  
San Antonio, TX 78219

EVENT: CaGIS/ASPRS 2013 Specialty Conference

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_



## ADVANCE WAREHOUSE

To: \_\_\_\_\_

*EXHIBITOR NAME*

Levy Exposition Services Inc.  
c/o Liberty CFS NV, Inc.  
111 Gemblar Road  
San Antonio, TX 78219

EVENT: CaGIS/ASPRS 2013 Specialty Conference

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE

*If more labels are needed, copies are acceptable.*



**SHOWSITE**

To: \_\_\_\_\_  
*EXHIBITOR NAME*

**Crowne Plaza San Antonio Riverwalk  
c/o Levy Exposition Services Inc.  
111 East Pecan Street  
San Antonio, TX 78205**

**EVENT: CaGIS/ASPRS 2013 Specialty Conference**

**BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.**

----- Cut along line and tape label to shipment -----



**SHOWSITE**

To: \_\_\_\_\_  
*EXHIBITOR NAME*

**Crowne Plaza San Antonio Riverwalk  
c/o Levy Exposition Services Inc  
111 East Pecan Street  
San Antonio, TX 78205**

**EVENT: CaGIS/ASPRS 2013 Specialty Conference**

**BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.**

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to SHOWSITE.

*If more labels are needed, copies are acceptable.*



# LibertyCFS NV, Inc.®

Tel: (905) 338-3993 Fax: (905) 338-1092

# Order Form

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

- Customs & Transportation  
  Customs Only  
  Transportation Only  
  **Return Only**

**Transportation & Customs**

|                  |              |       |     |             |                 |       |       |  |  |
|------------------|--------------|-------|-----|-------------|-----------------|-------|-------|--|--|
| Pick-up Location | Company      |       |     | Destination | Exhibitor       |       | Booth |  |  |
|                  | IRS # Tax ID |       |     |             | Show Name       |       |       |  |  |
|                  | Address 1    |       |     |             | Address 1       |       |       |  |  |
|                  | Address 2    |       |     |             | Address 2       |       |       |  |  |
|                  | City         | State | Zip |             | Address 3       |       |       |  |  |
|                  | Contact      |       |     |             | City            | State | Zip   |  |  |
|                  | Phone        |       | Fax |             | On-site Contact |       | Cell  |  |  |

|                                  |        |                                  |           |
|----------------------------------|--------|----------------------------------|-----------|
| <input type="checkbox"/> Shipper | Other: | <input type="checkbox"/> Shipper | Other:    |
| Address 1                        |        | Address 1                        |           |
| Address 2                        |        | Address 2                        |           |
| City                             | State  | Zip                              | Zip       |
| Contact                          |        | Contact                          |           |
| Phone                            | Fax    | Phone                            |           |
|                                  |        | PU Date                          | Arrive by |

|                 |  |  |                |   |                 |  |
|-----------------|--|--|----------------|---|-----------------|--|
| Billing Address | Card Number:   |  |                | Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX |                 |  |
|                 | Expiry Date:   |  | Security Code: |   | E-mail Address: |  |
|                 | I hereby authorize LibertyCFS NV, Inc., to charge this credit card for payment/s of all services related to this shipment. I understand that declined credit cards are subject to a 30% surcharge. |  |                |   |                 |  |
|                 | Card Holder Name   |  |                | Signature   |                 |  |

## Transportation Info

|                                  |                  |                                 |                                |
|----------------------------------|------------------|---------------------------------|--------------------------------|
| Pick up                          | Date             | Hours - From                    | To                             |
| Delivery                         | Date             | Time                            |                                |
| Description of Packages/Contents |                  |                                 |                                |
| <input type="checkbox"/>         | Cartons or Boxes | Dimensions                      |                                |
| <input type="checkbox"/>         | Vinyl Cases      |                                 |                                |
| <input type="checkbox"/>         | Wooden Crates    |                                 |                                |
| <input type="checkbox"/>         | Flat Pieces      | Description of Goods            |                                |
| <input type="checkbox"/>         | Skids or Pallets |                                 |                                |
| <input type="checkbox"/>         | Trunks           |                                 |                                |
| <input type="checkbox"/>         | Tubes            | Weight                          |                                |
| <input type="checkbox"/>         | Other            |                                 |                                |
| <input type="checkbox"/>         | Total            | <input type="checkbox"/> Pounds | <input type="checkbox"/> Kilos |

Service Requested:

Express  
  Economy LTL 5-7 Day  
  Overseas  
 Inside Pickup  
  Inside Delivery  
 Liftgate for pickup  
  Liftgate for delivery  
 Other (Specify below)

**Declared Value for Carriage**

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.

Enter Amount \$ \_\_\_\_\_

FAA/DOT Security Approval:    Known/Unknown  
 Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

**Please note: When shipping to a second conference, please complete a second form**



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
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**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than October 11, 2013.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with **Crowne Plaza San Antonio Riverwalk.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Crown Plaza San Antonio Riverwalk, AMERICAN SOCIETY FOR PHOTOGRAMMETRY & REMOTE SENSING and CaGIS/ASPRS 2013 Specialty Conference as additional insured's by October 11, 2013.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than October 11, 2013. If this form and the certificate of insurance from the non-official contractor is not received by October 11, 2013 your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Sign & Print Name)





1-888-933-4228

Leading Provider of Global Logistics Solutions

# ICAT Expo

*Recommended Expedited Carrier  
for  
CaGIS / ASPRS  
2013 Specialty Conference*

Obsessed with quality...

## Services Offered

Next day

Second day

Deferred (3-5 day)

International services

Same day / expedite services

Customs brokerage

Warehousing



Committed to results

For rates and scheduling, please contact us at:  
[www.icatlogistics.com](http://www.icatlogistics.com) or call 1-888-933-4228



One Call, Right Solution... **DONE!**

CaGIS / ASPRS  
 San Antonio, TX  
 October 29-30, 2013



**ICAT Expo**  
**OFFICIAL EXPEDITED CARRIER**

**Quote / Shipping Request**

Schedule your Quote/Pick Up using any of these options:

**WEB:** www.icatlogistics.com  
**FAX:** 1-443-459-8095  
**E-MAIL:** bwiops@icatlogistics.com  
**CALL:** 1-888-933-4228

Shipper Contact

Phone # / Fax #

E-mail

| FROM           |       | TO                 |       |
|----------------|-------|--------------------|-------|
| Company:       |       | Company:           |       |
| Event Name:    |       | Event Name:        |       |
| Facility Name: |       | Facility Name:     |       |
| Booth #:       |       | Booth #:           |       |
| Address:       |       | Address:           |       |
| City, St., Zip |       | City, St., Zip     |       |
| Contact:       |       | Contact:           |       |
| Phone:         | Fax:  | Phone:             | Fax:  |
| Pick Date: / / | Time: | Delivery Date: / / | Time: |

Special Instructions:

| Pieces | Description of Articles,<br>Special Marks and Exceptions | Weight<br><i>(Subject to change)</i> | Length x Width x Height | All Risk<br>Insurance |
|--------|--|--------------------------------------|-------------------------|-----------------------|
|        | Crates   |                                      |                         |                       |
|        | Cartons  |                                      |                         |                       |
|        | Fiber Cases/Trunks                                       |                                      |                         |                       |
|        | Skids (Please provide piece count per skid)              |                                      |                         |                       |
|        | Carpet   |                                      |                         |                       |
|        | Carpet Padding   |                                      |                         |                       |
|        |  |                                      |                         |                       |
|        | <b>TOTALS</b>  |                                      |                         |                       |

**Important Insurance Information**  
**PLEASE READ NOW!** Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.

**Service Requested**

Check One:

Next Day  
 Second Day  
 3-5 Day Deferred  
 Van Line Service  
 Other:

Request pre-printed address  
 Labels and shipping form  
 Schedule return shipment

Comments:

**CROWNE PLAZA RIVERWALK SAN ANTONIO  
ELECTRICAL SERVICE & TELECOMMUNICATION ORDER FORM**

EVENT/FUNCTION \_\_\_\_\_ EVENT/DATE \_\_\_\_\_  
 EXHIBITOR NAME / COMPANY \_\_\_\_\_ BOOTH/ROOM \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CHECK, ROOM # OR CREDIT CARD # \_\_\_\_\_ EXP: \_\_\_\_\_  
 E-MAIL \_\_\_\_\_ CONTACT PHONE \_\_\_\_\_

Please return this form to:  
**Crowne Plaza Riverwalk San Antonio**  
 111 East Pecan Street  
 San Antonio, Texas 78205  
 Fax: (210) 362-6444

A payment of the actual amount is due at the time of service. **DEADLINE:** Order must arrive 1 day prior to function.  
**All Charges Are Per Day**

**SCHEDULE OF RENTALS AND SERVICES**

**Broadband Internet Services**

|                              | QUANTITY |       | NO. OF DAYS |       | PRICE<br>Tax<br>included | = | TOTAL |
|------------------------------|----------|-------|-------------|-------|--------------------------|---|-------|
| DSL High Speed Internet      | _____ X  | _____ | _____ X     | _____ | \$189.22                 | = | _____ |
| Wireless High Speed Internet | _____ X  | _____ | _____ X     | _____ | \$9.95                   | = | _____ |
| T-1 High Speed Internet      | _____ X  | _____ | _____ X     | _____ | \$540.63                 | = | _____ |
| Unrestricted Phone line      | _____ X  | _____ | _____ X     | _____ | \$135.16                 | = | _____ |
| Full Duplex Conference Phone | _____ X  | _____ | _____ X     | _____ | 162.19                   | = | _____ |

**Electrical**

|  | QUANTITY |       | NO. OF<br>DAYS |       | PRICE<br>Tax included | = | TOTAL |
|--|----------|-------|----------------|-------|-----------------------|---|-------|
| 120 Volt Single Phase Outlet up to 15 AMPS   | _____ X  | _____ | _____ X        | _____ | \$31.69               | = | _____ |
| 120 Volt Single Phase Outlet up to 20 AMPS   | _____ X  | _____ | _____ X        | _____ | \$54.49               | = | _____ |
| 208 Volt Single Phase Outlet 20 or 30 AMPS   | _____ X  | _____ | _____ X        | _____ | \$154.49              | = | _____ |
| 208 Volt Single Phase Service 50 or 100 Amps | _____ X  | _____ | _____ X        | _____ | \$123.91              | = | _____ |
| 208 Volt Three Phase Outlet 20 or 30 Amps    | _____ X  | _____ | _____ X        | _____ | \$170.04              | = | _____ |
| 100 Amp Three Phase 20 Outlet Power Drop     | _____ X  | _____ | _____ X        | _____ | \$200.04              | = | _____ |

**Other**

|        |         |       |         |       |         |   |       |
|--------|---------|-------|---------|-------|---------|---|-------|
| Banner | _____ X | _____ | _____ X | _____ | \$70.29 | = | _____ |
|--------|---------|-------|---------|-------|---------|---|-------|

|                                      |                        |                  |
|--------------------------------------|------------------------|------------------|
| <b>Electrical Power Box for Band</b> | <b>ONE TIME CHARGE</b> | <b>\$ 190.31</b> |
|--------------------------------------|------------------------|------------------|

**ANY OTHER SPECIAL POWER REQUIREMENT**  
 Please list below an additional charge maybe required

|          |            |             |             |
|----------|------------|-------------|-------------|
| _____ HP | _____ AMPS | _____ VOLTS | _____ PHASE |
| _____ HP | _____ AMPS | _____ VOLTS | _____ PHASE |

|  |
|--|
| FOR ANY SERVICES NOT ORDERED IN ADVANCE, WILL BE SUBJECT TO A 15% LATE CHARGE TO LISTED PRICE.. ALL MATERIAL AND EQUIPMENT FURNISHED REMAINS THE PROPERTY OF CROWNE PLAZA RIVERWALK SAN ANTONIO. |
|--|

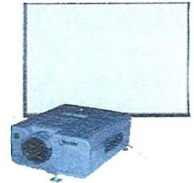
SIGNATURE \_\_\_\_\_ DATE / /

**PLEASE PRINT COPY FOR YOUR RECIEPT OF PAYMENT**  
**FOR ANY QUESTIONS CALL 210-354-2800 AND ASK FOR THE AUDIO VISUAL DEPARTMENT**  
**WE THANK YOU FOR YOU BUSINESS AND ENJOY YOUR STAY!**



# Technology Express

A nationwide leader in audiovisual and computer rental  
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## ASPRS Equipment Order Form (October 27<sup>th</sup> – 30<sup>th</sup>)

| <b>Equipment</b>                        | <b>Price</b>        | <b>Qty</b> | <b>Total</b> |
|---|---------------------|------------|--------------|
| LCD Support Package (Screen/Cart/Power) | \$100.00 Per Day    | ___        | _____        |
| LCD Projector (3000 Lumens)             | \$250.00 Per Day    | ___        | _____        |
| Overhead Projector                      | \$ 55.00 Per Day    | ___        | _____        |
| Blu-Ray/DVD Player                      | \$ 55.00 Per Day    | ___        | _____        |
| Wireless Lapel/Mixer/2 JBL EONs         | \$250.00 Per Day    | ___        | _____        |
| Wireless Hand/Mixer/2 JBL EONs          | \$250.00 Per Day    | ___        | _____        |
| PC Speakers (NO DELIVERY CHARGE)        | \$ 25.00 Per Day    | ___        | _____        |
| Flipchart (NO DELIVERY CHARGE)          | \$ 45.00 Per Day    | ___        | _____        |
| Laptop w/Office/Win 7                   | \$150.00 Show Price | ___        | _____        |
| 24" LCD Monitor                         | \$100.00 Show Price | ___        | _____        |
| 26" LCD Monitor                         | \$150.00 Show Price | ___        | _____        |
| 32" LCD Monitor                         | \$250.00 Show Price | ___        | _____        |
| 40" LCD Monitor                         | \$450.00 Show Price | ___        | _____        |
| 47" LCD Monitor                         | \$495.00 Show Price | ___        | _____        |
| Roll Cart w/Skirt (For LCD Monitors)    | \$ 75.00 Show Price | ___        | _____        |
| Post Stand w/Shelf (For LCD Monitors)   | \$100.00 Show Price | ___        | _____        |

*\*Call for pricing on any equipment not listed\**

|                             |                    |                        |                  |
|-----------------------------|--------------------|------------------------|------------------|
| <b>Delivery Date:</b> _____ | <b>Time:</b> _____ | <b>Equipment Total</b> | _____            |
| <b>Pickup Date:</b> _____   | <b>Time:</b> _____ | <b>Tax @ 7.95%</b>     | _____            |
| <b>Room/Booth:</b> _____    |                    | <b>Delivery/Pickup</b> | <b>\$ 100.00</b> |
|                             |                    | <b>Subtotal:</b>       | _____            |
| <b>Contact Name</b> _____   |                    | <b>Service Charge</b>  | _____            |
| <b>Cell #</b> _____         |                    | (5% of Subtotal)       | _____            |
|                             |                    | <b>Grand Total</b>     | _____            |

**Orders must be received by October 21<sup>st</sup>, any orders placed after the 21<sup>st</sup> will be charged a \$75.00 late fee.**

**Contact:** Mike Coultas • Voice: (636) 978-1005 • Email: [Mikec@techexprss.com](mailto:Mikec@techexprss.com)

**EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.**

## ASPRS Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**Please provide the information below exactly as it appears on the card.**

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ V Code (On Signature Line) \_\_\_\_\_

Card members Name \_\_\_\_\_

Credit Card Billing Address  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Company Name \_\_\_\_\_

**EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL  
BE SUBJECT TO 100% FEE.**

Technology Express, Inc.  
820 Midpoint Drive  
O Fallon, MO 63366  
Phone 636-978-1005  
Fax 636-978-1079

[mikec@techexprss.com](mailto:mikec@techexprss.com)