

## Exhibitor Service Manual

Dear Exhibitor,

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

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

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to:

**Total Media Solutions  
TMS  
4351 Director Drive  
San Antonio, Texas 78219  
210.731.9200**

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

San Antonio Manufacturers Association  
9607 Broadway, Suite C  
San Antonio, TX 78217  
210-979-7530 (p)  
210-979-0527 (F)

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before May 1, 2017 the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

**South Central Texas Manufacturing Trade Show  
And Conference  
May 10, 2017  
Bexar County Community Arenas—Hall B**



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## Show Information

**Discount Deadline:** May 1, 2017  
**Show Colors:** Red and Black  
**Show Carpet:** Booth Carpet is Red

## Booth Information

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

**Each** paid **10' x10'** space includes the following:

- **8' Tall Back Wall—Red and Black**
- **3' Tall Side Rails—Red**
- **(1 for ea. 10X10) 6' Skirted Table—Black**
- **Exhibitor ID Sign**
- **(2) Chairs**
- **Booth Carpet is Red**

## Show Schedule - Subject to Change

<b>Exhibitor Move In:</b>	<b>Tuesday, May 9, 2017</b>	<b>2:00pm—6:00pm</b>
Exhibitor Briefing:	Tuesday, May 9, 2017	4:00pm—4:30pm
Exhibitor Only Social:	Tuesday, May 9, 2017	4:30pm—6:00pm
<b>Show Hours:</b>	<b>Wednesday, May 10, 2107</b>	
	<b>Conference</b>	<b>8:30am—10:00am</b>
	<b>Trade Show</b>	<b>10:00am—5:00pm</b>
	<b>Social Hour</b>	<b>4:00pm—5:00pm</b>
<b>Exhibitor Move Out:</b>	<b>Wednesday, May 10, 2017</b>	<b>5:00pm—7:00pm</b>
	Thursday, May 11, 2017	7:00am—10:00am

## Assistance

If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **210.731.9200**.

**TMS will have a service desk in a convenient location on show site if you require any further assistance.**



## Frequently Asked Questions - FAQ's

### ▶ **WHAT IS MATERIAL HANDLING?**

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

### ▶ **HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?**

You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is **TMS**. Call 210.731.9200 for rates.

### ▶ **WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?**

**Advance shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are 8am –5pm, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

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

### ▶ **WHEN DO I SHIP AND WHERE?**

#### **Advance Shipping Address:**

Total Media Solutions  
4315 Director Drive  
San Antonio, Texas 78219

**Advance shipments MUST be received by  
May 5, 2017**

#### **Direct Shipments to Show Site:**

San Antonio Manufacturers Association  
Bexar County Community Arenas—Hall A  
c/o **TMS**  
3201 E. Houston  
San Antonio, TX 78220

**Direct shipments to arrive NO SOONER than  
8am May 10, 2017**

**ALL SHIPMENTS MUST HAVE "C/O **TMS**" ON THE LABEL.  
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

### **HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSES?**

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

### **HOW DO I PLACE MY ORDER?**

- ▶
- E-mail at [mnoland@tmsevents.com](mailto:mnoland@tmsevents.com)
  - Mail in your order forms and full payment to:  
**TMS \* 4351 Director Dr., San Antonio, Tx 78219**
  - Fax in your order with the "Credit Card Authorization" form to: 210.731.9225 Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "**official suppliers**" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.



## Limits of Liability

### Responsibility for Labor

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

### Material Handling

- ▶ • **TMS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- ▶ • **TMS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- ▶ • **TMS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **TMS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- ▶ • Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by **TMS**.
- ▶ • Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- ▶ • Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.
- ▶ • Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- ▶ • If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- ▶ • **TMS** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

### Payment Terms

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

### Questions and Adjustments

- ▶ • Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **TMS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **TMS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- ▶ • Items **cancelled or changed after May 8, 2017 will be charged 50% of the original price.**

### Orders

- ▶ • All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- ▶ • Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- ▶ • Services ordered at show site will not be processed without full payment.
- ▶ • **The availability of furnishings at show-site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.**

## Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

### ▶ **Adding Tax to Your Order**

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 8.125 % Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after May 8, 2017 will be charged 50% of the original price.

### ▶ **Payment Options**

1. *Advance Payment by check...* Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:

**TMS**

**4351 Director Dr. San Antonio, TX 78219**

**Ph: 210.731.9200 • Fax: 210.731.9225**

**RE: San Antonio Manufacturers Association**

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **TMS** must receive this form by May 1, 2017 to qualify for the advanced pricing.

### ▶ **Show-Site Orders**

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

### ▶ **Advance Orders (Discount Rate)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a 20% discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

### ▶ **Third Party Orders**

If you have contracted work through a display/exhibit house and require the services of **TMS**, the payment policies stated above apply. Please forward this information to the proper parties.

### ▶ **International Exhibitors**

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

### ▶ **Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.**

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

## Credit Card Authorization

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

**I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .**

<b>Company Name:</b>	
<b>Cardholders Name:</b>	<b>Booth#:</b>
<b>Credit Card #:</b>	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Exp. Date:</b> <input type="text"/>	<b>CCA:</b> <b>Visa</b> <input type="checkbox"/> <b>Master card</b> <input type="checkbox"/> <b>American Express</b> <input type="checkbox"/>
<b>Billing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	<b>Fax:</b>
<b>Customer Signature:</b>	

☐ A check is being sent to cover all expenses, use card only for show-site services and remaining balances.

**If paying by check, make payable to:**  
**Mail order forms and full payment to:**

**TMS**  
**4351 Director Drive**  
**San Antonio, TX 78219**  
**Ph: 210.731.9200 Fax: 210.731.9225**  
**RE: San Antonio Manufacturers Association**

**Fax orders with full payment to: 210.731.9225 Attn: Exhibitor Service Department.**

**\*Items cancelled or changed after May 8, 2017 will be charged 50% of the original price.**

Your signature on this form authorizes **TMS** to charge any pre-order requests, on-site order requests and all material handling charges



## Furniture and Accessories

**Discount Deadline: May 1, 2017**

**Skirted Display Tables** - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

### Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	\$79.50	\$96.75	_____	\$ _____
190023	6' long 30" high	\$58.00	\$88.00	_____	\$ _____
190027	8' long 30" high	\$63.00	\$93.00	_____	\$ _____
190017	Skirt 4 <sup>th</sup> Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$36.50	\$45.50	_____	\$ _____
190002	Table Skirt Only	\$58.25	\$72.75	_____	\$ _____



### Counter Height (42" High)

190022	4' long 42" high	\$107.75	\$134.50	_____	\$ _____
190025	6' long 42" high	\$122.00	\$152.25	_____	\$ _____
190029	8' long 42" high	\$140.25	\$175.50	_____	\$ _____
190018	Skirt 4 <sup>th</sup> Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$36.50	\$45.50	_____	\$ _____
190005	Table Skirt Only	\$58.25	\$72.75	_____	\$ _____

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

**\*Show colors will be chosen on orders with no preference indicated.**

Color Choice \_\_\_\_\_

*\*Please use colors as a reference only*

### Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30" high	\$46.50	\$58.00	_____	\$ _____
190006	6' long 30" high	\$57.50	\$71.75	_____	\$ _____
190010	8' long 30" high	\$68.25	\$84.25	_____	\$ _____
190004	4' long 42" high	\$66.25	\$80.50	_____	\$ _____
190008	6' long 42" high	\$76.25	\$94.50	_____	\$ _____
190012	8' long 42" high	\$82.50	\$103.25	_____	\$ _____



### Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$63.75	\$76.50	_____	\$ _____
190015	Cocktail Table 42" high	\$81.25	\$97.50	_____	\$ _____
190016	Coffee Table 17" high	\$63.75	\$76.50	_____	\$ _____



Total: \$ \_\_\_\_\_

Sales Tax «Sales Tax»% \$ \_\_\_\_\_

**Grand Total \$ \_\_\_\_\_**

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_





## Furniture & Accessories II

**Discount Deadline: May 1, 2017**

### Chairs



30002

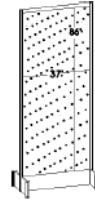


30003

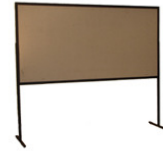


30004

### Pegboard / Tack board



120003



120004

### Miscellaneous Accessories



120010



120013



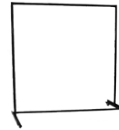
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (gray plastic)	\$15.00	\$22.00		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$68.75	\$86.00		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$61.00	\$76.25		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$172.75	\$216.00		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$155.00	\$186.00		\$
120015	2' x 8' Grid wall	\$57.50	\$71.75		
120010	Computer Pedestal	\$252.50	\$315.75		\$
120013	Easel	\$26.25	\$32.75		\$
120014	Fish Bowl	\$25.00	\$30.00		\$
120022	Wastebasket	\$13.75	\$16.50		\$
120029	Arm Light	\$53.25	\$66.50		
140002	Bag Rack	\$81.50	\$101.75		\$
140004	Garment Rack	\$81.50	\$101.75		\$
140005	Garment Rack - 2 Arm	\$81.50	\$101.75		\$
140006	Garment Rack-4 Arm (Waterfall)	\$81.50	\$101.75		\$
140007	Literature Rack I	\$89.75	\$109.50		\$
140008	Literature Rack II	\$125.00	\$150.00		\$
190031	4' Tabletop Riser (12"w x 12"h)	\$47.75	\$59.75		\$
190032	6' Tabletop Riser (12"w x 12"h)	\$57.75	\$72.25		\$
190033	8' Tabletop Riser (12"w x 12"h)	\$67.75	\$84.75		\$
Total:					\$
Sales Tax «Sales Tax»%					\$
<b>Grand Total</b>					<b>\$</b>



Event Production & Exposition Services

## Carpet Order Form

**Discount Deadline: May 1, 2107**



**TMS** provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

### Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$116.50	\$145.50	_____	\$ _____
10003	10' X 20' carpet	\$213.00	\$266.00	_____	\$ _____
10004	10' X 30' carpet	\$309.25	\$386.50	_____	\$ _____
10005	10' X 40' carpet	\$406.50	\$508.25	_____	\$ _____
10006	10' X 50' carpet	\$503.00	\$628.75	_____	\$ _____

*If color is not indicated, show color will be used. Please use colors as a reference.*

Color Choice \_\_\_\_\_

Carpet Colors	
	Red
	Forest Green
	Royal Blue
	Black
	Gray

### Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total SQ FT  
 \_\_\_\_\_ Total SQ FT X \$2.50 per SQ FT = \$ \_\_\_\_\_

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Total SQ FT  
 \_\_\_\_\_ Total SQ FT X \$3.50 per SQ FT = \$ \_\_\_\_\_

*If color is not indicated, show color will be used. Please use colors as a reference.*

Color Choice \_\_\_\_\_

Custom Colors	
	Red
	Forest Green
	Navy Blue
	Black
	Charcoal Gray

### Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$0.65 sq ft	\$0.85 sq ft	_____	\$ _____
10010	Taping per linear ft Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear	\$0.65 ft	\$0.85 ft	_____	\$ _____
10011	Visqueen per sq ft	\$0.50 sq ft	\$0.60 sq ft	_____	\$ _____

Carpet Total \$ \_\_\_\_\_

Sales Tax «Sales Tax»% \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



## Cleaning Order Form



Vacuuming of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

### CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.32 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.30 =	\$ _____

### PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____ X	\$118.50 =	\$ _____
_____	300—500 SQ FT	_____ X	\$159.75 =	\$ _____

*\*For booths over 500 SQ Ft please call Exhibitor Services for a quote.*

Cleaning Total \$ \_\_\_\_\_

Sales Tax «Sales Tax»% \$ \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



## Signage Order Form

**Discount Deadline: May 1, 2017**

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at CDS is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor. Please call us if you have any questions.

### Signage Rates

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Item #	Size	Discount	Standard	QTY	Total
170007	7" X 11"	\$33.00	\$49.50		\$
170008	9" X 11"	\$40.00	\$60.00		\$
170002	11" X 14"	\$45.00	\$67.50		\$
170003	14" X 22"	\$50.00	\$75.00		\$
170004	22" X 28"	\$78.00	\$106.00		\$
170005	28" X 44"	\$117.00	\$150.00		\$
170006	40" X 60"	\$150.00	\$200.00		\$
170009	Each additional word		\$2.50		\$
170010	Easel back		\$10.00		\$

### Banner Rates

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Item #	Description	Discount	Standard	QTY	Total
170013	Vinyl banner with grommets white background	\$11.00 sq ft	\$15.00 sq ft		\$
170019	One Color Logo (EPS Format)	\$50.00	\$65.00		\$
170020	Two Color Logo (EPS format)	\$75.00	\$97.50		\$

Please use this box to write your copy if you are not sending graphics. Indicate whether you want your sign to be horizontal or vertical.

**Copy:**

Letter Color \_\_\_\_\_

Show card Color \_\_\_\_\_

Please call us for quotes on foam core, cortex and other sign materials. Special show card colors and lettering for logo work, special designs and cut-out letters are available.  
**210-731-9200**

Signage Total \$ \_\_\_\_\_

Sales Tax «Sales Tax»% \$ \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



## Display Labor

### Rates

Straight Time	Monday-Friday	8:00 am - 4:30 pm	\$48.00
Overtime	Monday-Friday	4:31 pm - 7:59 am	\$72.00
	Saturday & Sunday	All Day	N/A
Double Time	Holidays	All Day	N/A

#### **Minimum Charge:** One hour per man

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

Labor ordered on-site will be subject to a 25% surcharge.

### Type of Service

☐ **TMS Supervision** (Exhibitor does not have to be present)

TMS will proceed with your display setup unless you instruct us otherwise.  
Work will be done on straight time, unless move-in/move-out schedule does not permit.

If using TMS Supervision, please complete the information below:

<input type="checkbox"/> <b>Labor to Install</b>	Number of Crates: _____	Self contained unit? Yes or No
	Set up plans attached? Yes or No	Photo enclosed? Yes or No
<input type="checkbox"/> <b>Labor to Dismantle</b>	Set-up plans in crate? Yes or No	Special instructions _____
	Carpet: ___Own ___TMS Color _____	_____
	<i>*Carpet must be ordered with 'Carpet' Form</i> _____	

If using TMS Supervision, please complete the "Instructions for Outbound Shipping" form and send with your order.

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

All work to be performed ONLY under the supervision of Exhibitor Representative.  
Labor ordered and not called for by the exhibitor will be billed at a one (1) hour no-show charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Show-site representative's name and contact number: \_\_\_\_\_

### Schedules (estimated number of hours)

#### Installation

# of men	Date	Start Time	# of hours

#### Dismantle

# of men	Date	Start Time	# of hours

#### Very Important

Please complete all outbound shipping documents at the Service Desk prior to the close of the show.

**GRAND TOTAL \$**

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



## Outbound Shipping Instructions

**Only Complete if using TMS Supervision on Dismantle Labor.**

Please duplicate form for split shipments (one form for each location or one for each carrier.

# of shipping labels \_\_\_\_\_

Consign to (company name): \_\_\_\_\_

Telephone: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Carrier: \_\_\_\_\_

Method: ☐ Air Freight \_\_\_\_\_ ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Motor Freight ☐ Van Line ☐ Other: \_\_\_\_\_  
(specify level of service)

**In the event your selected carrier fails to show on final move out day, please select one of the following options:**

☐ Delivery back to warehouse at exhibitors expense ☐ Re-route via contractors choice

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials KD	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	<b>TOTALS</b>	

\* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ \_\_\_\_\_. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

☐ Prepaid ☐ Collect \_\_\_\_\_  
signature

**Freight and Carrier Charges Guaranteed By:** \_\_\_\_\_

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: \_\_\_\_\_ Attention: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

Shipper's/Exhibitors Signature: \_\_\_\_\_

Shipper's Exhibitor's Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Use TMS on your outbound shipment (s) for convenience and competitive prices.**



Event Production & Exposition Services

## Material Handling

**The Rates below are based upon straight time for move-in and move-out.** All charges are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. **TMS** will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. **TMS** will receive direct shipments at show-site on scheduled move-in days. **TMS** will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. **TMS** "Bill of Lading" must be filled out at close of show. **TMS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

- ▶ **Advance Shipments to Warehouse** - All materials shipped in advance to the warehouse must arrive by: May 5, 2017. Any shipment arriving after this date will be charged an additional 25% per cwt, \$50.00 minimum in addition to any other charges incurred.

**Crated (includes cartons)**

Weight of Shipment \_\_\_\_\_ cwt x \$52.50      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

**Special Handling**

Weight of Shipment \_\_\_\_\_ cwt x **52.50**      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

**Uncrated (pad wrapped)**

Weight of Shipment \_\_\_\_\_ cwt x **52.50**      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

- ▶ **Direct Shipment to Show-Site** - Shipments arriving prior to **May 10, 2017** will be refused. Shipments will be received during the move-in periods and throughout the event.

**Crated (includes cartons)**

Weight of Shipment \_\_\_\_\_ cwt x **\$35.00**      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

**Special Handling**

Weight of Shipment \_\_\_\_\_ cwt x \$ 35.00      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

**Uncrated (pad wrapped)**

Weight of Shipment \_\_\_\_\_ cwt x **\$35.00**      Per 100 lbs    200 lb minimum      \$ \_\_\_\_\_

**Small Packages: Packages under 35 lbs (received from a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment).**

**Surcharges** - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm/Saturday, Sunday, or observed union holidays
- Material is moved from warehouse to show-site on overtime due to scheduling conflicts beyond **TMS** control.
- Material is moved out of show-site on overtime due to scheduling conflicts beyond **TMS** control.

**Rate Classifications**

- **Crated** - This rate applies to common carriers (LTC), which maintain an established local terminal with regular routes. They accept and consolidate freight of more than one customer into one shipment headed for a particular destination.
- **Special Handling** - Shipments received un-palletized from the same location (more than 5 boxes). This rate applies to van lines -not floor loaded, company truck-pallet jack only, or privately owned vehicle POV, delivery crated materials or a common carrier with an irregular route.
- **Uncrated** - This rate applies to van lines, company truck, or privately owned vehicle (POV) delivering uncrated or unspecified mixed crated and uncrated materials (pad wrapped & loose furnishings).

Let **TMS**, the preferred show carrier, assist you with your shipping requirements. Call for rates.

**MATERIAL HANDLING TOTAL \$**

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Advance Warehouse Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive By: May 5, 2017

Deliver 8AM-5PM (M-F)

Must deliver to freight dock

**T0:** \_\_\_\_\_

(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**TMS**  
**4351 Director Drive**  
**San Antonio, Texas 78219**  
**210-731-9200**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Advance Warehouse Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive By: May 5, 2017

Deliver 8AM-5PM (M-F)

Must deliver to freight dock

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(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**TMS**  
**4351 Director Drive**  
**San Antonio, Texas 78219**  
**210-731-9200**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

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(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**TMS**  
**4351 Director Drive**  
**San Antonio, Texas 78219**  
**210-731-9200**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Advance Warehouse Shipments Exhibit Material

### San Antonio Manufacturers Association

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Deliver 8AM-5PM (M-F)

Must deliver to freight dock

**T0:** \_\_\_\_\_

(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**TMS**  
**4351 Director Drive**  
**San Antonio, Texas 78219**  
**210-731-9200**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_



# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Direct Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive No Sooner Than:  
8 AM May 10, 2017

**T0:** \_\_\_\_\_  
(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**Bexar County Community Arenas—Hall B  
c/o TMS  
3201 E.Houston  
San Antonio, Texas 78219  
210-225.2562**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Direct Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive No Sooner Than:  
8 AM May 10, 2017

**T0:** \_\_\_\_\_  
(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**Bexar County Community Arenas—Hall B  
c/o TMS  
3201 E.Houston  
San Antonio, Texas 78219  
210-225.2562**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Direct Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive No Sooner Than:  
8 AM May 10, 2017

**T0:** \_\_\_\_\_  
(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**Bexar County Community Arenas—Hall B  
c/o TMS  
3201 E.Houston  
San Antonio, Texas 78219  
210-225.2562**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

# TOTAL MEDIA SOLUTIONS

Event Production & Exposition Services

## Direct Shipments Exhibit Material

### San Antonio Manufacturers Association

Must Arrive No Sooner Than:  
8 AM May 10, 2017

**T0:** \_\_\_\_\_  
(Exhibiting Company Name)

**Booth #:** \_\_\_\_\_

**Bexar County Community Arenas—Hall B  
c/o TMS  
3201 E.Houston  
San Antonio, Texas 78219  
210-225.2562**

Carrier: \_\_\_\_\_ # of pcs: \_\_\_\_\_

## Shipping Information

### ▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive by May 5, 2017 4:00pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after: May 5, 2017 will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

### ▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____	Booth# _____
(exhibiting company name)	
For: <b>San Antonio Manufacturers Association</b>	
c/o TMS	
4351 Director Drive	
San Antonio, Texas 78219	

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

### ▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to May 10, 2017 will be refused
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the

### ▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____	Booth# _____
(exhibiting company name)	
For: <b>San Antonio Manufacturers Association</b>	
Bexar County Community Arenas—Hall A	
c/o TMS	
3201 E. Houston	
San Antonio, Texas 78219	

- **TMS** will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

**All shipments must be PREPAID, collect shipments will be REFUSED.**

**Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.**

**No liability will be assumed by **TMS** for these shipments.**



## Material Handling and Shipping Addresses

### BELOW RATES INCLUDE OVERTIME

#### **Advance Shipments to Warehouse**

**\$52.50 per 100 lbs**

Minimum charge of 200 lbs = \$ 52.50 per shipment  
All weights are rounded up to the next 100 lbs per shipment

**Please label and consign shipments as follows:**

Co Name: \_\_\_\_\_ B# \_\_\_\_\_

San Antonio Manufacturers Association

C/o **TMS**

4351 Director Drive  
San Antonio, Texas 78219

**Shipments must be received by:**  
**May 8, 2017**  
**(Deliver 8 am—3 pm M-F)**

\_\_\_\_\_ lbs x \$52.50 per 100 lbs = \_\_\_\_\_

#### **Direct Shipments to Show-Site**

**\$35.00 per 100 lbs**

Minimum charge of 200 lbs = \$52.50 per shipment  
All weights are rounded up to the next 100 lbs per shipment

**Please label and consign shipments as follows:**

Co Name: \_\_\_\_\_ B# \_\_\_\_\_

San Antonio Manufacturers Association  
Bexar County Community Arenas—Hall A

C/o **TMS**

4351 Director Drive  
San Antonio, Texas 78219

**Shipments to arrive no sooner than:**  
**May 10, 2017**

\_\_\_\_\_ lbs x \$52.50 per 100 lbs = \_\_\_\_\_

#### **Above rate includes:** (per roundtrip unless overtime applies)

- Receipt of shipments of freight & crated exhibits.
- Storage up to 30 days prior to set-up date.
- Delivery of shipment (s) to booth space before exhibitor arrival.
- At close of show will deliver from booth to carrier at the loading dock.
- Removal, storage, and return of empty crates or containers when necessary.

#### **Above rate includes:** (per roundtrip unless overtime applies)

- Receipt of shipments of common freight and crated exhibits from outside carrier or POV at the Exhibit Hall.
- Unloading from carrier or POV and delivery to booth.
- At close of show will deliver from booth to carrier at the loading dock.
- Removal, storage and return of empty crates or containers when necessary.



#### **THE FOLLOWING ADDITIONAL CHARGES APPLY FOR ADVANCE OR DIRECT SHIPMENTS:**

- Shipments containing uncrated, unskidded, loose or padded display will be charged an additional 25% surcharge.
- Specialized carriers (van lines-not floor loaded, company truck-pallet jack only, or POV) will be charged an additional 25% surcharge.
- Shipments arriving and/or departing prior to 8 am and after 4 pm weekdays, Saturdays, Sundays and Holidays will be charge an additional 25% surcharge.
- Shipments moved from warehouse to show-site on overtime due to scheduling conflicts beyond **TMS** control will be charged an additional 25% surcharge.
- Shipments requiring special handling due to arrival time, size or type of equipment will be charged an additional 25% surcharge.
- All advance shipments to the warehouse received after the advance shipment deadline will be charged an additional 25% surcharge.
- Packages under 35 lbs (received from a single shipment) \$35.00 1st package and \$10.00 every package after (per shipment)
- Shipments returned to warehouse at close of show will be charged \$0.25 per lb with a \$300.00 minimum. Shipments not picked up from warehouse within 72 hours will be charged for storage.

SHIPMENTS MUST HAVE BILL-OF-LADING OR DELIVERY RECEIPT SHOWING  
NUMBER OF PIECES, CERTIFIED WEIGHT AND DESCRIPTION OF MATERIALS.  
**IF CORRECT WEIGHTS ARE NOT PROVIDED, RECEIVERS ESTIMATES WILL PREVAIL.**

Let **TMS** Logistics assist you with your  
shipping requirements. Call for rates.

**MATERIAL HANDLING TOTAL \$**

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



South Central Texas Manufacturing Trade Show & Conference  
May 10, 2017  
Bexar County Community Arenas—Hall B

## Audio Visual Equipment

PLASMA FLAT PANEL DISPLAYS				
QTY	EQUIPMENT	Discount Standard		Total
	NEC 42" PLASMA XGA MONITOR- DATA OR VIDEO (Res. 1024x768; Aspect Ratio 16:9)	\$910.00	\$1,092.00	\$
	HITACHI 37" PLASMA 1024x768 XGA MONITOR-DATA OR VIDEO (Res. 1024x768; Aspect Ratio 4:3)	\$1,300.00	\$1,560.00	\$
	PIONEER 50" PLASMA XGA MONITOR- DATA OR VIDEO (Res. 1280x768; Aspect Ratio 16:9)	\$1,300.00	\$1,560.00	\$
	NEC 61" PLASMA XGA COMPUTER GRAPHICS - DATA OR VIDEO (Res. 1365x768; Aspect Ratio True 16:9)	\$2,600.00	\$3,120.00	\$
	84" PLASMA DISPLAY - DATA OR VIDEO	\$15,600.0	\$18,720.0	\$
	84" PLASMA DISPLAY FLOOR STAND	\$325.00	\$390.00	\$
	84" DUAL POST FLOOR STAND FOR 37", 42", 50, & 61" PLASMA MONITORS	\$130.00	\$156.00	\$
LCD FLAT PANEL DISPLAYS				
	NEC MULTISYNC BLACK LCD18" LCD SVGA, XGA, MAC, PC DISPLAY-DATA ONLY, 4:3 ASPECT RATIO	\$162.50	\$195.00	\$
	NEC MULTISYNC BLACK LCD 20" LCD SVGA, XGA, MAC, PC DISPLAY-DATA ONLY, 4:3 ASPECT RATIO	\$260.00	\$312.00	\$
	NEC MULTISYNC LCD3000 30" TFT LCD HDTV 1280x768 DISPLAY-DATA OR VIDEO 15:9 ASPECT RATIO	\$650.00	\$780.00	\$
	NEC WALL MOUNTING BRACKETS FOR LCD DISPLAY	\$26.00	\$31.20	\$
	84" SINGLE POST FLOOR STAND FOR 18". 20" & 30" MONITORS	\$130.00	\$156.00	\$
TOUCHSCREEN DISPLAYS				
	NEC MULTISYNC BLACK TOUCHSCREEN LCD2010 20" LCD SVGA, XGA, MAC, PC DISPLAY	\$552.50	\$663.00	\$
	NEC MULTISYNC LCD3000 30" LCD MONITOR W/ TOUCHSCREEN OVERLAY	\$1,690.00	\$2,028.00	\$
	NEC 42" PLASMA XGA MONITOR W/ TOUCHSCREEN OVERLAY	\$2,470.00	\$2,964.00	\$
	PIONEER 50" PLASMA XGA MONITOR W/ TOCHSCREEN OVERLAY	\$3,380.00	\$4,056.00	\$
DESKTOP COMPUTERS ALL COMPUTER RENTALS INCLUDE A NEC 15" MONITOR, ENHANCED KEYBOARD & MOUSE				
	COMPAQ P4 SFF, 2.6GHz, 512MB, 40GB HD, DVD, 10/100, 15" NEC	\$325.00	\$390.00	\$
	IBM THINKCENTRE S50 SFF P4 3.0GHz, 512MB, 40GB HD, CD-RW / DVD-ROM, 10/100	\$383.50	\$460.20	\$
	IBM THINKCENTRE S51 SFF P4 3.2GHz, 512MB, 80GB HD, CD-RW / DVD-ROM, 10/100	\$455.00	\$546.00	\$
APPLE COMPUTERS ALL COMPUTER RENTALS INCLUDE A NEC 15" MONITOR, ENHANCED KEYBOARD & MOUSE				
	APPLE POWERMAC MT G4/500, 256MB, 27GB, DVD, 16MB VRAM, 100MB ZIP	\$292.50	\$351.00	\$
LAPTOP COMPUTERS				
	TOSHIBA TECRA M2 PENTIUM 1.5G, 512M, 60G, DVD+RW, 802.11G W/CENTRINOTECHNOLOGY	\$390.00	\$468.00	\$
	TOSHIBA PENTIUM 2.0G, 512M, 60G, DVD+RW, 802.11G WITH CENTRINO TECHNOLOGY	\$455.00	\$546.00	\$
PRINTERS				
	H.P. LASERJET SERIES 4200 PRINTER 35PPM	\$260.00	\$312.00	\$
	H.P. LASERJET SERIES 4250N PRINTER 35PPM - includes network card	\$292.50	\$351.00	\$
	XEROX PHASER 8500 COLOR LASER PRINTER - 24PPM	\$520.00	\$624.00	\$
DATA INTERFACES				
	EXTRON P/2 DA2 PLUS VGA ONE INPUT, TWO OUTPUT DISTRIBUTION AMPLIFIER	\$104.00	\$124.80	\$
	EXTRON P/2 DA6 PLUS VGA ONE INPUT, SIX OUTPUT DISTRIBUTION AMPLIFIER	\$195.00	\$234.00	\$
	EXTRON ADA 6 300 MX ONE INPUT, 6-OUTPUT HIGH BANDWIDTH RGB DIST. AMPLIFIER	\$195.00	\$234.00	\$
	EXTRON MDA 5SVA RCA S-VIDEO (1in/5out) VIDEO/AUDIO AMP.	\$123.50	\$148.20	\$
DVD, TV, VCRS				
	VHS HI-FI AUTO-REPEAT VIDEO CASSETTE RECORDER	\$123.50	\$148.20	\$
	PIONEER INDUSTRIAL DVD PLAYER	\$227.50	\$273.00	\$
	SHARP AQUOS 20" LCD TV W/ BUILT IN SPEAKERS - VIDEO ONLY	\$552.50	\$663.00	\$
	Please call for pricing on additional video monitors available			
PROJECTORS, SCREENS				
	LCD DATA/VIDEO PROJECTOR (2000 Lumen)	\$975.00	\$1,170.00	\$
	LCD DATA/VIDEO PROJECTOR (4500 Lumen)	\$1,423.50	\$1,708.20	\$
	Please call for pricing on high end projection systems and screens			
LED & SEAMLESS PLASMAS WALLS Please call for a quote				
A/V SOUND SYSTEMS				
	SHURE WIRELESS UHF SINGLE CHANNEL MICROPHONE SYSTEM w/ LOUDSPEAKERS	Includes: UHF Wireless Receiver, (2) Power10 Speakers w/ tri-pod stands with hanging brackets, and choice of handheld, lavalier or headset microphone.	\$520.00	\$624.00
	Choose (1) Microphone <input type="checkbox"/> LAVALIER <input type="checkbox"/> HANDHELD <input type="checkbox"/> HEADSET			
	SHURE WIRELESS UHF DUAL CHANNEL MICROPHONE SYSTEM w/ LOUDSPEAKERS	Includes: UHF Dual Channel Wireless Receiver, (2) JBL EON Power10 Speakers w/ tri-pod stands hanging brackets, and choice of (2) handheld, lavalier or headset mics.	\$845.00	\$1,014.00
	Choose (2) Microphones <input type="checkbox"/> LAVALIER <input type="checkbox"/> HANDHELD <input type="checkbox"/> HEADSET			
PERIPHERALS				
	NETWORK CABLE CAT 5 RJ45 Rate: \$1.00 per FT. _____ Ft. X \$1.00			
	ALTEC LANSING POWERED COMPUTER SPEAKERS (2 PIECE)	\$39.00	\$50.00	\$
	ENHANCED COMPUTER KEYBOARD w/ MOUSE ..... <input type="checkbox"/> PS/2 / <input type="checkbox"/> USB (check one)	\$52.00	\$65.00	\$
	BLACK ENHANCED COMPUTER KEYBOARD w/ BLACK MOUSE ..... <input type="checkbox"/> PS/2 / <input type="checkbox"/> USB (check one)	\$71.50	\$85.80	\$
<b>INSTALLATION:</b> A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. DRYAGE NOT INCLUDED.		<b>TOTAL</b>		\$
<b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by CDS or charges we incur on your behalf.		<b>25% ON-SITE SURCHARGE**</b>		\$
<b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.		<b>SUB-TOTAL</b>		\$
		<b>% Tax</b>		\$
		<b>DELIVERY/PICK-UP FEE</b>	Minimum \$100.00	\$
<b>UNION HANDLING &amp; SET UP FEE:</b> Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pick times will also determine whether you are charged Straight Time, Overtime or Double Time rate. Calculated rate will be sent back with your confirmation.		<b>UNION FEE</b> If Applicable - See Notes	<b>TBD</b>	\$

Note: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



Event Production & Exposition Services