



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Bead Fest Santa Fe 2015
Santa Fe Community Convention Center
Santa Fe, New Mexico
March 20-22, 2015

Dear Exhibitor:

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

To assist you in planning, we have enclosed the necessary show service order forms. To help **save you money**, please take advantage of pre-show order discounts.

- ✓ Please read through this Exhibitor Service Kit. **Complete and return all order forms by the indicated discounted deadline date. Each form should be returned to the appropriate company and address listed on that form.**
- ✓ **On-Line Ordering** is available. Log in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at (505) 243-9889 to obtain one.
- ✓ Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with the **Credit Card Authorization Form**.
- ✓ Please include the **7%** NM State tax and a **3.3%** Petroleum Surcharge. Sales tax is applicable to **all services** in the State of New Mexico and also applies to City, State and Government agencies.
- ✓ We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

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

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Or visit us on the World Wide Web at <http://www.cssabq.com>



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: Bead Fest Santa Fe 2015

EXHIBITOR MOVE-IN: Thursday, March 19, 2015 7:00am-8:00pm

SHOW DATE (S): Friday, March 20, 2015 10:00am-6:00pm
Saturday, March 21, 2015 10:00am-6:00pm
Sunday, March 22, 2015 10:00am-5:00pm

EXHIBITOR MOVE-OUT: Sunday, March 22, 2015 5:00pm-9:00pm

All materials must be packed with bill(s) of lading turned in to CSS by: Sunday, March 22, 2015 9:00pm
Outside freight carriers must be checked in by: Sunday, March 22, 2015 8:00pm

SHOW LOCATION: Santa Fe Community Convention Center
Sweeney Ballroom

STANDARD BOOTH PACKAGE:

(Included with booth purchase)

8'x10
8' High Terra Cotta & Black Back wall Drape
3' High Black Side rail Drape
(1) 6' Terra Cotta Draped Table
(2) Molded Plastic Chairs
(1) Wastebasket w/liner
7" x 44" ID Sign
Show floor IS Carpeted

IMPORTANT DEADLINES

First date freight can arrive at the advance warehouse: Thursday, February 19, 2015
Submission deadline for exhibitor appointed contractor notification: Thursday, February 19, 2015
Last date to receive certificate of insurance for EAC: Thursday, February 19, 2015
Advance Orders and Payment Deadline: Thursday, March 5, 2015
Last date freight can arrive at the advance warehouse: Monday, March 16, 2015
First date for direct shipments to facility: Thursday, March 19, 2015

SHIPPING INFORMATION:

-ADVANCE FREIGHT RECEIVING-

Monday-Friday 8am-4pm

Thursday, February 19 – Monday, March 16, 2015

ADVANCE SHIPPING ADDRESS

Ship to: Exhibitor Name and Booth #
c/o CSS
Bead Fest Santa Fe
1921 Bellamah Ave NW
Albuquerque, New Mexico 87104

ONLY DAY FOR DIRECT FREIGHT

Thursday, March 19, 2015 7:00AM – 6:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o CSS
Bead Fest, SFCCC
201 W. Marcy St.
Santa Fe, NM 87501



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PETROLEUM PRODUCT SURCHARGE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ATTENTION EXHIBITORS!

PETROLEUM PRODUCT SURCHARGE

IMPORTANT INFORMATION

Processed petroleum is vital to our industry as it is widely used in trade show materials such as carpeting, tape, plastics, visqueen, propane and diesel fuel.

Convention Services of the Southwest, Inc. has been absorbing these costs for many years now. Unfortunately, the ever rising price of fuel and petroleum based products forces us to share in these costs.

Effective immediately, CSS, Inc. will add a surcharge of 3.3% to all materials and services provided.

We at CSS appreciate your continued support and understanding.



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Bead Fest Santa Fe 2015	Advance Payment Deadline: Thursday, March 5, 2015	Booth #(s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policies statement provided with your Service Kit. **The Estimated Total below does not necessarily reflect the final total charged to your credit card at close of show.**
***There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--	--

Card Verification # -3 or 4 Digit Code on Back of Card:

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet	
Rental Display Units	
Labor	
Material Handling	
Cleaning	
Floral	
Sign Order	
Electrical	
10.3% (NM Tax & Petroleum surcharge)	
<u>Estimated</u> Total (includes State Tax and Petroleum Surcharge where applicable)	

Using the original forms, remember to include and transfer the sales tax into the estimated grand total above.

This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.

PAYMENT OPTIONS

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

1. Service Kit (pdf download)

- a. Advance payment by **Company Check, Wire Transfer, e-check**: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest (CSS) and must be in U. S. funds drawn on a U. S. bank. International exhibitors must prepay all balances no later than the advance payment deadline in U.S. Dollars drawn on U.S. Banks. A **CREDIT CARD CHARGE AUTHORIZATION FORM** is required for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.
- b. **Credit Card**: For your convenience we accept Visa, Mastercard and American Express. You must complete the **CREDIT CARD CHARGE AUTHORIZATION FORM**. For discount rates to apply, CSS must receive this form by **Tuesday, June 10, 2014**. ***There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

2. On Line Ordering

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

DISCOUNT PRICING

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

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Manual, we must have your signed credit card information and full payment in advance or ordered on line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges may not be disputed after the show.**

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

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

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Policy Form**). **Third Parties must call for an online log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by **Thursday, February 19, 2015**. This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

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

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

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

Event Name: Bead Fest Santa Fe 2015	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
E-mail address:	E-mail address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material-handling** (Drayage) charges and shipping charges are not the same thing. “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock. “Freight Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *This estimate will be binding on both parties and no adjustments will be made after the show closes.
- ❖ **We will accept all cartons, crates and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose, uncrated materials or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights or else CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be charged material handling by **CSS**. Please refer to the “Material Handling” Rate sheet. All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and **CSS** moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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MATERIAL HANDLING RATE SHEET

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Bead Fest Santa Fe 2015	Advance Payment Deadline: Thursday, March 5, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

ADVANCE FREIGHT RECEIVING

Thursday, February 19 – Monday, March 16, 2015
Monday-Friday 8:00am-4:00pm
ADVANCE SHIPPING ADDRESS

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

Number of Pieces: Estimated Weight:

Inbound Freight Carrier:

ONLY DAY FOR DIRECT FREIGHT

Thursday, March 19, 2015 7:00AM – 6:00PM
DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o CSS
Bead Fest, SFCCC
201 W. Marcy St.
Santa Fe, NM 87501

Number of Pieces: Estimated Weight:

Inbound Freight Carrier:

PLEASE READ the following documents included in this service kit for important information: (1) Payment Policy & Material Handling Information and Limits of Liability, we encourage you to insure your freight with your insurance carrier. (2) Payment Terms and Conditions are applicable when sending your freight to the show.

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

**** Freight will be re-routed from show floor on Sunday, March 22, 2015 @ 8:00pm ****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 82.00 per cwt = \$410.00

ADVANCE FREIGHT RATES: *Includes crated, skidded and carton materials.

\$82.00 per cwt. \$164.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$82.00 per cwt = \$ _____

DIRECT FREIGHT RATES: *Includes crated, skidded and carton materials.

\$76.00 per cwt. \$152.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 76.00 per cwt = \$ _____

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

ADDITIONAL RATES:

“Late shipments” and “off target” freight will be charged an additional \$16.00 per cwt. (200 lb. minimum applies)
Shipments “returned to the warehouse” will be charged an additional \$26.00 per cwt. (\$52.00 minimum charge)

“Small package” or shipments weighing less than 20lbs. will be charged a \$25.00 material handling fee. Banding and Shrink Wrap will be charged at \$50.00 per skid or crate. Outbound Material Handling Only (freight handled at close of show only) will be charged \$42.00 per cwt. (200 lb. minimum applies)

Total of all shipments above plus 10.3% NM Tax & Petroleum Surcharge \$ _____



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OUTBOUND SHIPPING INSTRUCTIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

*** EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS***

At the close of show, materials will be shipped to: ****CSS will complete labels when labor is CSS Supervised****

ATTN: _____

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

Please specify your choice by checking the following:

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

****Please note the exhibitor is responsible for scheduling the carrier and addressing all freight.***

_____ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.

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

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

NAME OF SHOW: **Bead Fest Santa Fe 2015**



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SHIPPING LABELS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE WAREHOUSE SHIPPING LABELS

R U S H	ADVANCE WAREHOUSE TO: _____ (Exhibiting Company Name) BOOTH #: _____	R U S H	ADVANCE WAREHOUSE TO: _____ (Exhibiting Company Name) BOOTH #: _____
	Bead Fest Santa Fe		Bead Fest Santa Fe
	c/o CSS 1921 Bellamah Ave NW Albuquerque, New Mexico 87104		c/o CSS 1921 Bellamah Ave NW Albuquerque, New Mexico 87104
	Warehouse Hours: M-F 8AM-4PM Last Day for Advance Freight to arrive Monday, March 16, 2015		Warehouse Hours: M-F 8AM-4PM Last Day for Advance Freight to arrive Monday, March 16, 2015

DIRECT SHIPPING LABELS

R U S H	DIRECT TO SHOW TO: _____ (Exhibiting Company Name) BOOTH #: _____	R U S H	DIRECT TO SHOW TO: _____ (Exhibiting Company Name) BOOTH #: _____
	c/o CSS SFCCC 201 W. Marcy St Santa Fe, NM 87501		c/o CSS SFCCC 201 W. Marcy St Santa Fe, NM 87501 0
	ONLY DAY FOR DIRECT FREIGHT Thursday, March 19, 2015		ONLY DAY FOR DIRECT FREIGHT Thursday, March 19, 2015



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ELECTRICAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: Bead Fest Santa Fe 2015	Advance Payment Deadline: Thursday, March 5, 2015	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

STANDARD ELECTRICAL CONNECTIONS – 120 VOLT

Quantity	Description	Discount Price	Standard Price
	500 watts (5 amps)	75.00	95.00
	1000 watts (10 amps)	107.00	126.00
	2000 watts (20 amps)	126.00	152.00

SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 1 PHASE

	30 amps	208.00	239.00
	60 amps	359.00	390.00
	100 amps	504.00	567.00

ELECTRICAL ACCESSORIES & SPECIAL REQUIREMENTS

	Multiple outlet power strip	14.00	25.00
	3 wire extension cord	14.00	25.00
	2 on a pole-150 watt spotlights	75.00	100.00
	24 hour service required	Double price of outlet required	
	Dedicated power (20 amp min.)	Double price of outlet required	

Electrical Subtotal	\$
Labor Subtotal	\$
10.3% NM Tax & Surcharge	\$
TOTAL	\$

LABOR FOR ELECTRICAL CONNECTIONS

Price of an outlet includes labor for installation in a convenient manner on basic outlets. **For 208 volt or higher service and Island Booths, labor charges will apply.** Materials, specific connection requirements and any other necessary labor will be billed in ½ hour increments with a one-hour minimum. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice.

Monday – Friday	8:00AM-4:30PM	\$86.00 per hour
Monday – Friday	4:30PM-8:00AM	\$112.00 per hour
Saturday	All Day	\$112.00 per hour
Sunday & Holidays	All Day	\$132.00 per hour

PLEASE READ PAYMENT POLICY

CONDITIONS AND REGULATIONS

Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise. All equipment, regardless of the source of power, must comply with all federal, state and city safety codes. Electrical power for lights and displays will be turned on one hour prior to show opening and will be turned off at show closing each day. Exceptions must be arranged with CSS. **There shall not be any reason that anyone other than the “house Electrician” makes special or direct wiring of electrical connections.** All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, pH, etc. All exhibitors’ cords must be of the 3-wire grounded type. **The charge for outlets will be made on the basis of maximum wattage for use at the time of inspection. Claims will not be considered unless filed prior to the close of show.** CSS is not responsible for voltage fluctuation or power failure because of temporary conditions. **Credit will not be given for outlets installed and not used. All outlets are single plug in.**

Special Requirements: Outlets will be installed in the center and back of each booth.

Island Booths must provide a scaled floor plan including booth orientation showing location of electrical outlets, connections & lighting equipment. If no floor plan is provided, the outlets will be installed at our discretion. All other locations will require labor on a time and material basis. Please indicate placement of outlet(s):

Front of Booth

Abqh



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email us @
CSSL@cssabq.com

LOGISTICS

DOMESTIC FREIGHT SERVICES QUOTE / ORDER FORM (USA)

Show Name:	Booth #
------------	---------

Shipper:		
Pick Up Address:		
City	State	ZIP
Available for P/U (Date-Time AM/PM)		

Consignee		
Address		
City	State	ZIP
C/O	Phone #	

Shipping Method Desired: GROUND (Circle One)	
Standard Ground – Ships in 2-5 Days	
Time Critical – ships 1-2 Days Faster Than Standard	
Time Critical – Deliver by (date)	(time)
Guaranteed Shipment AM / PM Delivery	

Shipping Method Desired: AIR (Circle One)	
Overnight – First Morning Delivery	
Overnight – Before Noon	
Overnight - Afternoon	
Circle one:	2nd Day Air / Deferred Air

Special Services Needed / Requested (CIRCLE ALL THAT APPLY)	
---	--

Home Pick Up / Delivery	Liftgate Required	High Rise Business Office	Limited Access	Remote Area Pickup / Delivery
Hazardous Materials Y / N		Food Y / N		Poison Y / N

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Your credit card is not required for a quote but must be on file to provide services
Providing a credit card affirms you have received and agree to the attached
Uniform Bill of Lading Terms and Conditions

CREDIT CARD AUTHORIZATION

All Freight charges are paid IN FULL at time of weight verification (approx. 24 hrs after pickup)

<input type="checkbox"/>	Visa (begins w/4)	<input type="checkbox"/>	Mastecard (begins w/5)	<input type="checkbox"/>	American Express (begins w/3)
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<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"/>	<input type="text"/>	Credit Card Number
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expires mo/yr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CIV Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Billing Zip Code
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Name on card / Signature	
EMAIL (REQUIRED)	Date

UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec 1.

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

Sec 2

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

Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (a) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in the section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (b) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

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

Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

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

Sec 9

- (a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers