



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 7:00pm**
Outside freight carriers must be checked in by: **Sunday, March 22, 2015 7:00pm**

SHOW LOCATION: **Santa Fe Community Convention Center**
Sweeney Ballroom

STANDARD BOOTH PACKAGE:

(Included with booth purchase)

8'x10 Booth

8' High Terra Cotta & Black Back Wall Drape
3' High Black Side Rail Drape
(1) 8' Terra Cotta Draped Table
(2) Molded Plastic Chairs
(1) Wastebasket w/liner
(1) 7" x 44" ID Sign

6' Table Top Booth

(1) 6' Terra Cotta Draped Table
(2) Padded Side Chairs
(w/ foot covers)
(1) 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:	Wednesday, March 18, 2015
First date for direct shipments to facility:	Thursday, March 19, 2015

SHIPPING INFORMATION:

-ADVANCE FREIGHT RECEIVING-

Monday-Friday 8am-4pm

Thursday, February 19 – Wednesday, March 18, 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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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

DRAPED DISPLAY TABLES-30" HIGH (choose skirt color below)

Quantity	Description	Discount Price	Standard Price
	2'x2' draped pedestal	93.00	112.00
	4'x2' draped table	95.00	114.00
	6'x2' draped table	119.00	143.00
	8'x2' draped table	132.00	158.00
	30"D x 30"H draped round table	90.00	108.00

DRAPED DISPLAY COUNTERS-40" HIGH (choose skirt color below)

	2'x2' draped pedestal	112.00	134.00
	4'x2' draped counter	119.00	143.00
	6'x2' draped counter	132.00	158.00
	8'x2' draped counter	146.00	175.00
	30"D x 40"H draped round table	119.00	143.00

UNDRAPE DISPLAY TABLES-30" HIGH

	4'x2' wood table	66.00	79.00
	6'x2' wood table	74.00	89.00
	8'x2' wood table	85.00	102.00

UNDRAPE DISPLAY COUNTERS-40" HIGH

	4'x2' wood counter	74.00	89.00
	6'x2' wood counter	86.00	103.00
	8'x2' wood counter	100.00	120.00

TABLE SKIRTING (choose skirt color below) (circle height)

	4 th side table drape 30"	35.00	42.00
	4 th side table drape 40"	40.00	48.00
	Individual table skirt 30"	35.00	42.00
	Individual table skirt 40"	40.00	48.00

SPECIAL DRAPERY (choose drape color below) (6' minimum)

	3' high drapery/linear ft.	4.00	5.00
	8' high drapery/linear ft.	6.00	8.00

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	53.00	64.00
	Padded Arm Chair	65.00	78.00
	Padded Side Chair	59.00	71.00
	Upholstered Bar Stool with Back	79.00	95.00
	Bag Rack	50.00	60.00
	Literature Stand -5'h-6-pocket	110.00	132.00
	Chrome Easel	27.00	32.00
	Wastebasket with liner	14.00	17.00
	Fishbowl	32.00	38.00
	4'x8' Tackboard or Pegboard (circle choice) Horizontal Vertical	120.00	144.00
	Glass Show Case 48"x18"x38"	300.00	Advanced Only

*Maximum load on boards is 50 lbs. Tackboards are black & Velcro "friendly" or push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle)

Blue Red Gold Silver Teal Peach Terra-Cotta

Black White Burgundy Hunter Green Plum Beige

SUBTOTAL	\$
TAX & Surcharge 10.3%	\$
TOTAL	\$



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FURNISHINGS-TABLES

CONVENTION SERVICES OF THE SOUTHWEST INC.



DRAPED TABLE



DRAPED COUNTER



UNDRAPED TABLE

TABLES

	2'	4'	6'	8'	30" Round
Tables (30" height) Draped Undraped	PLEASE SEE FURNISHINGS ORDER FORM FOR PRICING				
Tables (40" height) Draped Undraped					
4 th side draped					



BLUE



RED



GOLD



SILVER



TEAL



PEACH



TERRA-COTTA



BLACK



WHITE



HUNTER GREEN



PLUM



BEIGE



BURGUNDY

40" DRAPED ROUND



2'x2' DRAPED PEDESTAL



40" UNDRAPED ROUND



LIMITED QUANTITIES

30" UNDRAPED ROUND



LIMITED QUANTITIES



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST INC.



**PADDED SIDE CHAIR
SPECKLED GRAY/BLACK**



**PADDED ARM CHAIR
SPECKLED GRAY/BLACK**



**PADDED BAR STOOL
SPECKLED GRAY/BLACK**

**JETSON CHAIRS
WITH 24" BISTRO COUNTER HIGH ROUND
(CALL FOR PRICING)**



**MESH CHAIR
BLACK
SPECIALTY UPGRADE**

**MATRIX CHAIR
GRAY**





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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST INC.



FISH BOWL



WASTEBASKET
WITH LINER



PEG &
POSTERBOARD
4'x8'



LITERATURE
STAND
6' H-6 POCKET



CHROME EASEL



BAG RACK



WATERFALL
BAG RACK



CHROME
SIGN
DISPLAY



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UPGRADE FURNISHINGS 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:		

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

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Chrome and Black Chairs			125.00
	Jetson Chair	15"x15", adjustable seat	White Black	150.00
	Leather Office Chair with Mesh Back, Black	34.7"h x 22.75"w x 24"d	Black Only	125.00
	Leather Steno Chair with Wheels, Black	44"h x 26"w x 27"d	Black Only	150.00
	Modern Chairs, Black		Black Only	125.00
	Soda Fountain Barstool	30"h x 17"w x 17"d	Red Black	125.00
	Swivel Barstools with Curved Back	32.5"h x 22.5"w x 18"d	White Black	175.00

UPGRADE TABLES

	24" Bistro Table, Black Top	42"h x 24"w x 24"d		200.00
	31" Glass Table	29"h x 31.5"w x 31.5"d		225.00
	36" Round Conference Table	30"h x 36"w x 36"d		200.00
	40" Round Glass Top Table	30"h x 40"w x 40"d		250.00
	Glass and Chrome Coffee Table	15.8"h x 39.4"w x 19.7"d		175.00
	Glass and Chrome End Table	15"h x 23"w x 23"d		150.00
	Glass Coffee Table	22"h x 39"w x 18"d		175.00
	Oblong Black Bar Counter	40"h x 21"w x 41"d		200.00
	Rectangular Conference Table	30"h x 36"w x 60"d		800.00
	Rectangular Conference Table With 6 Chrome and Black Chairs	30"h x 36"w x 60"d		1200.00
	Triangle Glass Top Table	35"h x 35"w x 35"d		225.00

UPGRADE SEATING

	Barrel Chair		Black Red Grey	275.00
	Chrome Leather Accent Chairs	30.5"h x 30.5"w x 27.5"d	White Black	350.00
	Chrome Leather Chair	32"h x 36"w x 33"d	White Black	450.00
	Chrome Leather Love Seat	32"h x 59"w x 33"d	White Black	575.00
	Chrome Leather Sofa	32"h x 81"w x 33"d	White Black	725.00
	Futon Lounger, Vanilla	32"h x 71"w x 34"d	Vanilla Only	425.00

UPGRADE ACCESSORIES

	Spandex Table Cover		Please Specify from Choices below	67.00
--	---------------------	--	-----------------------------------	-------

Spandex Color (Please Circle)			
Royal Blue	Orange	Eggplant	Blueberry
Teal	Fuchsia	Brown	Red
Black	White	Silver	

SUBTOTAL	\$
TAX & Surcharge 10.3%	\$
TOTAL	\$



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.



**SWIVEL BARSTOOLS
WITH CURVED BACK**
32.5"H x 22.5"W x 18"D
AVAILABLE IN WHITE OR BLACK



**LEATHER OFFICE CHAIR
WITH MESH BACK**
34.75"H x 22.75"W x 24"D



**STENO CHAIR, LEATHER
W/ WHEELS**
44"H x 26"W x 27"D



**SODA FOUNTAIN
BARSTOOL**
30"H x 17"W x 17"D
AVAILABLE WITH A
BLACK OR RED SEAT

**24" BISTRO TABLE
WITH BLACK TOP,
42"H x 24"D,
adjustable seat**

**SHOWN WITH
JETSON CHAIRS
15"x15"
ADJUSTABLE SEAT
(RENTED SEPERATLY)
ALSO AVAILABLE
IN WHITE**





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UPGRADE FURNISHINGS

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TRIANGLE GLASS TOP TABLE
35"H x 35"W x 35"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



RECTANGULAR CONFERENCE TABLE
30"H x 36"W x 60"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



40" ROUND GLASS TOP TABLE
30"H x 40" ROUND
PICTURED WITH MODERN CHAIRS
(RENTED SEPERATLY)



31" GLASS TABLE
WITH CHROME BASE
29"H x 31"D



36" ROUND
CONFERENCE TABLE
30"H X 36"D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.



GLASS AND CHROME COFFEE TABLE
15.8"H x 39.4"W x 19.7"D

GLASS AND CHROME END TABLE
15"H x 23"W x 23"D



SPANDEX
TABLE
COVERS

AVAILABLE IN
MULTIPLE COLOR
OPTIONS



OBLONG BLACK
BAR COUNTER
40"H x 21"W x 41"D



GLASS COFFEE TABLE

22"H x 39"W x 18"D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.

BLACK OR WHITE AND CHROME LEATHER SEATING



CHAIR

32"H x 36"W x 33"D

LOVE SEAT

32"H x 59"W x 33"D

SOFA

32"H x 81"W x 33"D



BARREL
CHAIRS

AVAILABLE IN RED, BLACK, OR GRAY

CHROME LEATHER ACCENT CHAIRS

30.5'H x 30.5"W x 27.5"D

AVAILABLE IN WHITE OR BLACK



VANILLA FUTON LOUNGER

32"H x 34"W x 71"D



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CARPET ORDER FORM

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by::		

STANDARD CARPET

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
	10' x 10' Carpet	119.00	155.00
	10' x 20' Carpet	207.00	269.00
	10' x 30' Carpet	310.00	404.00
	10' x 40' Carpet	414.00	538.00

STANDARD CARPET COLOR (please circle color choice)

BLUE RED GREY TEAL HUNTER GREEN BLACK BURGUNDY PLUM

SPECIAL CUT STANDARD CARPET

Special sizes are available at \$3.30 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.

Carpet Size _____ x _____ = _____ square feet x \$3.30 = \$ _____ TOTAL

Visqueen is available at \$ 0.55 per square foot installed

_____ x _____ = _____ square feet x \$0.55 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.15 per square foot installed (100 sq min)

_____ x _____ = _____ square feet x \$1.15 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 10.3%	\$
TOTAL	\$

* For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services> *



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY!!!!

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table. Units #3001-3006 include Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.** All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Discount Price	Standard Price
	Basic #3000	898.00	1078.00
	10'x10' #3001 (3 spotlights, 1 shelf)	2142.00	2570.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-meter counter)	2415.00	2898.00
	10'x20' #3003 (6 spotlights)	3213.00	3856.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3465.00	4158.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3698.00	4438.00
	10'x10' Office #3006	2800.00	3360.00
	Table Top Display #3007	483.00	580.00
	Sign Kiosk #3008	277.00	332.00
	Custom Display Units	Call for Quote	

Panel Type (please circle choice): Grey Velcro Black Velcro Blue Velcro White Hardwall

Select Table Drape Color (Unit #3007 only, circle color choice):

Blue Red Gold Silver Teal Peach Black White Burgundy Hunter Green Plum

Carpet Color (Units #3001-#3006 only, circle color choice):

Blue Red Burgundy Hunter Green Teal Grey Plum Black

Header Copy (please print):

Standard Header: Black Block Lettering

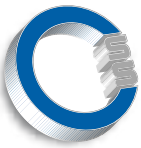
Custom Graphics with logo will quoted upon request.

ACCESSORIES

	1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	420.00	504.00
	2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	483.00	580.00
	White pedestal 36"Hx20 1/2"Wx20 1/2" deep	107.00	128.00
	Display Spotlights	50.00	60.00
	Straight Shelves with brackets	50.00	60.00
	Angle Shelves with brackets	50.00	60.00
	Side Rails, 80"Lx36"H to match display	208.00	250.00
	Clear Literature Holders, 1 pocket 8 1/2"x11"	16.00	19.00

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 10.3%	\$
TOTAL	\$

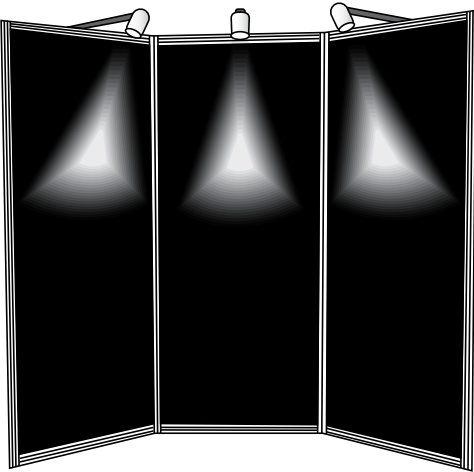


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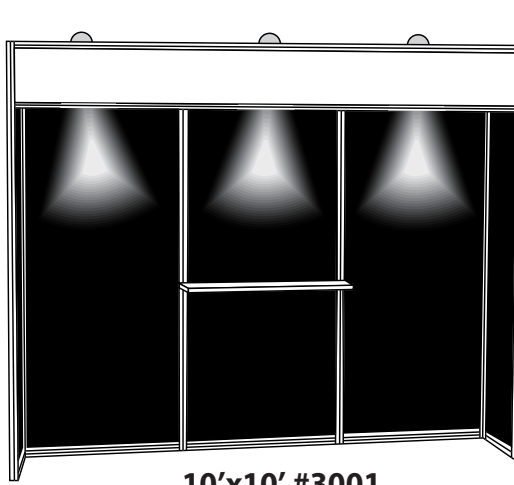
email us @
esr@cssabq.com

RENTAL DISPLAY UNITS

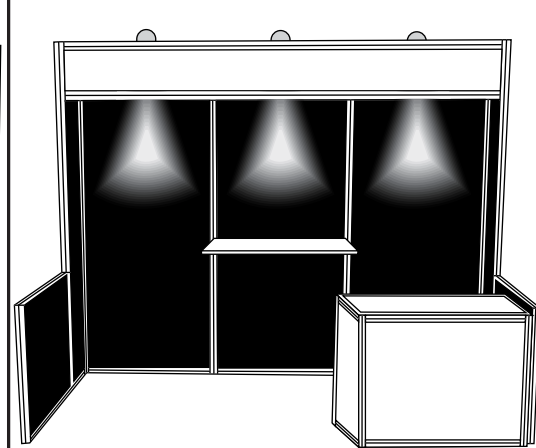
CONVENTION SERVICES OF THE SOUTHWEST, INC.



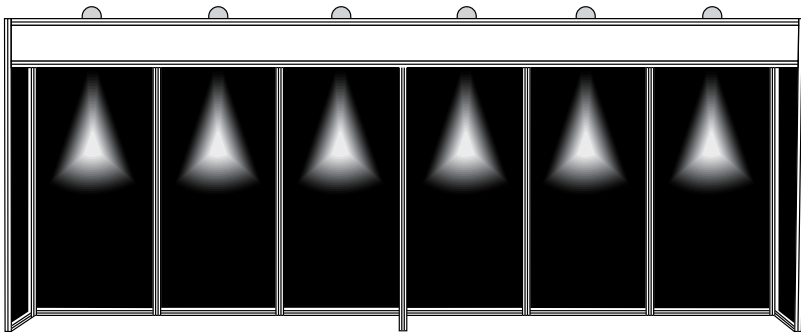
BASIC#3000



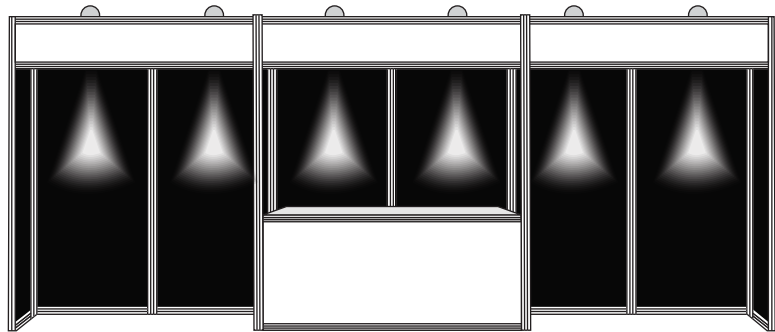
10'x10' #3001



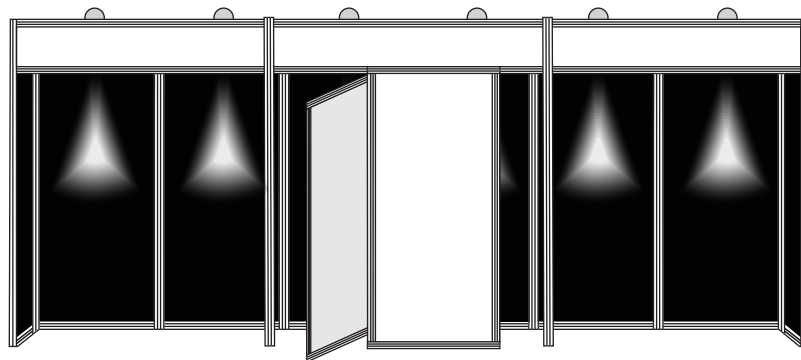
10'x10' #3002



10'x20' #3003



10'x20' #3004



10'x20' #3005



**SIGN KIOSK
#3008**

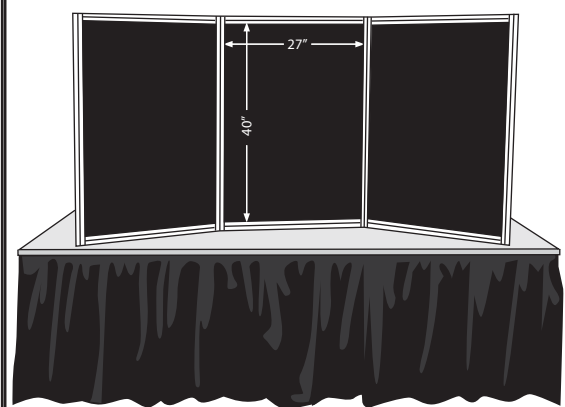
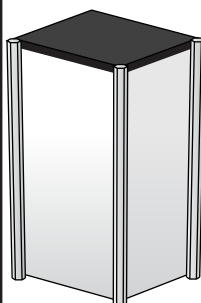


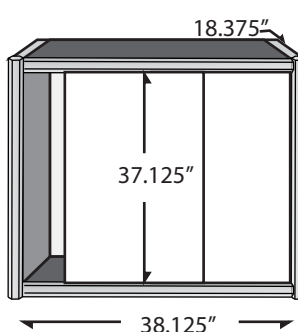
TABLE TOP DISPLAY #3007



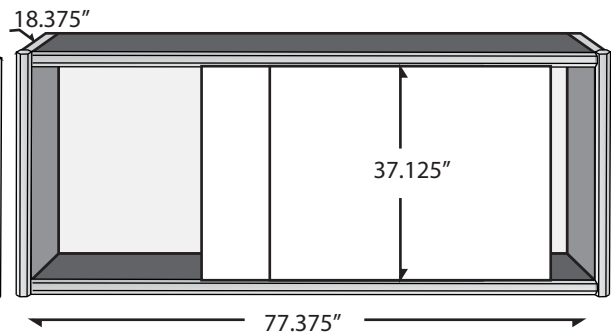
GLASS SHOWCASE



PEDESTAL



38.125"



77.375"

COUNTERS



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LABOR 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 #:	
Cardholder Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Display labor & Forklift will be billed in ½ hour increments with a **one-hour minimum**. **Late orders add 20%.**

DISPLAY LABOR RATES

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

\$75.00 per person/per hour

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

\$113.00 per person/per hour

Sundays and Holidays

\$142.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

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

\$126.00 per hour

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

\$175.00 per hour

Sundays and Holidays

\$231.00 per hour

****Exhibitor must contract all forklift operation with the official service contractor.**

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

☐

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00am. If labor is not picked up or canceled without 24 hours notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

☐

*****Please fill out all outbound shipping information.**

All work is performed under the direction of CSS personnel. Our charge for this service is 30% of your total labor bill (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

PLEASE READ PAYMENT POLICY

	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION					
DISMANTLE					

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



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

Submission Deadline for Notification & Certificate of

Insurance: **Thursday, February 19, 2015**

CONVENTION SERVICES OF THE SOUTHWEST. INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (CSS) in writing no later than **Thursday, February 19, 2015**
- Exhibitor must ensure their contractor provide **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **February 19, 2015**. If this certificate is not received by the deadline date, you may send in a supervisor only and you will be required to order show labor. If we do not receive a certificate by move in, your EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and / or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- The EAC shall share with **CSS, Inc** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, and trash removal, etc.
- The EAC must provide **CSS, Inc.** and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS	
CONTACT, TELEPHONE # & FAX:	

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

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE
EMAIL:	FAX:

EVENT NAME: Bead Fest Santa Fe 2015



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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 – Wednesday, March 18, 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 @ 7:00pm ****

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

	ADVANCE WAREHOUSE		ADVANCE WAREHOUSE
R U S H	TO: _____ (Exhibiting Company Name) BOOTH #: _____	R U S H	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 Wednesday, March 18, 2015		Warehouse Hours: M-F 8AM-4PM Last Day for Advance Freight to arrive Wednesday, March 18, 2015

DIRECT SHIPPING LABELS

	DIRECT TO SHOW		DIRECT TO SHOW
R U S H	TO: _____ (Exhibiting Company Name) BOOTH #: _____	R U S H	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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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Please print or type:

(incomplete information will delay processing)

Event or Show Name: Bead Fest Santa Fe 2015	Advanced Payment Deadline: Thursday, March 5, 2015
Event or Show Date(s): March 20-March 22, 2015	Booth #(s):
Exhibiting Firm:	Exhibitor Telephone #:
Billing Address:	Exhibitor Fax #:
City/State/Zip:	E-mail address:
Authorized by:	

CLEANING SERVICES (select only one of the services below)

Services Available	Rate per square foot DISCOUNT PRICE
Initial Cleaning (Vacuum & empty wastebaskets before first show day only)	\$.32 per sq. ft (One Day)
Daily Cleaning (Vacuum & empty wastebaskets for all show days)	\$.26 per sq. ft (Daily)
Daily Porter Service (Empty wastebaskets and periodic trash pick up during show hours)	\$126.00 (Daily)

PLEASE COMPUTE COST BELOW.

To compute booth size: (Length x Width = Total Square Feet)

NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH.

Number of Booth spaces X 100 = Total Square Feet X Rate per square foot X Number of Days = Total Due

_____ X 100 = _____ X _____ X _____ = _____

Please add 10.3% for prevailing state sales tax and Petroleum Surcharge

PLEASE READ PAYMENT POLICY.

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

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



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FLORAL 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:		

Quantity	Item	Discount Price	Standard Price	Total Price
	Floral Traditional - Height 12" Width 12"	69.00	83.00	
	Floral Arrangements - Height 18" Width 12"	98.00	118.00	
	Custom designed arrangements Color: Width: Height:	Call for Quote	Call for Quote	
	Kalanchoe, Persian Violet, Azalea, Chrysanthemum, Begonia, Cyclamen Please circle selection	63.00	76.00	
	Mums (select color) White Yellow Purple Rust	63.00	76.00	
	Small Ferns	40.00	48.00	
	Large Ferns	66.00	79.00	
	3 - 4 foot green plants	79.00	95.00	
	5 - 6 foot green plants	113.00	136.00	
	7 - 8 foot green plants	139.00	167.00	
	Wicker Containers	Call for quote	Call for Quote	
	Delivery Charge	20.00	20.00	20.00
	Sub Total			
	Tax & Surcharge 10.3%			
	Total			

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

Rental price includes: Decorative Container, top dressing, professional maintenance. **ALL ORDERS MUST BE PAID IN FULL PRIOR TO SHOW CLOSING. PLEASE READ PAYMENT POLICY.**

Abqgn



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SIGN/GRAPHICS 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:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

QTY	SIZE	ORIENTATION	LETTER COLOR	DISCOUNT PRICE	STANDARD PRICE	TOTAL PRICE
	7" x 11"	Vertical Horizontal		18.00	22.00	
	7" x 44"	Vertical Horizontal		36.00	43.00	
	11" x 14"	Vertical Horizontal		45.00	54.00	
	14" x 22"	Vertical Horizontal		56.00	73.00	
	22" x 28"	Vertical Horizontal		75.00	90.00	
	24" x 36"	Vertical Horizontal		100.00	120.00	
	28" x 44"	Vertical Horizontal		125.00	150.00	
	Meter board (1 meter x 8')	Vertical		Unframed \$300.00 Framed \$380.00	Unframed \$360.00 Framed \$456.00	
	Custom Signs	Vertical Horizontal		Quoted Upon Request		

Note: Prices are based on one color graphic applied to white background, with up to 10 words of copy.

We offer both vinyl and digital output.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast and Gator Foam, they will be quoted upon request

Logo/Disk Reproduction= \$75.00/hr.-1hr. minimum per logo

Guidelines for Submitting Artwork: Artwork should be submitted via e-mail in a zip folder or on the following IBM formatted Disks: 3 1/2" Floppy Disks, 100 MG Zip Disks, or a CD Rom. In order for us to use a graphic file, it must be saved in one of the following files:

VECTOR FILES: .AI, .EPS, .WMF, .PLT, .DWG, .DXF.

RASTER FILES: .PCD, .BMP, .JPG, .EPS, .TIF, .PSD.

When submitting a raster file, the **optimal resolution is 300 dpi** for a 1 to 1 output ratio. Lower resolution files will have a negative result on the image quality and or an increase in labor.

When submitting disks or e-mails, please include the following: Contact person with phone number, e-mail address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

BANNERS-Call for quote

Note: Prices based on one color graphic applied to white vinyl material with grommets and up to 10 words. Additional colors, materials and hanging options available.

Custom logos available for an additional charge. Please call Exhibitor Services at (505) 243-9889 for quote.

Extras: Pipe Pockets = \$1.65/linear ft.

PLACE SIGN COPY HERE AND ANY SPECIAL INSTRUCTIONS:
(Use additional paper if necessary)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX 10.3% (NM Tax & Petroleum Surcharge)	\$
TOTAL	\$



1921 Bellamah NW
Albuquerque, NM 87104
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esr@cssabq.com

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):

Abqh

Front of Booth

KEEP IT SIMPLE

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs



Ground
Air
Domestic/Canada
International

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



CSS LOGISTICS, INC
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F. 505.243.8197
CSSL@CSSABQ.COM



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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)				
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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"/>	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

SANTA FE COMMUNITY CONVENTION CENTER

POLICIES AND PROCEDURES:

EXHIBITOR RULES-

The following rules will be enforced during events at the Santa Fe Community Convention Center:

- All exhibitors are subject to the Fire Marshal Regulations of the State of New Mexico.
- Exhibitors may only access loading dock during the move-in/move-out hours designated by Convention Services of the Southwest (CSS). No exhibitor or vendor will be allowed access to the loading dock prior to the official start time for move –in and end time of the event for move out.
- Exhibitors will have up to thirty (30) minutes to load/unload vehicles and are required to immediately remove their vehicles from the loading dock and Grant Street loading area. All vehicles entering or exiting both loading areas are subject to inspection.
- There is no event or overnight parking permitted on the loading dock or the Grant Street loading area. Unauthorized vehicles will be towed at the owner's expense.
- Exhibitors must have their event badges/credentials visible at all times. Exhibitors without their show identification/badges will not be permitted in the exhibit areas.
- When moving pallets into any carpeted area, plastic or a protective floor covering must be used to cover the carpet. Motorized vehicles are not permitted in carpeted areas or lobbies without approval from CSS and Convention Center Management. Any vehicles must have non-marking tires or tape must be placed over black wheels. **No black wheels are permitted in carpeted areas.**
- Exhibitors distributing food products must comply with City and State Health Codes. If Convention Center kitchens are to be used, the licensee will take full responsibility for any damage and cleaning of kitchens. A damage and cleaning deposit for use of kitchens is required. Check with Convention Center Management for more information.

FLOOR LOAD CAPACITIES

Main Exhibit hall is 150 pounds per square foot. Prefunction and meeting rooms are 125 pounds per square foot.

FOOD SHOWS

For food shows, carpet protection (Visqueen or thick plastic) is required around the serving areas at licensee's expense. **See CSS Carpet Form for Visqueen purchase.**

FREIGHT/SHIPMENT OF MATERIALS

The Santa Fe Community Convention Center cannot and will not accept freight shipments for exhibitions. Freight must be consigned through exposition service contactor Convention Services of the Southwest, Inc. All shipments arriving for exhibitors before move-in date will be refused. All shipments including overnight and urgent shipments will be refused if delivered before the first move-in day. All freight shipments going out must be handled through CSS. Any freight or equipment left in the Convention Center after show move-out will be returned to CSS Warehouse at exhibitor expense. (See Material Handling Rate Sheet in Exhibitor Service Kit) The Santa Fe

Community Convention Center is not responsible for any damages, theft, or missing freight and equipment left in the center.

HANGING LOCATIONS/RIGGING

The Santa Fe Community Convention Center has rigging points strategically placed in the main exhibit hall ceiling. Exhibitors must contract all rigging and sign hanging with **Convention Services of the Southwest**, see Banner Rigging Form in Exhibitor Service Kit.

HAZARDOUS MATERIALS

Exhibitors must notify **CSS** at least 60 days in advance prior to the first day of move in that you, an exhibitor or one of your service contractors intends to bring hazardous material into the Convention Center. The Exhibitor must provide a copy of applicable Material Safety Data Sheets for such hazardous materials. Convention Center management may also require the exhibitor to implement a plan for handling any releases or threats of release of such hazardous material in the Convention Center. During the Event, exhibitors, must handle, transport, remove and dispose of all hazardous materials, including hazardous waste, medical waste, hazardous and toxic substances, in a safe, proper and lawful method. Use of any hazardous material may require additional insurance coverage.

SMOKING

The Santa Fe Community Convention Center is a Smoke Free Facility (Per section 10-6.1 through 10-6.17 of the City of Santa Fe Smoke Free Ordinance No. 2006-20) Smoking is not permitted within twenty five (25) feet from any entrances to the Convention Center including loading dock.

TELECOMMUNICATIONS & DATA SERVICES

The Santa Fe Community Convention Center offers free wireless internet. Data services like T-1 lines will have to be ordered through Quest Internet Services at 1-800-996-2516 or visit their website at www.quest.com/internet

WEAPONS & CONCEALED HANDGUNS

Per State Statute 30-7-2. Unlawful carrying of a deadly weapon. No one can bring into the Santa Fe Community Convention Center any concealed weapons. Only Law Enforcement agency personnel that is certified pursuant to the Law Enforcement Training Act [29-7-1 NMSA 1978] is allowed to carry a weapon into the Santa Fe Community Convention Center.

LOST AND FOUND

The Santa Fe Community Convention Center assumes no responsibility for any losses by exhibitors, service contractors and attendees due to theft or disappearance of equipment, and any other items of personal property. The Convention Center does not provide an official lost and found location. Items are usually turned in to our security office or information office. If items are not claimed within two weeks they will be disposed of.

Fire Department Regulations:

MOTORIZED VEHICLES

105.6.27 Liquid or Gas Fueled vehicles or equipment in assembly buildings. An operational permit is required to display, operate or demonstrate liquid or gas-fueled vehicles or equipment in assembly buildings.

314.4 Vehicles. Liquid or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- 1) Batteries are disconnected.
- 2) Fuel in tanks does not exceed one-quarter tank or 5 gallons (19L) (whichever is least).
- 3) Fuel tanks and fill openings are closed and sealed to prevent tampering.
- 4) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.
- 5) All motorized vehicles must have floor protection under them such as visqueen.

Balloons/Banners

806.1.3 Obstruction of means of egress. No decorations or other objects shall be placed to obstruct exits, access thereto, egress therefrom, or visibility thereof.

Cleaning/Housekeeping

315.1 General. Storage, use and handling of miscellaneous combustible materials shall be in accordance with this section. A permit shall be obtained in accordance with section 105.6

315.2 Storage in buildings. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

315.2.1 Ceiling Clearance. Storage shall be maintained 2 feet (610mm) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches (457mm) below sprinkler head deflectors in sprinklered areas of buildings.

315.2.2 Means of Egress. Combustible materials shall not be stored in exits or exit enclosures.

315.2.3 Equipment rooms. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

Fire Extinguishers

906.0 Shall provide one 5lb commercial ABC fire extinguishers for every 3000 sq.ft. and one water fire extinguisher for fireplaces.

Decorations

805.1 General In Occupancies of Groups A, E, I and R-1 and dormitories in group R-2, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant in accordance with Section 805.2 and NFPA 701 or be noncombustible.

805.1.1 Noncombustible materials The permissible amount of noncombustible decorative material shall not be limited.

805.1.2 Flame resistant materials. The permissible amount of flame-resistant decorative materials shall not exceed 50 percent of the aggregate area of walls and ceilings.

806.1.3 Obstruction of means of egress No decorations or other objects shall be placed to obstruct exits, access thereto, egress therefrom, or visibility thereof.

Extension Cords

605.5 Extension Cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall

such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

605.5.1 Power Supply. *Extension cords shall be plugged directly into an approved receptacle, power tap or multiplug adapter and, except for approved multiplug extension cords, shall serve only one appliance.*

605.5.2 Ampacity. *The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.*

605.5.3 Maintenance. *Extension cords shall be maintained in good condition without splices, deterioration or damage.*

605.5.4 Grounding *Extension cords shall be grounded when serving grounded portable appliances.*

Open Flames and Candles

308.3.7 Group A occupancies. *Open-flame devices shall not be used in a Group A occupancy.*

Exceptions:

1. *Open flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants.*
 - 1.1 *Where necessary for ceremonial or religious purposes in accordance with Section 308.3.5.*
 - 1.2 *On stages and platforms as a necessary part of a performance in accordance with Section 308.3.6*
 - 1.3 *Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.*
- 2 *Heat producing equipment complying with Chapter 6 of the International Mechanical Code.*
- 3 *Gas Lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.*

105.6.33 Open Flames and Candles. *An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.*

Special Effects/Fog/Lasers

105.6.14 Exhibits and Trade Shows. *An operational permit is required to operate exhibits and trade shows.*

105.6.37 Pyrotechnic special effects material. *An operational permit is required for use and handling of pyrotechnic special effects material.*

Tents

105.7.12 Temporary membrane structures, tents and canopies. *A construction permit is required to erect an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19m²), or a canopy in excess of 400 square feet (37m²).*

POLICIES AND PROCEDURES CAN BE CHANGED WITHOUT NOTICE AT ANYTIME THE CITY OF SANTA FE DEEMS NECESSARY.



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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

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

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. **EXCEPTION:** Units that self extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter. **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. **EXCEPTION:** The chimney need not be attached to any open-flame device that will self extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Chief, adequate safeguards have been taken, hand held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

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

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

IN ALL CASES:

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

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

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

Green Meeting Participant Tip Sheet

We are trying to make this meeting greener – which means that we are taking steps to help reduce the negative impact on the environment. The goal is to reduce waste and pollution, conserve energy and water and promote recycling. But we can't do it alone – we need the help of sponsors, speakers, exhibitors, attendees, vendors and other participants to make the greening effort a success.

How Can You Help? We plan to provide many opportunities to help the environment during the event. But keep in mind that there are many points prior to the day of the event when your conscientious effort can make a big difference.

- **Planning:** Think carefully about your participation in the event. How many people need to be there and for how long? Can the trip serve multiple purposes or be combined with other business activities? Are there other ways to conserve energy and reduce the carbon footprint associated with your participation? Can you cut any waste out of your program – for instance, reduce the number of give-aways or design signs and decorations for reuse?
- **Travel:** What form of transportation will you use? If the event is local, can you use public transportation rather than drive? If you must drive can you carpool? Is cycling or walking an option? If you're coming in from out of town, can you purchase carbon offsets to sequester the

Did You Know?

Meetings are among the world's leading consumers of energy and producers of waste:

- During a typical five-day conference, 2,500 attendees will use 62,500 plates, 87,500 napkins, 75,000 cups or glasses and 90,000 cans or bottles. (*Source: Meeting Strategies Worldwide.*)
- Food leftovers are the single-largest component of the waste stream by weight in the United States. Americans throw away more than 25 percent of the food we prepare, about 96 billion pounds of food waste each year. Donation or composting diverts organic materials from landfills and incinerators, reducing greenhouse gas emissions. (*Source: EPA Solid Waste Program.*)
- Recycling one ton of paper saves the equivalent of 17 trees, saves enough energy to power an average home for six months, saves 7,000 gallons of water, and keeps 60 pounds of pollutants out of the air. (*Source: Illinois Recycling Coalition.*)
- Transporting a traditional custom 20' x 30' structure generates nearly 6,876 pounds of CO₂. Switching to a lighter weight modular structure cuts emissions nearly in half. That one-show carbon emission reduction is more than a car owner switching to a hybrid car for a year. (*Source: Used by permission of Skyline Exhibits www.skyline.com.*)

emissions generated by your travel? (Note that most carbon offset sources offer online calculators for determining the amount based on distance and mode of travel.)

For more green meeting information and ideas, visit www.greeneventsource.com

Green Meeting Participant Tip Sheet

- **Accommodations:** Environmentally friendly hotels promote recycling, conserve water and energy; offer a linen reuse program; take measures to limit food waste; practice green cleaning and other best practices. Wherever you stay, choose a location that has a comprehensive environmental program or use the CERES Guest Request Card to encourage your hotel to adopt green practices.
- **Entertainment and Recreation:** If you are hosting receptions, parties or other outings, choose locations that can be easily reached by foot or public transportation; offer sustainable food and beverages; and preserve/protect natural beauty. You should be able to ask the hotel or convention center for a list of local “eco-tourism” attractions.
- **Marketing and Communication:** What information will you provide for the event? Does it need to be printed or can it be sent electronically? If you do print material, can you print it two-sided on recycled paper, using vegetable inks with a green printer? Send just the amount of glossy materials, give-aways or handouts that you can use.
- **Exhibitors:** Follow green exhibiting practices by creating displays of lightweight, recycled and eco-friendly materials, using energy-efficient lighting, reusing packing material and recycling any materials you don’t plan to ship back.

10 EASY WAYS TO HELP GREEN AN EVENT

1. **Bring your own toiletries or soap from home.**
 2. **Purchase carbon offsets for your travel.**
 3. **Copy or print handouts locally rather than shipping from out of town.**
 4. **Confirm your meal attendance to cut down on wasted food.**
 5. **Bring a refillable water bottle that can be replenished from pitchers, fountains or water stations.**
 6. **Ask the hotel to change towels and sheets only when requested or after you leave.**
 7. **Turn off lights and turn down heat or air conditioning when you’re not in your room.**
 8. **Use the recycling container in your hotel room, or if none exists, request that the hotel recycle your paper and plastic waste.**
 9. **Donate your unused amenities if possible.**
 10. **Turn in your name badge so it can be reused.**
- **Shipping:** Use the most eco-friendly shipping method possible or arrange for carbon offsets.
 - **Recycling:** We will try to make recycling of paper, plastic, metal, glass and food waste as easy as possible for you ... all you need to do is remember to “pitch in.”

For more green meeting information and ideas, visit www.greeneventsource.com