

Dear Exhibitor,

CSI *etc.* is pleased to offer the services contained in our Exhibitor Service Kit for the **Phoenix Quilt, Craft & Sewing Expo** being held at the **Arizona State Fairgrounds** on **January 26th - 28th**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online at www.meetcsi.com. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at cs@meetcsi.com or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

CSI *etc.* will be onsite at the CSI *etc.* Service Desk during move-in and move-out to assist with any last minute needs and to answer any questions you may have.

We look forward to being of service to you and wish you great success with the show.

Yours truly,

CSI *etc.* Exhibitor Service Department

SHOW INFORMATION

BOOTH PACKAGE:	Each 10' x 10' booth is equipped with 8' high back wall, 3' high side rail, and one (1) 7" x 44" ID sign.
SHOW COLORS:	Teal & White
BOOTH CARPET:	The Arizona State Fairgrounds is not carpeted, however carpet is available to match your company color & booth theme through CSI etc.

SHOW SCHEDULE

Discount Deadline Date:	Wednesday, January 11 th , 2012
Advance Shipments Can Begin to Arrive:	Wednesday, December 28 th , 2012
Last Day for Advance Shipments without a Surcharge:	Thursday January 19 th , 2012
Exhibitor Move-in:	Wednesday, January 25 th , 2012
Time:	12:00 noon – 9:00 pm
Exhibit Hours:	Thursday, January 26 th , 2012
Time:	10:00 am – 5:00 pm
Time:	Friday, January 27 th , 2012
Time:	10:00 am – 5:00 pm
Time:	Saturday, January 28 th , 2012
Time:	10:00 am – 5:00 pm
Exhibitor Move-out:	Saturday, January 28 th , 2012
Time:	5:00 pm – 10:00 pm
Empties Will Be Returned After:	5:00 pm
Carrier Check In:	6:00 pm
Floor Cleared By:	10:00 pm

DEADLINE DATES

RENTAL ORDERS:	Orders must be received by 1/11/12, to receive the discounted rates.
MATERIAL HANDLING:	Shipments must be received at the Advance Warehouse to avoid late shipment charges by 1/19/11.

SHIPPING

ADVANCE SHIPMENTS

Shipments to arrive between (12/28 - 1/19)

Company Name & Booth Number
Phoenix Quilt, Craft & Sewing Expo
CSI etc.
2001 S. 15th Avenue
Phoenix, Arizona 85007

DIRECT SHIPMENTS

To arrive **ONLY** during **MOVE-IN** hours

Company Name & Booth Number
Phoenix Quilt, Craft & Sewing Expo
Rusty Barn/ Exhib Bldg.
Arizona State Fairgrounds
1826 W. McDowell Rd
Phoenix, Arizona 85007

SERVICE DESK HOURS:	Move-in and Move-out
SHIPPING /LOGISTICS:	Do you need to ship your product to the show? CSI etc. is here to help. For inbound and outbound shipment quotes, please call our Logistics Department at 602-923-0011. Or please see the link on the left hand side of the web page for our e-mail freight request form.
ASSISTANCE:	If you should have any questions or need further assistance regarding any of the order forms, please call CSI Exhibitor Services at 800-471-7330 or e-mail at cs@meetcsi.com .

IMPORTANT NOTICE

NO

**STAPLING TO, PINNING TO, TAPING TO,
PAPER CLIPPING TO, PUNCHING HOLES IN,**

OR

ATTACHING ANYTHING TO THE EXPO DRAPE IS ALLOWED.

**THE DRAPE IS A FIRE RETARDANT MATERIAL
AND DOING ANY OF THE ABOVE WILL SUBSTANTIALLY SHORTEN THE LIFE OF THE DRAPE.**

**YOUR COST PER PANEL FOR THE ABOVE DAMAGE IS:
\$40.00 PER PANEL**

ARIZONA UNION GUIDELINES AND SAFETY TIPS

To assist you in planning for your participation we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. The following is a description of the work rules and an outline of union jurisdiction. CSI *etc.* has skilled, friendly and quality conscious employees in Arizona available to assist you with most aspects of your exhibiting experience. Arrangements for labor and other services can be made through the forms provided in this exhibitor service kit.

Booth Labor

Currently, we have an agreement with the Local International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all setup and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings and unloading and delivering of all display related materials.

- Exhibitors may use full-time company personnel that will be staffing their exhibit to assist in setup and/or dismantling of their own booths.
- Exhibitors may employ the services of Non-Official Contractors providing the following requirements are met:
 - A. Exhibitors must advise CSI *etc.* in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The Intent to Use Non-Official Contractor form must be completed by both parties and returned no less than thirty (30) days prior to setup.
 - B. Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing CSI *etc.* as an additional insured, furnished by their broker to CSI *etc.* office no less than thirty (30) days in advance of actual installation dates.
 - C. Non-Official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
 - D. All personnel must wear proper identification at show site.
- All non-official installation and dismantle contractors will be allowed on the exhibit floor only during installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.
- Exhibitors that plan to setup and dismantle their own booths or equipment, with their own employees, are not required to fill out the Non-official contractors form or send in proof of insurance.

Material Handling

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as, two wheeled hand dollies and four wheeled flat carts. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than CSI *etc.* Any crated materials must be handled by union personnel.

Safety

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. CSI *etc.* cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see an Exhibitor Service Representative at the CSI *etc.* Service Desk or the enclosed Labor Order form.

Gratuities

CSI *etc.* requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the CSI *etc.* Service Desk.

NON-OFFICIAL CONTRACTOR

Show Management has appointed CSI etc. as the official service contractor to perform and provide necessary services and equipment. Should any Exhibitor wish to employ the service of a contractor other than the official contractor, the following conditions must be met.

1. The Exhibitor must inform CSI etc. of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move-in date, at CSI etc.
2. The Non-Official Contractor to be used by the exhibitor must do the following:
 - A. Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: The Phoenix Quilt, Craft & Sewing Expo, exhibiting company name, booth number, and the non-official contractors name and phone number.
 - B. Agree to abide by the rules and regulations of the show.
 - C. Agree to abide by all union rules and regulations.
 - D. Information must be received at CSI etc. no later than 30 days prior to the scheduled move in date.
 - E. Identification badges must be worn at all times. Temporary badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibit-related equipment. All non-official contractors must check-in at the CSI etc. Service Desk prior to setup and dismantle.
 - F. If the Certificate of Insurance and the Notification of Intent (see below) is not supplied to CSI etc. by the 30 day deadline date, the exhibiting firm or non-official contractor will be required to order labor from CSI etc.
3. For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the Exhibitor. The Exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name: _____	Booth Number: _____
Contact at Show: _____	
Non-Official Contractor: _____	
Address: _____	
City _____	State _____
Zip _____	
Phone: _____	Fax: _____
Authorized Signature: _____	

FIRE REGULATIONS

BOOTH CONSTRUCTION

- Using other than what has been provided by CSI *etc.*, i.e. booths, platforms and space dividers, shall be made of materials that are flame resistant or rendered so, to the satisfactory of the Fire Department representatives.
- Coverings for counters or tables used within or as part of the booth shall be flame resistant.
- All electrical wiring and apparatus will be a 3-wire UL type approved.

FIRE RESISTANT TREATMENT

- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller than 1232 square inches or 28" x 44", if separated from other combustibles by a minimum of 12" horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant, and their use is prohibited.

COMBUSTIBLES

- Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department.
- All exhibit and display empty cartons must be stored in an approved drayage area.
- If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth back wall is strictly prohibited.

OBSTRUCTIONS

- Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles.
- Booth construction shall be substantial and fixed in position in specified areas for the duration of the show.
- Easels and any signage shall not be placed beyond the booth area into aisles.
- Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designation signs.

PAYMENT POLICY

CSI *etc.* requires payment upon receipt of all orders for materials and services listed in the Exhibitor Service Kit. We encourage the exhibitors to place their orders online on our secure website, www.meetcsi.com. We require a credit card on file for any additional charges or balances due for incidental items, material handling, or labor incurred during the show. All unpaid balances must be paid prior to the closing of the show.

Discount Pricing

CSI *etc.* Exhibitor Service Kit provides both discounted and standard pricing. To take advantage of the discounted pricing orders must be received, with payment in full, no later than Deadline dates.

Rental Deadline Date	~	1/11/12
Material Handling Deadline Date	~	1/19/12

Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Conference Services International. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$50.00 fee for NSF Checks.

NOTE: All Material Handling and Labor orders require a credit card on file for any additional handling charges or overages.

Cancellation Policies

Exhibitors may cancel or revise their orders up to 30 days prior to show move-in at no charge. Cancellations made within 30 days of the move-in, up to the day preceding the move-in, are invoiced at 50% of original price. Any cancellations on the day of move-in will be invoiced 100% of the full cost.

- **Please Note: Furniture included in booth package by Show Management can not be credited. However, changes can be made at the Exhibitor's expense.**

Tax Exemption

If tax exempt, please submit a copy of your tax exempt certificate with all orders. Tax exempt certificate must be for the state of Arizona to apply. You will be charged tax if your forms are not received prior to deadline.

ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

BOOTH NUMBER: _____

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

City State Zip

PHONE: _____ **FAX:** _____

EMAIL: _____

ORDER SUMMARY (TOTAL FROM ORDER FORMS)

TABLE & CHAIRS.....	_____	CUSTOM SIGN.....	_____
BOOTH ACCESSORIES.....	_____	RENTAL DISPLAY.....	_____
CARPET & DRAPE.....	_____	RENTAL DISPLAY & ACCESSORIES.....	_____
BOOTH CLEANING	_____	FENDER PRO ITEMS.....	_____
EXTRA STEEL	_____	ELECTRICAL/AUDIO VISUAL.....	_____
MATERIAL HANDLING (ESTIMATED)...	_____	MESSAGE SERVICES ORDER.....	_____
STORAGE SERVICE.....	_____	FLORAL ORDER.....	_____
CARTLOAD.....	_____	PHOTOGRAPHY ORDER.....	_____
LABOR.....	_____		_____
FORKLIFT.....	_____		_____
MOBILE.....	_____		_____
HANGING SIGN.....	_____		_____

TOTAL ESTIMATED CHARGES _____

PLUS SALES TAX 9.3% _____

(include sales tax where applicable)

Convenience Fee of 2% _____

GRAND TOTAL _____

NOTE: All Material Handling and Labor orders require a credit card on file for any additional handling charges or overages.

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card#

Name on Card: _____

Billing Address: _____

Zip

City: State:

Expiration Date: Card Verification #

Cardholder's Signature: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

TABLE & CHAIR ORDER FORM

QTY	30" TABLES ~ UNSKIRTED	DISCOUNT RATE	STANDARD RATE	SUBTOTAL
_____	30" - 4' X 2' UNSKIRTED TABLE	\$52.00	\$60.00	_____
_____	30" - 6' X 2' UNSKIRTED TABLE	\$60.00	\$68.00	_____
_____	30" - 8' X 2' UNSKIRTED TABLE	\$68.00	\$76.00	_____
30" TABLES ~ SKIRTED				
(Skirt Colors: Black, Blue, Burgundy, Red, Silver, Hunter Green, White)				
_____	30" - 4' X 2' SKIRTED TABLE COLOR: _____	\$58.50	\$75.00	_____
_____	30" - 6' X 2' SKIRTED TABLE COLOR: _____	\$67.50	\$85.00	_____
_____	30" - 8' X 2' SKIRTED TABLE COLOR: _____	\$76.50	\$95.00	_____
_____	Skirt all four sides COLOR: _____	\$22.50	\$35.00	_____
40" TABLES ~ UNSKIRTED				
_____	40" - 4' X 2' UNSKIRTED TABLE	\$64.00	\$76.00	_____
_____	40" - 6' X 2' UNSKIRTED TABLE	\$72.00	\$84.00	_____
_____	40" - 8' X 2' UNSKIRTED TABLE	\$80.00	\$92.00	_____
40" TABLES ~ SKIRTED				
(Skirt Colors: Black, Blue, Burgundy, Red, Silver, Hunter Green, White)				
_____	40" - 4' X 2' SKIRTED TABLE COLOR: _____	\$72.00	\$95.00	_____
_____	40" - 6' X 2' SKIRTED TABLE COLOR: _____	\$81.00	\$105.00	_____
_____	40" - 8' X 2' SKIRTED TABLE COLOR: _____	\$90.00	\$115.00	_____
_____	Skirt all four sides COLOR: _____	\$22.50	\$35.00	_____
TABLE RISERS				
_____	4' X 12" TABLE RISER w/white cover	\$9.00	\$12.00	_____
_____	6' x 12" TABLE RISER w/white cover	\$13.00	\$17.00	_____
_____	8' x 12" TABLE RISER w/white cover	\$17.00	\$21.00	_____
CHAIRS				
_____	MOLDED (PLASTIC) SIDE CHAIR	\$27.00	\$39.00	_____
_____	PADDED SIDE CHAIR	\$30.60	\$48.00	_____
_____	PADDED ARM CHAIR	\$39.60	\$57.00	_____
_____	SWIVEL CHAIR	\$39.60	\$57.00	_____
_____	EURO STOOL	\$36.40	\$56.00	_____
TERMS & CONDITIONS		TOTAL DUE		
To receive Discount Rate, orders must be received & paid for by 1/11/12 .		_____		
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.		_____		
Cancelled orders will be charged 100% of total if cancelled after move-in begins.		_____		
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).		_____		

Exhibitor Information

Company Name: _____ Contact: _____ Booth Number: _____
 Phone: _____ Fax: _____

ACCESSORIES ORDER FORM

QTY		DISCOUNT RATE	STANDARD RATE	SUBTOTAL
	WASTEBASKET	\$9.00	\$13.00	
	EASEL	\$18.00	\$25.00	
	PEDESTAL TABLE - 30" D X 18" H (COCKTAIL) WITH BLACK LINEN	\$32.40	\$47.00	
	PEDESTAL TABLE - 30" D X 30" H (COCKTAIL) WITH BLACK LINEN	\$36.00	\$52.00	
	PEDESTAL TABLE - 30" D X 40" H (COCKTAIL) WITH BLACK LINEN	\$54.00	\$72.00	
	ADDITIONAL LINEN FOR 30" HIGH PEDESTAL BLACK	\$9.00	\$15.00	
	ADDITIONAL LINEN FOR 40" HIGH PEDESTAL BLACK	\$9.00	\$15.00	
	BAG RACK	\$36.00	\$50.00	
	WATERFALL RACK	\$18.00	\$22.00	
	GARMENT RACK	\$40.50	\$55.00	
	STANCHION w/ RETRACTABLE BELT	\$22.50	\$35.00	
	LITERATURE RACK	\$29.00	\$36.00	
	SHOWCASE (6'W x 38"H x 20"D) Full view with glass shelves	\$99.00	\$125.00	
	TICKET TUMBLER	\$20.00	\$24.00	
	SIGN STAND (22" X 28")	\$17.00	\$22.00	
	TACKBOARD (4' X 6') Velcro & pushpin compatible	\$32.00	\$43.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	\$67.50	\$90.00	
	BANDING (PER PALLET)	\$14.00	\$18.00	
	SHRINK WRAP (PER PALLET)	\$14.00	\$18.00	

TOTAL DUE _____

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by **1/11/12**.
 Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____
 Contact: _____
 Fax: _____

Furniture & Accessories

Chairs

Molded **Padded Sided**

Euro-stool **Padded w/Arms** **Swivel**

Table

30" D x 40" H Pedestal **30" D x 18" H Pedestal** **30" D x 30" H Pedestal** **4' x 2', 6' x 2', or 8' x 2' 30" or 40" Unskirted Table**

4' x 2', 6' x 2', or 8' x 2' 30" or 40" Skirted Tables

Skirting Colors:

black	red	blue
white	silver	plum
teal	hunter green	burgundy

Linen Colors

black	white

Furniture & Accessories

Display Furniture



Show Case



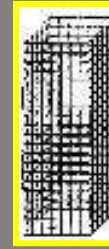
Table Top Riser
w/White Cover



Curved Counter



3-Sided
Grid Wall



4-Sided
Grid Wall



Alcove Counter

And More



Bag Rack



Waterfall Rack



Garment Rack



Aluminum Easel



Black Metal Easel



Sign Stand



Single Bar Rolling
Clothes Rack



Chrome Stanchion
w/Retractable Belt



4'x6' or 4'x8' Poster Board
Single or Double Sided



Chrome Stanchion
Black/Red Velvet Rope



Black Literature
Rack (6 slots)



Wastebasket



Ticket Tumbler



Expositions ... Trade Shows ... Conferences

Phoenix Quilt, Craft & Sewing Expo
Arizona State Fairgrounds
Phoenix, Arizona
January 26th - 28th

www.meetcsi.com

CARPET & DRAPE ORDER FORM

QTY	STANDARD CARPET	DISCOUNT RATE	STANDARD RATE	SUBTOTAL
Carpet Colors: Black, Blue, Burgundy, Gray, Red				
_____	10' x 10' CARPET	COLOR: _____ \$90.00	\$119.00	_____
_____	10' X 20' CARPET	COLOR: _____ \$180.00	\$238.00	_____
_____	10' X 30' CARPET	COLOR: _____ \$270.00	\$357.00	_____
_____	10' X 40' CARPET	COLOR: _____ \$360.00	\$476.00	_____

CARPET ACCESSORIES		SQ FEET	RATE	SUBTOTAL
CARPET PADDING				
_____	ft X _____ ft (100 sq. ft. minimum)	_____	\$1.75 sq. ft.	_____
VISQUEEN CARPET COVERING (carpet protection)				
_____	ft X _____ ft (100 sq. ft. minimum)	_____	\$0.75 sq. ft.	_____

DRAPE (other than what is provided)		DISCOUNT RATE	STANDARD RATE	SUBTOTAL
Drape Colors: Black, Blue, Burgundy, Red, Silver, White				
_____	3' HIGH DRAPE per linear foot	COLOR: _____ \$3.60 lin. ft.	\$6.00 lin. ft.	_____
_____	8' HIGH DRAPE per linear foot	COLOR: _____ \$3.60 lin. ft.	\$6.00 lin. ft.	_____

TERMS & CONDITIONS

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Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
All utility lines must be installed before carpet installation.

TOTAL DUE _____

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

Carpet Collection

Standard Carpet



black



blue



burgundy



gray



red



navy

Premium Carpet



dove



navy



silver



scarlet



iron



red



cement



ice



hunter green



sand



pepper



CLEANING ORDER FORM

CLEANING SERVICES

- All rental carpets ordered from CSI *etc.* are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.
- Prices are based on total square footage of booth regardless of area to be cleaned.

CLEANING RATES (per sq. ft. – 100 sq ft minimum)

Vacuum daily of booth carpet – before initial show opening, and daily thereafter.

_____	x	_____	x	Price \$0.40 sq ft	=	Subtotal _____
100 square feet minimum order		Total Number of Days				

Vacuum Once – before initial show opening only.

_____	x	_____	x	Price \$0.45 sq ft	=	Subtotal _____
100 square feet minimum order		Total Number of Days				

PORTER SERVICE (per day)

Porter Service – remove bulk trash from booth, and empty wastebasket periodically during show.

	x	Price \$110.00 per day	=	Subtotal _____
_____		Total Number of Days		

TERMS & CONDITIONS

Cancelled orders will be charged at 50% of total, if cancelled within 30 days of Move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Total Due _____

Exhibitor Information

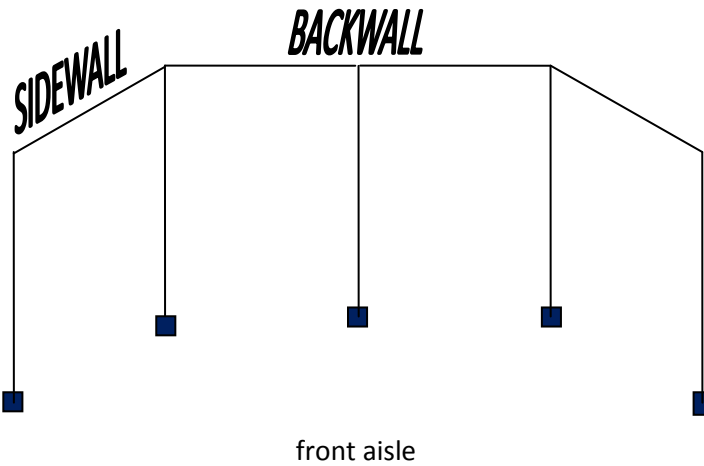
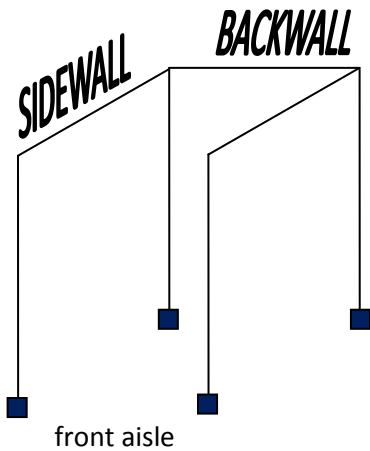
Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

EXTRA STEEL ORDER FORM

Circle your booth size: 8' x 10' 10' x 10' 10' x 20' Other _____

Draw in Extra Steel using the pictures below accordingly:

Apply symbols: xxx=crossbar 8' pole & base=o 3' pole & base=Δ



Customize Your Booth (enter the quantity):

Advance Rates

___ Crossbar (\$9.45) ___ 8' Pole & Base (\$9.45) ___ 3' Pole & Base (\$9.45)

On-site Rates

___ Crossbar (\$30.00) ___ 8' Pole & Base (\$30.00) ___ 3' Pole & Base (\$30.00)

TERMS & CONDITIONS

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Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Subtotal \$ _____
Total Amount Due \$ _____

Exhibitor Information

Company Name: _____ Contact: _____ Booth Number: _____
Phone: _____ Fax: _____

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the convention Arizona State Fairgrounds.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **1/19/11**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE ARIZONA STATE FAIRGROUNDS PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: WEDNESDAY, JANUARY 25TH, 2012

Direct Shipments - Shipments that must be directed to show site can only arrive at the Arizona State Fairgrounds on **WEDNESDAY, JANUARY 25TH, 2012 during exhibitor move in hours**. Early shipments may be refused. CSI *etc.* is not responsible, for loss or damages, for shipments that are delivered to the Arizona State Fairgrounds prior to that date. **Items shipped directly to show site and handled by CSI *etc.* personnel will be charged drayage/material handling per the rate sheet enclosed.**

Consolidate your shipment and save - Separate shipments received by CSI *etc.* will not be combined. The minimum 200lb charge applies to each shipment that CSI *etc.* receives. Shipments arriving at the same time from different destinations are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CSI *etc.* receiving multiple shipments.

ALL SHIPMENTS MUST BE SENT PRE-PAID; NO COD'S WILL BE ACCEPTED.

Outbound shipments - Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CSI *etc.* Service Desk. **Do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CSI *etc.* Service Desk by the driver check-in time specified on the *Show Information* page. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CSI *etc.* reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the CSI *etc.* warehouse and additional charges will be incurred or re-routed with CSI *etc.*'s designated carrier. By shipping your products to CSI *etc.* and/or the Arizona State Fairgrounds, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.

LIMITS OF LIABILITY

In placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CSI *etc.* in its sole discretion. Upon participation of any CSI *etc.* show or event, the exhibitor and its agents shall be bound by the terms and conditions set fourth in sections 1 through 14 below. Likewise, once CSI *etc.* has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CSI *etc.* or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set fourth in sections 1 through 14 below.

1. CSI *etc.* and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damages as determined by CSI *etc.*
2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CSI *etc.* or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of material from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booths unattended. Therefore, it is agreed that CSI *etc.* and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CSI *etc.* or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. CSI *etc.* and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CSI *etc.* in time to obtain the proper equipment.
4. CSI *etc.* and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, utilities, and other events of force majeure. Any and all work performed by CSI *etc.* or its subcontractors up to and including the occurrence of any of the above must be paid in full.
5. CSI *etc.* and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. CSI *etc.* and its subcontractors are not insurers; i.e., CSI *etc.* does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by CSI *etc.* under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or non performance of services by CSI *etc.*, or from the negligence of CSI *etc.*, its subcontractors or their respective employees. If such loss or damage occurs, the liability of CSI *etc.* and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. CSI *etc.* and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. CSI *etc.* will not be bound to honor any claim or action brought against CSI *etc.* or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CSI *etc.* and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CSI *etc.* or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CSI *etc.* or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility there of .
10. CSI *etc.* and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CSI *etc.* Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CSI *etc.* and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CSI *etc.* shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CSI *etc.* and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CSI *etc.* assumes no liability as a result of rerouting or handling.
13. Dry and cold storage – Exhibitor stores products at its own risk. CSI *etc.* assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with CSI *etc.* or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CSI *etc.* for freight handling services or any other services provided by CSI *etc.* or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CSI *etc.* prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CSI *etc.* or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

ADVANCE SHIPMENT ~ SHIPPING LABELS

ADVANCE SHIPMENT

SHIP TO: **CSI** *etc.*
Expositions ... Trade Shows ... Conferences

Advance Warehouse Cut Off C/O CSI *etc.*
1/19/12 2001 S. 15th Avenue
Phoenix, Arizona 85007

PHOENIX QUILT, CRAFT & SEWING EXPO

COMPANY EXHIBIT NAME: _____

BOOTH NUMBER _____

PIECE COUNT: _____ **OF** _____

-----Attach a label to each piece-----

ADVANCE SHIPMENT

SHIP TO: **CSI** *etc.*
Expositions ... Trade Shows ... Conferences

Advance Warehouse Cut Off C/O CSI *etc.*
1/19/12 2001 S. 15th Avenue
Phoenix, Arizona 85007

PHOENIX QUILT, CRAFT & SEWING EXPO

COMPANY EXHIBIT NAME: _____

BOOTH NUMBER _____

PIECE COUNT: _____ **OF** _____

To ensure proper delivery, please attach a label to each container.
Please verify that you are using the correct label:

DIRECT SHIPMENT ~ SHIPPING LABELS

DIRECT SHIPMENT TO THE ARIZONA STATE FAIRGROUNDS	SHIP TO:	c/o	 <small>Expositions ... Trade Shows ... Conferences</small>
	Direct Shipping Must Arrive Only on WEDNESDAY, JANUARY 25TH, 2012		Arizona State Fairgrounds 1826 W. McDowell Rd Phoenix, AZ 85007
	PHOENIX QUILT, CRAFT & SEWING EXPO		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____	OF _____	

-----Attach a label to each piece-----

DIRECT SHIPMENT TO THE ARIZONA STATE FAIRGROUNDS	SHIP TO:	c/o	 <small>Expositions ... Trade Shows ... Conferences</small>
	Direct Shipping Must Arrive Only on WEDNESDAY, JANUARY 25TH, 2012		Arizona State Fairgrounds 1826 W. McDowell Rd Phoenix, AZ 85007
	PHOENIX QUILT, CRAFT & SEWING EXPO		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____	OF _____	

To ensure proper delivery, please attach a label to each container.
Please verify that you are using the correct label:

MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES

Advance Shipments – Stored up to 30 days prior to show move-in, delivery to the Arizona State Fairgrounds, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **1/19/11**, are subject to additional late shipment charges.

Direct Shipments – Are accepted during exhibitor move-in hours ONLY. **Early shipments may be refused.**

***Late Shipments & Site Shipments** – Freight received at the warehouse after deadline or at Show Site prior to published move-in or after show opening, are subject to additional handling fees.

Weight tickets must accompany shipments. Re-weigh fees applied if necessary.

MATERIAL HANDLING FEES

Small Packages: Materials that weigh 50 pounds or less per shipment.

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

Special Handling: Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).

Rates

Small Packages (5 pounds and less):	\$30.00 per shipment
Crated/ skidded:	\$65.00 per 100lbs (200 lbs minimum), per shipment
Special Handling:	\$90.00 per 100 lbs (200 lb minimum), per shipment

***Late Advance Warehouse/Direct Shipments (Surcharge)** 25% of actual cost or \$25.00 minimum, per shipment

	Piece Count	Weight	Carrier Service	Estimated Arrival Date	Estimated Handling Fees
Small Shipments	_____	_____	_____	_____	_____
Crated or Skidded Shipment	_____	_____	_____	_____	_____
Special Handling Shipment	_____	_____	_____	_____	_____

ADVANCE SHIPMENTS

Shipments to arrive between (12/28 - 1/19)

Company Name & Booth Number
Phoenix Quilt, Craft & Sewing Expo
CSI etc.
2001 S. 15th Avenue
Phoenix, Arizona 85007

DIRECT SHIPMENTS

To arrive ONLY during MOVE-IN hours

Company Name & Booth Number
Phoenix Quilt, Craft & Sewing Expo
c/o CSI etc.
Arizona State Fairgrounds
1826 W. McDowell Rd
Phoenix, AZ 85007

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form).

All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees.

Please round up to the nearest 100 lbs when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in.

Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability

Exhibitor Information

Company Name: _____

Phone: _____

Contact: _____

Fax: _____

Booth Number: _____

EXHIBIT MOVE OUT NOTICE

PRIOR TO CLOSE OF SHOW:

- Stop by the **CSI etc. Service Desk** to pick up your Bill of Lading for outbound shipping.
Note: Material Handling Charges will apply if **CSI etc.** did not handle your inbound shipment.

Our Service Desk Hours:

CSI etc. Service Desk will be manned during exhibitor move-in and 1 hour prior to close of the show.

- Any and all shipments, regardless of carrier, **MUST** have a completed Bill of Lading.
- A **CSI etc.** Representative will be on site to assist with your shipping needs.

MOVE OUT:

When your boxes return from empty storage, remove all old shipping and “empty” labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. If not provided by your Representative, shipping labels are available at the **CSI etc. Service Desk**.

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CSI etc. Service Desk** when you are packed & ready to ship.
- If you are using an outside carrier, i.e. **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5 p.m. on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Bill of Lading.
- When outside carriers do not show up to pick up shipments by the carrier check-in listed in the exhibitor service kit, shipments will be forced on to one of our preferred carriers. The Arizona State Fairgrounds must be clear, NO shipments will be left on the show floor.

All outbound carriers must be checked in no later than 6:00 pm.

Official Onsite Carriers



CSI etc. LOGISTICS ~ SHIPPING MADE EASY

OUTBOUND SHIPPING INSTRUCTIONS

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS FREE SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
 ARIZONA STATE 1826 W. McDowell Rd.
 FAIRGROUNDS'S ADDRESS: _____
 Phoenix AZ 85001

SHIPPING DESTINATION 1:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____
 CITY STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

SHIPPING DESTINATION 2:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____
 CITY STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

Please Check Mark Desired Method of Shipment Below

Your Carrier: CSI etc. Logistics Other: _____

Type of Service:

Ground
 2nd Day Delivery
 Deferred Delivery

Air
 Next Day
 2nd Day
 Deferred Delivery

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CSI etc. Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CSI etc. Warehouse or forced onto another carrier at Exhibitor's expense. **All shipments not picked up or routed on in house carrier will incur a return to warehouse fee of \$14.00 per 100 weight; with at 1000 pound minimum charge. CSI etc. does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.**

STORAGE SERVICE ORDER FORM

Return To: CSI etc. Expositions Tradeshows Conferences * 2001 S. 15th Avenue, Phoenix, AZ 85007 * Fax: (602) 923.0044
Contact us: www.meetcsi.com * Toll Free 800.471.7330 * Phone: 602.923.0011

All orders are governed by CSI etc. Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.

Company Name	E-mail	Booth Number
--------------	--------	--------------

*"Full Service" Advantages After the Show
Keep Your Exhibit Materials in Arizona
Avoid Double Loading and Unnecessary Shipping Costs*

CSI etc. now has available storage space in Arizona with exceptional and worry-free services to:

1. Receive and hold your equipment and/or exhibition materials
2. Provide delivery services for outbound shipping and/or local delivery
3. Facilitate interstate shipping
4. Coordinate labor installation and dismantling services for shows, including supervision

Storage Rates are as Follows:	Return to Warehouse	(≤1,000 lb. minimum) \$140.00
		(≥ 1,000.00 lb) \$14.00 cwt
	Storage per month	minimum charge of \$140.00 per month

Note: Clients will be billed on a quarterly basis.

CSI etc. warehouse Arizona State Fairgrounds and services is an extreme convenience. Contact us for more information.

All storage services are subject to CSI etc. Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

(Check) Yes! Store my exhibition materials in Arizona after this show

Contact my representative: _____

Client's Company _____ Address: _____

Telephone: _____ Email: _____

Exhibitor Information

Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

CARTLOAD SERVICE ORDER FORM

Return with Payment & Credit Card Charge Authorization

All orders are governed by CSI etc. Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.

Receive by 1/11/12

Company Name	E-mail	Booth Number
--------------	--------	--------------

Special Freight Services – Small Passenger Vehicles Only!

This special service is offered exclusively for this show.

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, CSI etc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are \$50.00 each way.
- This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. CSI etc. personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged material handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- Pre-orders will receive preferential service at show site; you may also order this service at the CSI etc. Service Desk.
- Exhibitors may not use carts without authorization by a CSI etc. manager.

Place Your Order Here

	Description	Price	Quantity	Total Price
	Dock to Booth	\$50.00		\$
	Booth to Dock	\$50.00		\$
	Payment Enclosed		Grand total	\$

I agree in placing this order that I have accepted CSI etc. Payment Policy, and Terms & Conditions of Contract.

Authorized Signature

	Authorized Name (Please Print)	Date
--	--------------------------------	------

INSTALLATION AND DISMANTLE LABOR ORDER FORM

LABOR RATES

	<i>Per person/ Hour Rate Discount</i>	<i>Per person/ Hour Rate Standard</i>	<i>Per person/ Hour Rate Floor</i>	<i>Labor Hours</i>
Straight Time	\$63.00	\$70.00	\$75.00	Monday-Friday, 8:00 am to 4:30 pm
Overtime	\$90.00	\$95.00	\$100.00	Monday-Friday, 4:30 pm to Midnight, Saturday – Sunday 8:00 am to Midnight

One hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments

SUPERVISION OPTIONS

CSI etc. – Supervision ~ Supervision is provided by CSI etc. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for each installation & each dismantle. Booth instructions with diagrams are required.

EXHIBITOR - Supervision ~ All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CSI etc. Service Desk to start labor.

Exhibitor assumes the responsibility and any liability arising from the work performed by union labor under Exhibitor Supervision.

ESTIMATED LABOR ORDER							
	DATE	TIME	NUMBER OF LABORER'S	SUPERVISION <small>Please indicate, CSI or Exhibitor Supervision</small>	SUPERVISION RATE <small>(If applicable)</small>	RATE	SUBTOTAL
INSTALLATION	_____	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____	_____
						Total Due	_____

Please estimate the number of workers and hours per workers needed for installation and dismantle. Hours will be calculated to actual hours worked to the original estimate and based upon date received. Additional labor required will be calculated and invoiced at show site rates.

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by **1/11/12**.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Exhibitor Information

Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

IN BOOTH - FORKLIFT ORDER FORM

FORKLIFT RATES

	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Regular</u>	All orders place on show site are 30% above Regular Rate Listed.
Straight Time	\$131.00	\$170.00	Monday-Friday, 8:00 am to 4:30 pm
Overtime	\$196.00	\$255.00	Monday-Friday, 4:30 pm to Midnight, Saturday & Sunday – 8:00 am to Midnight
Double Time	\$261.00	\$340.00	All days Midnight to 8:00 am & All Observed Union Holidays

One hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments

HELPER RATES (to spot machinery)

	<u>Discount</u>	<u>Regular</u>	All orders place on show site are 30% above Regular Rate Listed.
Straight Time	\$20.00	\$25.00	Monday-Friday, 8:00 am to 4:30 pm
Overtime	\$29.00	\$38.00	Monday-Friday, 4:30 pm to Midnight, Saturday & Sunday – 8:00 am to Midnight
Double Time	\$39.00	\$51.00	All days Midnight to 8:00 am & All Observed Union Holidays

FORKLIFT ORDER

	NUMBER OF FORKLIFTS	WEIGHT	NUMBER OF HELPERS	DATE	TIME	APPROX HOURS
INSTALLATION	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____

DESCRIPTION OF WORK TO BE DONE

Spotting of equipment
 Installation/Dismantle of Header
 Other _____

SPECIFY OTHER EQUIPMENT NEEDED

Straps
 Chains
 Fork Extensions
 Crane (call for quote)
 Cage (call for quote)

Provide a contact name for the person in charge of your move-in:

Name _____

Phone _____

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by 1/11/12.
 Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____

Contact: _____
Fax: _____

MOBILE EQUIPMENT ORDER FORM

ROUND-TRIP RATE

DESCRIPTION	RATE	
Vehicle moved under its own power:	\$168.00 Per vehicle	
Vehicle moved by CSI <i>etc.</i> :	\$68.00 per 100 lbs (200 lbs minimum)	Straight Time
	\$89.00 per 100 lbs (200 lbs minimum)	Overtime

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL

TERMS & CONDITIONS

Arrangements must be made with Show Management.
 This form must be forwarded to Show Management.
 Vehicles may only be displayed in accordance with local fire regulations.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Total Due _____

Exhibitor Information

Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

CUSTOM SIGN ORDER FORM

Size (one color) (10 words max on White Stock)	LETTER COLOR	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
7" X 11" Horizontal ___ Vertical ___	_____	_____	\$8.00	\$11.00	_____
7" x 44" Horizontal ___ Vertical ___	_____	_____	\$9.00	\$12.00	_____
11" x 14" Horizontal ___ Vertical ___	_____	_____	\$11.00	\$14.00	_____
14" x 22" Horizontal ___ Vertical ___	_____	_____	\$14.00	\$17.00	_____
22" x 28" Horizontal ___ Vertical ___	_____	_____	\$20.00	\$26.00	_____
28" x 44" Horizontal ___ Vertical ___	_____	_____	\$30.00	\$39.00	_____

DIGITAL SIGNS – CSI *etc.* has full service capabilities for the reproduction of digital graphics. Our capabilities include, but are not limited to, four-color, photo quality, high resolution digital printing, any size banners, exhibit graphics, carpet graphics, and more.

DIGITAL SIGNS (four color)	DISCOUNT RATE	STANDARD RATE	TOTAL
$\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Square foot}}{\text{Square foot}}$	\$4.00 sq. ft.	\$7.00 sq. ft.	_____

Design Rate (per hour) is \$75.00. This is charged if design copy needs to be manipulated in any way.

BANNERS

$\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Square foot}}{\text{Square foot}}$	\$6.00	\$9.00	_____
Single Sided			
$\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Square foot}}{\text{Square foot}} \quad \times 2$	\$6.00	\$9.00	_____
Double Sided			

Please contact CSI *etc.* for art requirements, material options, or special quotes.

TERMS & CONDITIONS

To receive the Discount Rate, orders must be received by **1/11/12**.
All cancelled orders will be charged 100% of total bill after art work is submitted.
A rush delivery fee will be added to all orders received within 5 days of move-in.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Total Due _____

Exhibitor Information

Company Name: _____ Contact: _____ Booth Number: _____
Phone: _____ Fax: _____

CSI *etc.* DIGITAL COLOR SERVICE

Prepress Guidelines

Accepted Formats (PC)

- PDF
- EPS
- TIFF
- Photoshop
- Illustrator

Suggested Resolution

Build file with 400 dpi at ½ of the final size. For instance, if your final size were going to be 6' x 24' create the file at 3'x12'.

File Delivery Methods:

- Email to cs@meetcsi.com
- Upload to our FTP site. Please contact us for FTP information at (602) 923-0011.

Additional Suggestions:

- Convert all fonts to outline
- Collect all fonts and images for output
- Provide color proof for all color sensitive files along with PMS numbers used
- Detailed instructions for any special services.

RENTAL DISPLAY OPTIONS

	Discount Price	Standard Rate		Discount Price	Standard Rate
 QTY _____	\$1,450.00	\$1,950.00 Please call for graphics quotes	 QTY _____	\$2,900.00	\$3,400.00 Please call for graphics quotes
 QTY _____	\$1,750.00	\$2,250.00 Please call for graphics quote	 QTY _____	\$3,400.00	\$3,900.00 Please call for graphics quote
 QTY _____	\$1,950.00	\$2,450.00 Please call for graphics quote	 QTY _____	\$3,900.00	\$4,400.00 Please call for graphics quote
 QTY _____	\$2,450.00	\$2,950.00 Please call for graphics quote	 QTY _____	\$9,500.00	\$10,000.00 Please call for graphics quote
Standard Booth Includes: <ul style="list-style-type: none"> • Booth Carpet • White Hard Wall Panels • Header with Color Artwork • Delivery to Show Site • Drayage, to Booth Location • Installation/Dismantle Labor 			 QTY _____	\$10,500.00	\$11,000.00 Please call for graphics quote

Exhibitor Information

Company

Name:

Phone:

Booth Number: _____

Contact:

Fax:





POP UP RENTAL DISPLAY OPTIONS

	Cost	Qty		Cost	Qty
	\$825.00	_____		\$1,430.00	_____
	Please call for header quote			Please call for header quote	
Description: 10' Curved Backwall Display, with Velcro compatible fabric panels. Included: One Case Table and 3 spotlights			Description: 2 – 10' Curved Backwall Displays, with Velcro Compatible fabric panels. Included: Two case tables and 6 spotlights or backlights & fixtures		

Computer Work Stations & Reception Counters

	Cost	Qty		Cost	Qty
	\$650.00	_____		\$500.00	_____
	Please call for graphics quote			Please call for graphics quote	
Description: Computer Work Station			Description: Reception Counter		

Accessories for Rental Displays

	Cost	Qty		Cost	Qty
	Discount Price: \$40.50 Standard Rate: \$55.00	_____		Discount Price: \$40.50 Standard Rate: \$55.00	_____
Description: 2' x 8' Grid Wall			Description: 2'x6' Grid Wall		
	Discount Price: \$135.00 Standard Rate: \$162.00	_____		Discount Price: \$200.00 Standard Rate: \$240.00	_____
Description: Slat wall 2' Wide			Description: Slat wall 4' Wide		

TERMS & CONDITIONS

To receive the Discount Rate, orders must be received by **1/11/12**.
 All cancelled orders will be charged 100% of total bill after art work is submitted.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 A rush delivery fee will be added to all orders received within 5 days of move-in.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Total Due _____

Exhibitor Information

Company

Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

RENTAL DISPLAY & ACCESSORIES

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	SUBTOTAL
 Gridwall Brackets (per set of 2)		\$10.00	\$15.00	
 Gridwall Hooks (per hook)		\$5.00	\$6.00	
 Shelf for both Gridwall and Rental Displays Booths.		\$10.00	\$15.00	
 1 Meter Counter, white, black or gray panels		\$324.00	\$374.00	
 1 Meter Counter, with Custom Graphics		\$461.00	\$510.00	
 1 ½ Meter Counter, white, black, or gray panels		\$490.00	\$539.00	
 1 ½ Meter Counter, with Custom Graphics		\$691.00	\$740.00	
 2 Meter Counter, white, black, or gray panels		\$654.00	\$704.00	
 2 Meter Counter, with Custom Graphics		\$924.00	\$974.00	
 Half Page Holder		\$15.00	\$20.00	
 Full Page Holder		\$15.00	\$20.00	

Note: All Counters come with one (1) shelf. Locking doors are also available. Please call for pricing.

TERMS & CONDITIONS

To receive the Discount Rate, orders must be received by **1/11/12**.
Cancelled orders will be charged 50% of total bill if cancelled within 30 days of Move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
For other colors please call for prices and availability.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

Total Due

Exhibitor Information

Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

PLANT & FLORAL ORDER FORM

QTY	CUSTOM FLORAL DESIGNS	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Small Traditional (12")	\$75.00	\$95.00	_____
_____	Large Traditional (18")	\$95.00	\$105.00	_____
_____	Small Tropical (12")	\$75.00	\$95.00	_____
_____	Large Tropical (18")	\$95.00	\$105.00	_____
_____	Boutonnieres	\$15.00	\$20.00	_____
_____	Corsages	\$20.00	\$30.00	_____

QTY	BLOOMING PLANTS	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Mum Yellow___White___Purple___	\$30.00	\$40.00	_____
_____	Azalea Red___Pink___White___	\$40.00	\$50.00	_____
_____	Bromeliad Red___Yellow___Pink___	\$40.00	\$50.00	_____
_____	Kalanchoe Red___Yellow___Orange___	\$35.00	\$45.00	_____

QTY	TROPICAL PLANTS	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Small Ferns	\$30.00	\$40.00	_____
_____	Large Ferns	\$45.00	\$55.00	_____
_____	3-4 Foot Green Plant	\$65.00	\$80.00	_____
_____	5-6 Foot Green Plant	\$90.00	\$110.00	_____
_____	7-8 Foot Green Plant	\$120.00	\$135.00	_____

QTY	MISCELLANEOUS	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Cactus (Southwest Theme)	Call for quote	Call for quote	_____
_____	Lighting (Twinkle/Up/Can)	Call for quote	Call for quote	_____
_____	Assorted Containers	Call for quote	Call for quote	_____

TERMS & CONDITIONS

To receive the discount rate, orders must be received & paid for by **1/11/12**. Cancelled orders will be charged at 50% of total due if cancelled within 30 days of move in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). Minimum delivery charge of \$15 or 15% of total order will apply.

Subtotal	_____
Delivery	\$15 or 15%
Total Due	_____

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

SHOW PHOTOGRAPHY

CSI etc. photographers can make available full-service photography of exhibits, booth promotions, booth personnel, show floor activity, press conferences, PR events, and on-floor product photography.



CSI etc. photography services include digital enhancement of exhibit views, which may include retouching, surroundings removal or other alterations, as well as digital release and printing up to large display sizes. Our digital press room provides exhibitors well-timed access to digital photographs of their events and the ability to electronically send them to international press or Show Management.

PHOTOGRAPY PACKAGES

Description	QTY	RATE	TOTAL
Basic Booth Package: Ground-floor front view (empty), high-resolution. JPEG file with full usage rights, sent via email.	_____	\$80.00	_____
Deluxe Booth Package: Ground-floor front view, plus (2) 45 degree ladder shots, basic Photoshop tweaks, RAW files on CD with full usage rights.	_____	\$120.00	_____
Other View Options: (circle one) With Staff With Visitors 8' Aerial View Add. Angle/Side	_____	\$35.00/view	_____
RAW File Options: RAW file with full usage rights on CD (replaces JPEG file)	_____	\$35.00/CD	_____
Show Highlights: Up to 60 Minutes of unlimited shooting (crowd, signage, sponsor recognition, key booths, etc.) All files on CD with full usage rights:	_____	\$650.00	_____

TERMS & CONDITIONS

Orders must be received by **1/11/12** to insure photographer availability.

Orders cancelled 48 hours prior to exhibitor move-in will be charged 50% of the full price.

Cancelled orders will be charged 100% of total if cancelled after move-in begins.

Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

SUBTOTAL	_____
TOTAL DUE	_____

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

CSI *etc.* Services

Full Trade Show
Management

Pipe & Drape

Logistics

General Labor

Floor Plans

Advance Warehousing

Audio Visual

Custom Graphics

Poster Boards

Specialized Services

Exhibit Rentals

Signage

Specialty & Traditional
Furnishings

Freight & Material
Handling

Electrical Services

Carpeting

Cleaning & Porterage

Floral & Foliage

Photography

Installation & Dismantling

Traffic Stoppers

Event Production

Specialty Décor

Models & Product Demonstrators

Entertainment