



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.

### The Joint Conference on T&E Support to Prototyping and Experimentation

Marriott Pyramid

Albuquerque, NM

January 31, 2023 – February 1, 2023

Dear Exhibitor:

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

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [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 [esr@cssabq.com](mailto:esr@cssabq.com) or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 7.75% in New Mexico**. Sales tax is applicable to rentals, labor, and services (including material handling services). *(To claim exemption, please provide a NM issued exemption certificate type 2 for rentals and/or a type 5 for services. The exemption(s) must arrive with your order. Taxes will not be refunded after the event.)*

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

Email: [esr@cssabq.com](mailto:esr@cssabq.com)  
1921 Bellamah Ave. NW  
Albuquerque, NM 87104  
Phone: (505) 243-9889  
Fax: (505) 243-8197

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:** The Joint Conference on T&E Support to Prototyping and Experimentation

**EXHIBITOR MOVE-IN:** Monday, January 30, 2023 12:00pm – 6:00pm

**SHOW DATE(S):** Tuesday, January 31, 2023 7:00am – 4:00pm  
Tuesday, January 31, 2023 5:30pm - 7:30pm (reception)  
Wednesday, February 1, 2023 7:00am – 3:30pm

**EXHIBITOR MOVE-OUT:** Wednesday, February 01, 2023 3:30pm – 5:00pm

Outside freight carriers must be checked in by:

**Wednesday, February 01, 2023 @ 4:00pm**

All materials must be packed with bill(s) of lading turned in to **CSS** by:

**Wednesday, February 01, 2023 @ 4:00pm**

**SHOW LOCATION:** Albuquerque Marriott Pyramid North  
5151 San Francisco Rd. NE  
Foyer and Gallery Room  
Albuquerque, NM 87109

**STANDARD BOOTH PACKAGE:** 8' x 10'  
(Included with booth purchase) 8' Blue and Gold Draped Back Wall  
3' Blue Draped Side Rail  
(1) 6' Blue Draped Table  
(2) Molded Plastic Chairs  
(1) Waste Basket w/ Liner  
(1) 7" x 44" ID Sign

The exhibit hall **IS** carpeted.

#### IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:

**Monday, January 09, 2023**

Submission deadline for exhibitor appointed contractor (EAC) notification:

**Monday, January 09, 2023**

Last date to receive certificate of insurance for EAC:

**Monday, January 09, 2023**

Advance Orders and Payment Deadline:

**Friday, January 20, 2023**

Last date freight can arrive at the advance warehouse:

**Friday, January 27, 2023**

#### SHIPPING INFORMATION:

##### ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 4:30PM

Monday, January 9 – Friday, January 27, 2023

##### ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
T&E Support 2023  
c/o **CSS**  
1921 Bellamah Ave. NW  
Albuquerque, NM 87104

##### DIRECT SHIPPING IS NOT AVAILABLE

**PLEASE DO NOT SHIP TO FACILITY**  
IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE  
CONSIGNED TO **CSS** AND EXHIBITOR WILL INCUR  
DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING** MUST  
GO THROUGH **CSS**. FACILITY WILL NOT ACCEPT ANY  
OUTBOUND SHIPPING RESPONSIBILITY.



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# CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

### CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). 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 Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may 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 Card):

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furniture	
Carpet	
Material Handling	
Cleaning	
Electrical	
<i>Information included but ordered from a different location</i>	
Audio Visual	
<b>Estimated Total</b> (includes State Tax where applicable)	

Using the order 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 POLICY

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment 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 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, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
    - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
    - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
  - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Friday, January 20, 2023**. *(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 until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

### PAYMENT TERMS

**To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order 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 at the show. **Charges may not be disputed after the show.**

**Items ordered and delivered but subsequently canceled will be charged 50% of the order 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 Form**). **Third Parties must contact CSS for an on-line 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 **Friday, January 20, 2023**.
- 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:	<b>T&amp;E Support 2023</b>	Booth #:	
Exhibiting Company:		Display House 3rd Party:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Telephone #:		Telephone #:	
Fax #:		Fax #:	
Email address:		Email address:	
Authorized Signature:		Authorized Signature:	
Print Name & Title:		Print Name & Title:	



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## FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January, 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	131	157
	6'L X 30"H Draped Table	147	177
	8'L X 30"H Draped Table	171	205

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

	4'L X 40"H Draped Counter	150	180
	6'L X 40"H Draped Counter	169	202
	8'L X 40"H Draped Counter	197	236
	30"D X 40"H Spandex Round Highboy	169	202

#### UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	76	91
	6'L X 30"H Undraped Table	87	104
	8'L X 30"H Undraped Table	109	131
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	236	284

#### UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	87	104
	6'L X 40"H Undraped Counter	100	120
	8'L X 40"H Undraped Counter	111	138
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	253	303

#### TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	74	89
	4th Side Table Drape for Counter 40"H	87	104
	Individual Table Skirt for Table 30"H	89	107
	Individual Table Skirt for Counter 40"H	103	123

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

	3' High Drapery/linear ft.	11	13
	8' High Drapery/linear ft.	19	22
	3' Upright w/ 1/2 Base	20	25
	8' Upright w/ Full Base	22	27
	Crossbar	22	27

#### STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	50	60
	Padded Side Chair	66	79
	Padded Arm Chair	76	91
	Upholstered Bar Stool with Back	94	113
	Bag Rack (circle choice) "T" waterfall	76	91
	Literature Rack (circle choice) flat accordion	178	214
	Aluminum Easel	35	42
	iPad Stand	202	243
	Wastebasket with Liner	25	29
	Fishbowl	34	41
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	170	204
	36" x 48" Double Sided Magnetic Whiteboard	170	204
	4'L X 7"H Table Riser (draped in vinyl)	63	76
	6'L X 7"H Table Riser (draped in vinyl)	82	98
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	354	Contact for Quote

\*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

#### SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue Gold Teal Beige Hunter Green  
Black White Peach Burgundy Terra-Cotta  
Red Silver Plum

#### SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue  
White Teal Silver

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.75%)	\$
<b>TOTAL</b>	<b>\$</b>



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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



**DRAPED TABLE**  
2' W X (4', 6', OR 8' L) X 30" H



**DRAPED COUNTER**  
2' W X (4', 6', OR 8' L) X 40" H



**UNDRAPED TABLE/COUNTER**  
2' W X (4', 6', OR 8' L) X 30" H OR 40" H

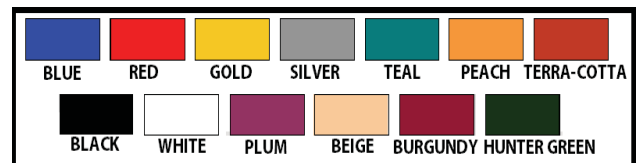


**SPANDEX HIGHBOY**  
30" D X 40" H

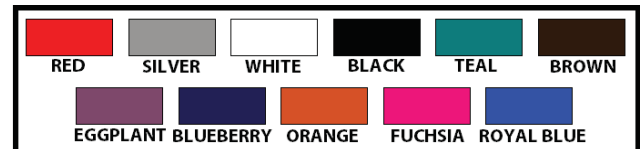


**ROUND CONFERENCE  
TABLE/COUNTER**  
36" D (BLACK/WHITE) or  
40" D (GREY) x 30" or 40" H

#### DRAPE COLORS



#### SPANDEX COLORS



**MOLDED PLASTIC  
CHAIR**



**PADDED SIDE CHAIR**



**PADDED ARM CHAIR**



**UPHOLSTERED  
BAR STOOL**





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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



T STYLE BAG RACK  
50" H X 15" W X 12" L



WATERFALL BAG RACK  
50" H X 15" W X 12" L



ALUMINUM EASEL  
64" H X 32" W X 32" L



FLAT LITERATURE STAND WITH 6  
POCKETS  
55" H X 14" W X 9" L



ACCORDION LITERATURE  
STAND  
5' HIGH



IPAD STAND WITH ADJUSTABLE  
POLE (28" - 44")  
BASE 18" X 14"



POSTER BOARD  
(HORIZONTAL)  
4' X 8'



WHITEBOARD (VERTICAL)  
36"W X 48"H + FRAME



GLASS SHOW CASE  
38" H X 48" W X 18" D





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## CARPET ORDER FORM

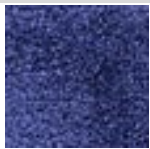
### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

#### STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	169	203
	10' x 20' carpet	295	354
	10' x 30' carpet	443	532
	10' x 40' carpet	592	709
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$3.89 per sq. ft.	\$4.67 per sq. ft.
	Visqueen	\$1.09 per sq. ft.	\$1.31 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$1.61 per sq. ft.	\$1.93 per sq. ft.

#### STANDARD CARPET COLOR (please circle color choice)



Blue



Red



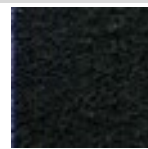
Grey



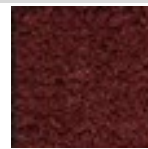
Teal



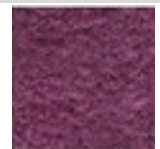
Hunter Green



Black



Burgundy



Plum

#### 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 (7.75%)	\$
<b>TOTAL</b>	<b>\$</b>



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## MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

<b>ADVANCE FREIGHT RECEIVING</b> <b>Monday – Friday 8:00AM – 4:30PM</b> <b>Monday, January 8 – Friday, January 27, 2023</b> <b>ADVANCE SHIPPING ADDRESS</b>	
Ship To: Exhibitor Name and Booth # T&E Support 2023 c/o CSS 1921 Bellamah Ave. NW Albuquerque, NM 87104	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

<b>DIRECT SHIPPING IS NOT AVAILABLE</b>
<p><b>PLEASE DO NOT SHIP TO FACILITY</b>  IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNED TO CSS AND EXHIBITOR WILL INCUR DRAYAGE CHARGES.  <b>ALL OUTBOUND SHIPPING MUST GO THROUGH CSS.</b>  FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY.</p>

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

**\*\*Freight will be re-routed from show floor on Wednesday, February 01, 2023 @ 5pm\*\***

<b>SAMPLE:</b> Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 95</u> per cwt = <u>\$ 475</u>
--

**ADVANCE FREIGHT RATES:** (includes crates, skidded, and carton materials)

**\$ 95** per cwt. **\$ 190** minimum charge

Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 95** 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 \$26 per cwt.** (200 lb. minimum applies)

Shipments "returned to the warehouse" will be charged an **additional \$40 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing 30 lbs. or less will be charged a **\$54 material handling fee.**

**Banding and Shrink Wrap** will be charged at **\$72** per skid or crate.

**Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$59 per cwt.** (200 lb. minimum applies)

**PLEASE READ PAYMENT POLICY**

SUBTOTAL	\$
Tax (7.75%)	\$
<b>TOTAL</b>	<b>\$</b>

# ADVANCE WAREHOUSE SHIPPING LABELS



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**T&E Support 2023**

**c/o CSS**

1921 Bellamah Ave. NW  
Albuquerque, NM 87104

Warehouse Hours: M-F - 8:00AM-4:30PM

**MUST ARRIVE BY:** Fri, January 27, 2023

**RUSH**



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**T&E Support 2023**

**c/o CSS**

1921 Bellamah Ave. NW  
Albuquerque, NM 87104

Warehouse Hours: M-F - 8:00AM-4:30PM

**MUST ARRIVE BY:** Fri, January 27, 2023

**RUSH**



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**T&E Support 2023**

**c/o CSS**

1921 Bellamah Ave. NW  
Albuquerque, NM 87104

Warehouse Hours: M-F - 8:00AM-4:30PM

**MUST ARRIVE BY:** Fri, January 27, 2023

**RUSH**



**ADVANCE WAREHOUSE**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**T&E Support 2023**

**c/o CSS**

1921 Bellamah Ave. NW  
Albuquerque, NM 87104

Warehouse Hours: M-F - 8:00AM-4:30PM

**MUST ARRIVE BY:** Fri, January 27, 2023

**RUSH**



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## OUTBOUND SHIPPING INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

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

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT** Please specify your choice by checking the following:

- ☐ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.  
(Must complete/include CSS Logistics forms.)
- ☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:  
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)
- ☐ Common Carrier \_\_\_\_\_
- ☐ Van Line \_\_\_\_\_
- ☐ Air Freight \_\_\_\_\_

NUMBER OF DESIRED SHIPPING LABELS: \_\_\_\_\_ (Fed Ex and UPS shipping labels are not available)

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

**KEEP IT SIMPLE**  
**CSS LOGISTICS, LLC**  
**For ALL your Tradeshow Freight Needs**



Ground  
Air (To Show Only)  
Domestic Only

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- 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**  
**1921 Bellamah NW**  
**Albuquerque, NM 87104**  
**p. 505.243.9889**  
**f. 505.243.8197**  
**CSSL@cssabq.com**



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**KEEP IT SIMPLE**  
**5% Show Discount on Round Trip Freight**  
(over show special weight of 140lbs)

## L O G I S T I C S

**CSS Logistics, Inc.** is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: **T&E Support 2023**  
Marriott Pyramid  
Tues, January 31 – Wed, February 1, 2023

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of 8 linear feet.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation.

### SHOW SPECIAL

**\$325.00** *each way*

Show Special Shipping is 3-14 Day Ground Deferred Transit Time depending on location.

Only applies to total shipping weight of up to 140lbs

*All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.*

*Please contact CSS for Material Handling requirements for your show at [esr@cssabq.com](mailto:esr@cssabq.com)*

**You pack-n-wrap**

**We provide labels and shipping documents**

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you), credit card authorization, and initial the limits of liability document (this is required), fax or email back, and we'll do the rest!

Thank you for your business!





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## ORDER FORM

### SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

### SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **T&E Support 2023**

Booth #:

**FREIGHT IS ACCEPTED FROM: Mon, January 9 – Fri, January 27, 2023**

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel

Phone: 505-243-9889

c/o CSS

Address: 1921 Bellamah NW

City: Albuquerque

State: NM

Zip: 87104

#### SHIP BY GROUND (Circle One)

Standard Ground – 2-5 days transit, weekdays. Add 2 days for P/U & Del

Time Critical – ships 1-2 days faster than standard and includes weekends

#### SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2<sup>nd</sup> Day Air (Circle One): AM Standard Delivery

#### SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

Dock Available Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.

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	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

#### CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date





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## ORDER FORM

### RETURN FROM SHOW – GROUND ONLY

L O G I S T I C S

#### COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)

Show Name: **T&E Support 2023**

Booth #

##### Exhibiting Company:

Facility: CSS Warehouse

Pick Up Address: 1921 Bellamah NW

City: Albuquerque

State: NM

Zip: 87104

##### Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

##### COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

If YES, is it shipping to (circle one): ADVANCE WHSE or DIRECT

Delivery date: Not before \_\_\_\_\_ Not after \_\_\_\_\_

Exhibiting Company:

Show Name:

Booth #:

C/O:

Phone #:

Address:

City:

State:

Zip:

#### SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

##### SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery **Y / N**

Lift Gate Required **Y / N**

High Rise Office **Y / N**

Limited Access **Y / N**

Remote Pick Up/Delivery **Y / N**

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	

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All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



## UNIFORM BILL OF LADING TERMS AND CONDITIONS

### L O G I S T I C S

#### Sec 1

- (a) 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:
- (b) 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

Unless arranged or agreed 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.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this 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.
- (d) 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

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.



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## DAMAGE/LOSS LIMITATIONS

# LOGISTICS

### IMPORTANT INFORMATION ON LIMITS OF LIABILITY

#### FREIGHT DAMAGE OR LOSS

#### TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman's limits of liability which are typically between \$.30 – \$1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS' liability in Albuquerque, New Mexico 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. Claim must be made within 30 days of damage/loss. File your claim with CSS.

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

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 document.

**PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.**

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



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## ELECTRICAL ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>T&amp;E Support 2023</b>	Advance Payment Deadline: <b>Friday, January 20, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD ELECTRICAL CONNECTIONS			
Quantity	Description	Advance Price	Standard Price
	500 watts (5 amps)	107	127
	1000 watts (10 amps)	150	180
	2000 watts (20 amps)	177	212
SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 1 PHASE			
	30 amps	186	224
	60 amps	504	605
	100 amps	708	850
SPECIAL ELECTRICAL CONNECTIONS – 208 VOLT – 3 PHASE			
	30 amps	310	372
	60 amps	611	733
	100 amps	1194	1434
ELECTRICAL ACCESSORIES & SPECIAL REQUIREMENTS			
	Multiple outlet power strip	24	28
	3-wire extension cord	24	28
	Arm Lights	25	30
	24-hour service required	Double the price of outlet required	
	Dedicated power (20 amp minimum)	Double the price of outlet required	

For items not listed on this order form or for specialty items, please contact **CSS** for a quote.

#### PLEASE READ PAYMENT POLICY

ELECTRICAL SUBTOTAL	\$
LABOR SUBTOTAL	\$
Tax (7.75%)	\$
<b>TOTAL</b>	<b>\$</b>

LABOR FOR ELECTRICAL CONNECTIONS	CONDITIONS AND REGULATIONS
<p>Price of an outlet includes labor for installation in a convenient manner on basic outlets. <b>For 208 volt or higher service and Island Booths, labor charges will apply.</b> Materials, specific connection requirements and any other necessary labor will be billed in 1/2 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.</p> <p><b>Straight time – 8:00AM – 4:30PM (Weekdays) \$135 per hour</b></p> <p><b>Overtime – Before 8:00AM and after 4:30PM (Weekdays &amp; Saturdays) \$180 per hour</b></p> <p><b>Sunday &amp; Holidays \$225 per hour</b></p>	<p><b>Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.</b> 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. <b>There shall not be any reason that anyone other than the "house electrician" makes special or direct wiring of electrical connections.</b> 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. <b>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.</b> CSS is not responsible for voltage fluctuation or power failure because of temporary conditions. <b>Credit will not be given for outlets installed and not used. All outlets are single plug in.</b></p>

**Outlet Location & Distribution:** All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at **CSS'** discretion. Distribution and connection of all outlets are chargeable on a time and material basis.

**CSS Jurisdiction:** All under-carpet distribution of electrical wiring. All motor and equipment hook-ups requiring wiring connections. All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Please indicate placement of outlet(s) and any special requirements:

Front of Booth



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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 firefighting 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/her 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's 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 1/4 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 1/4 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 1/4 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 ten (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 Marshall, 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 (1)-quart capacity and having a controlled pouring device that limits the flow to one (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 eight (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/her 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.



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## SAFETY TIPS AND INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### **Safety is very important for everyone working in the Exhibit Hall.**

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

#### **SAFETY GUIDELINES**

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

***During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.***

#### **WORK ZONE**

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.





# EVENTS A V MENU



## ALBUQUERQUE MARRIOTT PYRAMID NORTH

5151 San Francisco Road NE | Albuquerque | New Mexico | 87109  
[marriott.com/abqmc](http://marriott.com/abqmc)

## AUDIO VISUAL PACKAGES



### basic screen package

\$195.00

One 6' or 8' Screen, with AV Cart and Power



### medium screen package

\$250.00

One 10' Cradle Screen with Skirt and Stand, AV Cart and Power



### large screen package

\$325.00

One 10' to 16' Fast Fold Screen with Dress Kit, AV Cart, and Power

**\*\*Screen packages can be doubled for multi-screen events\*\***

### audio / video / lighting technicians

Hourly - \$75 per Hour

Half Day Rate - Up to 4 Hours - \$276

Full Day Rate - Up to 8 Hours - \$450

### streaming package with technical assistance

\$1000.00

Two Laptops, Podium with Mic, Wireless Lapel Mic, Mixer with Zoom Audio/Video Feed, Fixed HD Camera, and Video Switcher

Technical Support - \$75 per Hour

\*all prices are charged on a per day basis

\*floor orders (less than 24 hours prior to time needed) are based on availability

\*audio/visual equipment brought into the hotel by outside a/v contractors is subject to a 24% surcharge based on rate sheet.



ALBUQUERQUE MARRIOTT PYRAMID NORTH

5151 San Francisco Road NE, Albuquerque NM 87109

## AUDIO VISUAL ADD-ONS

### projection and video equipment

Basic Projector - \$275  
Medium Projector - \$425  
Large Projector - \$700  
High Powered Projector (Rear) - \$850  
Ceiling Mount Projector Setup - \$100  
Seamless Switcher - \$350  
HD Video / Audio Live Stream Switcher - \$600

### presentation and teleconferencing equipment

Conference Phone for Small Meetings - \$150  
Phone Conferencing Audio Bridge - \$300  
Podium (Stand Alone) - \$75  
Podium with Wired Microphone - \$100  
Wireless Power Point Remote - \$50  
Flipchart with Stand and Markers - \$75 Whiteboard  
with Stand, Eraser, and Markers- \$75 Display  
Easel - \$20  
15" Windows Laptop w/ MS Office - \$200  
Cord and Power Strip Combo - \$25  
AV Cart w/ Skirt and Power Combo - \$50

***for additional equipment, custom packaging  
and specialty items, please contact the hotel  
catering sales representative***

### audio

Sound Patch with Single Channel Mixer (For Video Audio) - \$75  
Panel Gooseneck Microphone - \$100  
Wireless Lav or Handheld Microphone - \$150  
2 Channel Mixer - \$65  
4 Channel Mixer - \$85  
6 Channel Mixer - \$95  
QSC Powered Speaker (Modular Speaker or Subwoofer) - \$150

### up-lighting package

8 LED Up-lights, Control Unit and Cabling - \$250

### stage spotlight package

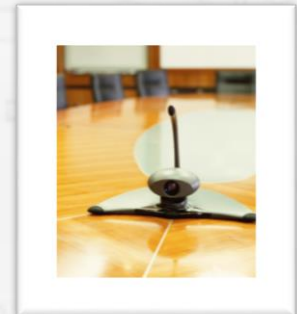
2 Fixed Spotlights, 2 Controller / Dimmer Packs and Cabling - \$350

### wifi and additional power and carts

Secured SSID High Speed Internet Connection (groups over 250  
people may need additional services) - \$250 one time fee  
Hardwired High Speed Internet Connection - \$50 per device

### audio / video / lighting technicians

Hourly - \$75 / hour  
Half Day Rate - Up to 4 Hours - \$276  
Full Day Rate - Up to 8 Hours - \$450



\*floor orders (less than 24 hours prior to time needed) are based on availability

\*audio/visual equipment brought into the hotel by outside a/v contractors is subject to a 24% surcharge based on rate sheet.

ALBUQUERQUE MARRIOTT PYRAMID NORTH  
5151 San Francisco Road NE, Albuquerque NM 87109

# INFO

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## **GUARANTEES ON ALL FOOD AND BEVERAGE:**

We need your assistance in making your function a success. Please confirm your attendance at least five (5) business days prior to your event. This is considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance on your Banquet Event Order will be used. Charges are predicated upon factors pertaining to your entire program. Revisions in your attendance numbers, times, dates or meal functions may necessitate the renegotiation of charges.

## **TAX AND SERVICE CHARGE:**

All food, beverage, room rental and audio/visual equipment are subject to a 25% hotel service charge and New Mexico state sales tax (currently 7.875%).

## **TAX EXEMPT STATUS:**

The state of New Mexico requires a completed NM Tax Exemption form (NTTC Form) from the requesting organization prior to their arrival.

## **PAYMENT ARRANGEMENTS:**

Cash, Check and Credit Card Payments:  
All functions must be paid for in advance unless direct billing has been approved by our credit manager. Personal Checks will not be accepted less than two (2) weeks prior to event. We accept American Express, MasterCard and Visa - a signed credit card authorization form is required.

## **DIRECT BILL:**

If Credit has been extended, payment of the hotel balance is due in full upon receipt of invoice. All accounts not paid within 30 days of receipt of invoice are subject to a finance charge of one and a half percent (1.5%) per month.

## **DISPUTE OF CHARGES:**

Any disputed charges to hotel bill must be made in writing within seven (7) days of receipt of invoice.

## **CONFIRMATION OF SET-UP REQUIREMENTS:**

Final menu items, room arrangements and other details pertaining to your function are outlined on your Banquet Event Order. Unless otherwise stated, the Hotel reserves the right to change function rooms at any point should the number of attendees increase, decrease or when the Hotel deems necessary.

## **FOOD & BEVERAGE OUTSIDE OF THE HOTEL:**

All food and beverage will be provided by the Hotel and will be consumed within the time frame of the event as stated in the Banquet Event Order. The Hotel reserves the right to confiscate any food or beverage that is brought into the Hotel in violation of this policy without prior arrangements made through the Catering Department.





# INFO

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## **MATERIALS SENT TO THE HOTEL:**

Due to the layout of the Hotel, it is not possible to store large display materials and/or show materials. For smaller quantities/sizes of materials that must be shipped in advance to the Hotel prior to your function, please follow the instructions below:

- \* The Hotel must be notified in advance that materials are being sent. The Hotel must be informed of the quantity, arrival date and shipping organization at least one day in advance of delivery
- \* Each piece received must be labeled with: Name of the function, date of the function, Catering or Convention Services Manager name, on-site contact for function. Groups must make arrangements to ship their materials out of the hotel
- \* The Hotel will store properly sealed and labeled materials for up to two (2) days following the function

## **CONDITIONS OF AGREEMENT:**

The organization agrees to begin the function at its scheduled time and to have guests vacate the designated function space at the departure time. The organization or individual booking this event further agrees to reimburse Hotel for any overtime wage payments, other expenses and/or damages incurred by the Hotel because of the Organization or its attendee's failure to comply with Hotel rules and regulations.

Furthermore, in the event the Organization is a Corporation, Partnership, Association, Club or Society, the person signing this agreement for such entity represents to the Hotel that he/she has full authority to sign such contract and Banquet Event Order. In the event that he/she is not authorized, that he/she will be held personally liable for the faithful performance of this contract and Banquet Event Order.

## **HOLD HARMLESS AGREEMENT:**

The organization assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the organizations displays, equipment and other property brought on the premises of the Hotel and shall indemnify and hold harmless the Hotel, agents and employees from any and all such losses, damages and claims.

