



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.

RAVING NEXT: INDIAN GAMING ANALYTICS AND MARKETING CONFERENCE

Isleta Resort & Casino

Albuquerque, New Mexico

Tuesday, January 28 – Thursday, January 30, 2019 (Conference)

Tuesday, January 28 – Wednesday, January 29, 2019 (Exhibit Hall)

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 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 7.875% 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
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:	Raving NEXT: Indian Gaming Analytics and Marketing Conference	
EXHIBITOR MOVE-IN:	Monday, January 27, 2020	8:00AM – 5:00PM
SHOW DATE(S):	Tuesday, January 28, 2020	7:00AM – 3:30PM
	Wednesday, January 29, 2020	7:30AM – 3:15PM
EXHIBITOR MOVE-OUT:	Wednesday, January 29, 2020	3:15PM – 6:00PM

SHOW LOCATION: Isleta Resort & Casino
 Ballroom A-B
 11000 Broadway Southeast
 Albuquerque, NM 87105

STANDARD BOOTH PACKAGE OPTIONS: (Included with booth purchase)

10' x 10' (Option 1)	10' x 10' (Option 2)	10' x 10' (Option 2)
8' Black Draped Back Wall	8' Black Draped Back Wall	8' Black Draped Back Wall
3' Black Draped Side Rail	3' Black Draped Side Rail	3' Black Draped Side Rail
(1) 6' Black Draped Table	(1) 6' Black Draped Counter	(1) 30" Round Black Spandex Highboy
(2) Molded Plastic Chairs	(2) Padded Stools	(2) Padded Stools
(1) Waste Basket w/ Liner	(1) Waste Basket w/ Liner	(1) Waste Basket w/ Liner
(1) 7" x 44" ID Sign	(1) 7" x 44" ID Sign	(1) 7" x 44" ID Sign
(1) 500 Watt Electrical Connection	(1) 500 Watt Electrical Connection	(1) 500 Watt Electrical Connection

The exhibit hall **IS** carpeted.

IMPORTANT DEADLINES:

Submission deadline for exhibitor appointed contractor (EAC) notification:	Friday, December 27, 2019
Last date to receive certificate of insurance for EAC:	Friday, December 27, 2019
Advance Orders and Payment Deadline:	Friday, January 17, 2020

NOTE: CSS will be closed on Wednesday, January 1, 2020.



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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 17, 2020**. *(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 whom 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 17, 2020**.
- 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: NEXT 2020	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: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	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	122	147
	6'L X 30"H Draped Table	137	165
	8'L X 30"H Draped Table	160	192

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

	4'L X 40"H Draped Counter	140	168
	6'L X 40"H Draped Counter	158	189
	8'L X 40"H Draped Counter	184	221
	30"D X 40"H Spandex Round Highboy	158	189

UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	71	85
	6'L X 30"H Undraped Table	81	97
	8'L X 30"H Undraped Table	102	122
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	221	265

UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	81	97
	6'L X 40"H Undraped Counter	93	112
	8'L X 40"H Undraped Counter	107	129
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	236	283

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	58	69
	4th Side Table Drape for Counter 40"H	67	81
	Individual Table Skirt for Table 30"H	69	83
	Individual Table Skirt for Counter 40"H	80	96

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

	3' High Drapery/linear ft.	10	12
	8' High Drapery/linear ft.	18	21
	3' Upright w/ 1/2 Base	19	23
	8' Upright w/ Full Base	21	25
	Crossbar	21	25

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	47	56
	Padded Side Chair	62	74
	Padded Arm Chair	71	85
	Upholstered Bar Stool with Back	88	106
	Bag Rack (circle choice) "T" waterfall	71	85
	Literature Rack (circle choice) flat accordion	166	200
	Aluminum Easel	33	39
	iPad Stand	189	227
	Wastebasket with Liner	23	27
	Fishbowl	32	38
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	152	183
	36" x 48" Double Sided Magnetic Whiteboard	152	183
	4'L X 7"H Table Riser (draped in vinyl)	59	71
	6'L X 7"H Table Riser (draped in vinyl)	77	92
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	331	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 Orange Terra-Cotta
 Red Silver Plum Burgundy

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
 White Teal Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$



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FURNISHINGS-TABLES

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



DRAPED PEDESTAL

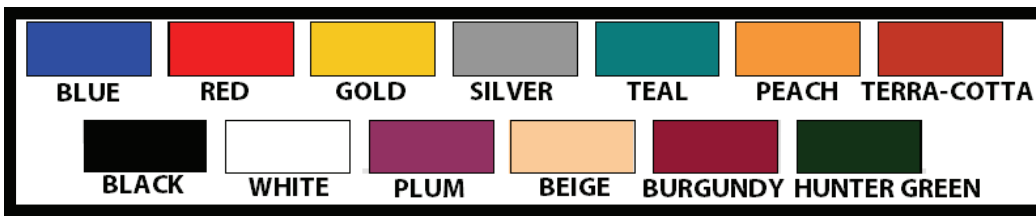
2' W X 2' L X 30" H



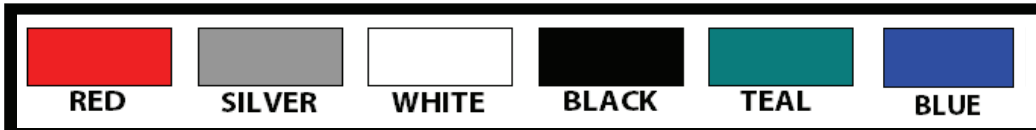
DRAPED PEDESTAL

2' W X 2' L X 40" H

DRAPE COLORS



SPANDEX COLORS



SPANDEX HIGHBOY

30" D X 40" H



UNDRAPED TABLE/COUNTER

2' W X (4', 6', OR 8' L) X 30" H OR 40" H



36" ROUND BLACK/WHITE

CONFERENCE TABLE/COUNTER

36" D x 30" or 40" H



40" ROUND GREY

CONFERENCE TABLE/COUNTER

40" D x 30" or 40" H



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PADDED SIDE CHAIR
SPECKLED GREY/BLACK



PADDED ARM CHAIR
SPECKLED GREY/BLACK



MOLDED PLASTIC CHAIR
GREY



UPHOLSTERED BAR STOOL
SPECKELD GREY/BLACK



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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**ACCORDION
 LITERATURE STAND**
 5' HIGH WITH
 6 POCKETS



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



**POSTER BOARD
 (HORIZONTAL
 OR VERTICAL)**
 4' X 8'

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



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



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



**T CHROME
 BAG RACK**
 50" H X 15" W X 12" L



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



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



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Jetson Chair	15" x 15" w/ adjustable seat	White Black	174
	Leather Office Chair w/ Mesh Back	34.7"H x 22.75"W x 24"D	Black Only	144
	Mesh Steno Chair w/ Wheels	38.5-42.2"H x 27.1"W x 26.7"D	Black Only	174
	Modern Chair	33.5"H x 18.8"W x 18.8"D	White Only	144
	Soda Fountain Barstool	30"H x 17"W x 17"D	Red Black	144
	Swivel Barstools w/ Curved Back	32.5"H x 22.5"W x 18"D	White Black	202

UPGRADE TABLES

	24" Bistro Table	23.75" - 42"H x 24"W x 24"D	White Black	231
	31" Glass Table	29"H x 31.5"W x 31.5"D		260
	Glass End Table	15"H x 23"W x 23"D	Chrome Black	174
	Glass Coffee Table	15.8"H x 39.4"W x 19.7"D	Chrome Black	202
	Rectangular Conference Table	30"H x 36"W x 60"D		924
	Triangle Glass Top Table	35"H x 35"W x 35"D		260

UPGRADE SEATING

	Barrel Chair	29"H x 28"W x 29"D	Black Only	318
	Leather Loveseat	34"H x 58"W x 36"D	Black Only	347
	Leather Sofa	34"H x 80"W x 36"D	Black Only	405
	Chrome Leather Accent Chairs	30.5"H x 30.5"W x 27.5"D	White Black	405
	Chrome Leather Chair	32"H x 36"W x 33"D	White Only	524
	Chrome Leather Sofa	32"H x 81"W x 33"D	White Only	837
	Futon Lounger	32"H x 71"W x 34"D	Vanilla Only	491

****UPGRADE FURNISHINGS CANCELLED AFTER THE ADVANCED ORDER DEADLINE DATE ABOVE ARE NON-REFUNDABLE****

****NO REFUNDS ON AVAILABLE UPGRADE FURNISHINGS ORDERED AFTER THE ADVANCED ORDER DEADLINE ABOVE - ALL SALES ARE FINAL****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**LEATHER OFFICE CHAIR
 WITH MESH BACK**

34.75" H x 22.75" W x 24" D



**WHITE
 MODERN CHAIR**

33.5" H x 18.8" W x 18.8" D



**MESH OFFICE CHAIR
 WITH WHEELS**

38.5-42.2" H x 27.1" W x 26.7" D



**SODA FOUNTAIN
 BARSTOOL**
30" H x 17" W x 17" D
 (Available w/ black
 or red seat)



**SWIVEL BARSTOOLS
 WITH
 CURVED BACK**
32.5" H x 22.5" W x 18" D
 (Available in
 black and white)



24" BISTRO TABLE shown with JETSON CHAIRS 15"x15" (adjustable seat) – rented separately

White – 23.75" D x 26.25" – 35.75" H (adjustable) – Black – 24" D x 42" H



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UPGRADE FURNISHINGS

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RECTANGULAR CONFERENCE TABLE

30" H x 36" W x 60" D



TRIANGLE GLASS TOP TABLE

35" H x 35" W x 35" D



GLASS END TABLE (Available in chrome or black)

15" H x 23" W x 23" D



31" ROUND GLASS TOP TABLE

29" H x 31.5" D



GLASS COFFEE TABLE (Available in chrome or black)

15.8" H x 39.4" W x 19.7" D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

BLACK LEATHER SEATING



SOFA

32" H X 80" W X 33" D



LOVE SEAT

32" H X 59" W X 33" D



BARREL CHAIR

29" H X 28" W X 29"

WHITE AND CHROME LEATHER SEATING



SOFA

32" H X 81" W X 33" D



CHAIR

32" H X 80" W X 33" D



VANILLA FUTON LOUNGER

32" H X 71" W X 34" D



CHROME LEATHER ACCENT CHAIR

30.5" H X 30.5" W X 27.5" D



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	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	141	169
	10' x 20' carpet	246	295
	10' x 30' carpet	369	443
	10' x 40' carpet	493	591

STANDARD CARPET COLOR *(please circle color choice)*

Blue Red Grey Teal Hunter Green Black Burgundy Plum

SPECIAL CUT STANDARD CARPET

Special sizes are available at **\$3.64** per square foot in any dimensions. (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.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size _____ x _____ = _____ square feet x \$3.64 = \$ _____ TOTAL

Visqueen is available at **\$0.85** per square foot installed

_____ x _____ = _____ square feet x \$0.85 = \$ _____ TOTAL

Carpet Padding is available at **\$1.25** per square foot installed (100 sq. ft. min)

_____ x _____ = _____ square feet x \$1.25 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$

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



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LABOR ORDER FORM

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Event Name: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**.
Orders placed after the Advance Payment Deadline - add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	\$84 per person/per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$124 per person/per hour
Sundays and Holidays	\$154 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$138 per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$178 per hour
Sundays and Holidays	\$208 per hour

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

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

PLAN A - EXHIBITOR SUPERVISION

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

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$



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FLORAL ORDER FORM

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Event Name: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	83	100	
	Floral Arrangement 18"H x 12"W	117	141	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (<i>please circle choice</i>) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	76	91	
	Mums (<i>select color</i>) White Yellow Purple Rust	76	91	
	Small Ferns	48	57	
	Large Ferns	76	91	
	3 – 4 foot green plants	91	109	
	5 – 6 foot green plants	150	180	
	7 – 8 foot green plants	184	221	
		Delivery Charge		15
PLEASE READ PAYMENT POLICY		SUBTOTAL		\$
		Tax (7.875%)		\$
		TOTAL		\$

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

Rental price includes decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.



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

email us @
 esr@cssabq.com

SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NEXT 2020	Advance Payment Deadline: Friday, January 17, 2020	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		20	24	
	7" x 44"	Vertical Horizontal		45	54	
	11" x 14"	Vertical Horizontal		56	64	
	14" x 22"	Vertical Horizontal		69	83	
	22" x 28"	Vertical Horizontal		93	112	
	24" x 36"	Vertical Horizontal		126	151	
	28" x 44"	Vertical Horizontal		176	212	
	Meter Board (1 meter x 8')	Vertical (unframed)		397	476	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (7.875%)	\$
TOTAL	\$

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.
 If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions) or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)
RASTER FILES: .PSD, .TIF, .EPS, .JPG

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at 1/2 size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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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.

