

Dear Exhibitor,

CSI *etc.* is pleased to offer the services contained in our Exhibitor Service Kit for the **Elegant Home, Food & Wine** being held at **West World of Scottsdale** on **November 14-15, 2015**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online at <https://meetcsi.boomerecommerce.com>. Once at the CSI *etc.* ordering system, please enter your email address. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at cs@meetcsi.com or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

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

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

Yours Truly,
CSI *etc.* Exhibitor Service Department

SHOW INFORMATION

BOOTH PACKAGE:	Each 10' x 10' booth is equipped with; 8' high back drape, 3' high side rail, 1-6' skirted table, 2-chairs, wastebasket and 1- ID sign
SHOW COLORS:	Blue/ White
BOOTH CARPET:	The West World of Scottsdale is not carpeted, however carpet is also available to match your company color & booth theme through CSI etc.

SHOW SCHEDULE

Exhibitor Move-in:	Friday, November 13, 2015
Time:	1:30pm-8:00pm
Exhibit Hours:	Saturday, November 14, 2015
Time:	10:00am-5:00pm
Time:	Sunday, November 15, 2015
Time:	11:00 am – 4:00 pm
Exhibitor Move-out:	Sunday, November 15, 2015
Time:	4:00 pm – 7:00 pm
Empties Will Be Returned After:	4:00 pm
Carrier Check In:	5:00 pm

DEADLINE DATES

Discount Deadline Date:	Friday, October 30, 2015
Advance Shipments Can Begin to Arrive:	Friday, October 9, 2015
Last Day for Advance Shipments without a Surcharge:	Monday, November 9, 2015

SHIPPING

ADVANCE SHIPMENT

Shipments to arrive between (10/9-11/9)

Company Name & Booth Number
 Elegant Home, Food & Wine
 c/o CSI etc.
 4802 W. Van Buren Street
 Phoenix, Arizona 85043

DIRECT SHIPMENTS

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

Company Name & Booth Number
 Elegant Home, Food & Wine
 c/o CSI etc.
 West World of Scottsdale
 16601 N. Pima Road
 Scottsdale, Arizona 85260

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

PAYMENT POLICY

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

Discount Pricing

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

Discount Deadline Date:	10/30/2015
Material Handling Deadline Date:	11/9/2015

Method of Payment

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

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

Cancellation/Refund Policies

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

- **Please Note: Furniture included in booth package by Show Management cannot be credited. However, changes can be made at the Exhibitor's expense.**
- **No refunds will be issued on pre-order rentals that are missing from the booth space. These rental items will be charged in full if not brought to the attention of CSI *etc.* personnel prior to show opening.**

Tax Exemption

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

ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

BOOTH NUMBER: _____
COMPANY NAME: _____
CONTACT NAME: _____
ADDRESS: _____
CITY, STATE 85260
PHONE: _____ FAX: _____
EMAIL: _____

ORDER SUMMARY (TOTAL FROM ORDER FORMS)

*TABLE & CHAIRS.....	_____	*CUSTOM SIGN.....	_____
*BOOTH ACCESSORIES.....	_____		_____
*CARPET & DRAPE.....	_____		_____
BOOTH CLEANING	_____		_____
*EXTRA STEEL.....	_____		_____
MATERIAL HANDLING (ESTIMATED)...	_____		_____
*STORAGE SERVICE.....	_____		_____
CARTLOAD.....	_____		_____
LABOR.....	_____		_____
FORKLIFT.....	_____		_____
		TOTAL ESTIMATED CHARGES _____ *PLUS SALES TAX 8.3% _____ (include sales tax where applicable) Surcharge of 3% _____ GRAND TOTAL _____	

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

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# _____

Name on Card: _____

Billing Address: _____

(REQUIRED) _____ 85260 _____

City: _____ State: _____

Expiration Date: _____ Card Verification # _____

Cardholder's Signature: _____ Date: _____

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

NON-OFFICIAL CONTRACTOR

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

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name: _____	Booth Number: _____
Contact at Show: _____	
Non-Official Contractor: _____	
Address: _____	
City, _____	State _____ 85260
Phone: _____	Fax: _____
Authorized Signature: _____	Date: _____

THIRD PARTY AUTHORIZATION FORM

To authorize CSI etc. to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to the show move-in.

Gratuities

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions sections of this service kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

Safety

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

Exhibiting Company Information

Exhibiting Company Name: _____ Booth Number: _____
Exhibiting Company Address: _____
City/State/85260: _____
Phone: _____ Fax: _____ Email: _____

Indicate which services are to be invoiced to the Third party:

☐ All Services ☐ I&D Labor/Supervision ☐ Material Handling ☐ Rental Items ☐ Other

Third Party Company Information

Third Party Company Name: _____
Third Party Address: _____
City/State/85260: _____
Phone: _____ Fax: _____ Email: _____

THIRD PARTY CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# _____
Name on Card: _____
Billing Address: _____
(REQUIRED) _____ 85260
City: _____ State: _____
Expiration Date: _____ Card Verification # _____
Cardholder's Signature: _____ Date: _____

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

FIRE REGULATIONS

BOOTH CONSTRUCTION

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

FIRE RESISTANT TREATMENT

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

COMBUSTIBLES

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

Storage behind booth back wall is strictly prohibited.

OBSTRUCTIONS

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



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Elegant Home, Food & Wine
West World of Scottsdale
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www.meetcsi.com

TABLE & CHAIR ORDER FORM

QTY	30" TABLES ~ UNSKIRTED	DISCOUNT	STANDARD	SUBTOTAL
	30" - 4' X 2' UNSKIRTED TABLE	\$38.00	\$48.00	
	30" - 6' X 2' UNSKIRTED TABLE	\$46.00	\$58.00	
	30" - 8' X 2' UNSKIRTED TABLE	\$56.00	\$70.00	
QTY	30" TABLES ~ SKIRTED	DISCOUNT	STANDARD	SUBTOTAL
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Gold, Green, Teal, White			
	30" - 4' X 2' SKIRTED TABLE COLOR: _____	\$76.00	\$95.00	
	30" - 6' X 2' SKIRTED TABLE COLOR: _____	\$92.00	\$115.00	
	30" - 8' X 2' SKIRTED TABLE COLOR: _____	\$111.00	\$139.00	
	Skirt all four sides COLOR: _____	\$43.00	\$54.00	
QTY	40" TABLES ~ UNSKIRTED	DISCOUNT	STANDARD	SUBTOTAL
	40" - 4' X 2' UNSKIRTED TABLE	\$48.00	\$60.00	
	40" - 6' X 2' UNSKIRTED TABLE	\$58.00	\$73.00	
	40" - 8' X 2' UNSKIRTED TABLE	\$70.00	\$88.00	
QTY	40" TABLES ~ SKIRTED	DISCOUNT	STANDARD	SUBTOTAL
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Hunter Green, White, Teal, Gold			
	40" - 4' X 2' SKIRTED TABLE COLOR: _____	\$91.00	\$114.00	
	40" - 6' X 2' SKIRTED TABLE COLOR: _____	\$110.00	\$138.00	
	40" - 8' X 2' SKIRTED TABLE COLOR: _____	\$132.00	\$165.00	
	Skirt all four sides COLOR: _____	\$51.00	\$64.00	
QTY	TABLE RISERS	DISCOUNT	STANDARD	SUBTOTAL
	4' X 12" TABLE RISER w/white cover	\$34.00	\$43.00	
	6' X 12" TABLE RISER w/white cover	\$41.00	\$52.00	
	8' X 12" TABLE RISER w/ white cover	\$50.00	\$63.00	
QTY	CHAIRS	DISCOUNT	STANDARD	SUBTOTAL
	MOLDED (PLASTIC) SIDE CHAIR	\$53.00	\$67.00	
	PADDED SIDE CHAIR	\$62.00	\$78.00	
	PADDED ARM CHAIR	\$72.00	\$90.00	
	PADDED STOOL	\$104.00	\$130.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for By 10/30/2015. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total Sales Tax 8.3% 3% Fee Total Due	\$ \$ \$ \$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

TABLES



4' x 2', 6' x 2', or 8' x 2'
30'' or 40'' Unskirted Table



Table Top Riser
w/White Cover



4' x 2', 6' x 2', or 8' x 2'
30'' or 40'' Skirted Table



CHAIRS



Molded



Padded Side



Padded Side w/Arms



Padded Stool



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ACCESSORIES ORDER FORM

QTY		DISCOUNT	STANDARD	SUBTOTAL
	WASTEBASKET	\$21.00	\$26.00	
	EASEL	\$38.00	\$46.00	
	PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)	\$115.00	\$138.00	
	PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)	\$120.00	\$144.00	
	LINEN FOR 30" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$25.00	N/A	
	LINEN FOR 40" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$36.00	N/A	
	BAG RACK	\$57.00	\$69.00	
	WATERFALL RACK	\$67.00	\$81.00	
	GARMENT RACK	\$81.00	\$98.00	
	BLACK GARMENT RACK – NON ROLLING	\$116.00	\$140.00	
	STANCHION w/ RETRACTABLE BELT	\$44.00	\$53.00	
	LITERATURE RACK	\$105.00	\$126.00	
	SHOWCASE (6'w X 38"Hx20"D)Half view with glass shelves	\$358.00	\$430.00	
	TICKET TUMBLER	\$72.00	\$86.00	
	SIGN STAND (22" X 28")	\$63.00	\$76.00	
	TACKBOARD (4' X 6') Velcro & pushpin compatible	\$120.00	\$144.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	\$130.00	\$156.00	
	BANDING (PER PALLET)	\$53.00	\$63.00	
	SHRINK WRAP (PER PALLET)	\$53.00	\$63.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 10/30/2015. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.				Sub Total \$ Sales Tax 8.3% \$ 3 % fee \$ Total Due \$

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

Display Furniture



Wastebasket



Easel



36" D x 40" H
Pedestal



36" D x 30" H
Pedestal



Linen Colors
☒ Black ☐ White
 Black White



Bag Rack



Waterfall Rack



Garment Rack



Black Garment Rack
Non - Rolling



Chrome Stanchion
w/Retractable Belt



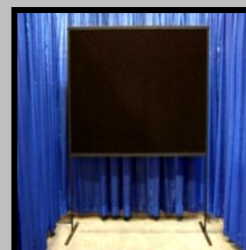
Black Literature
Rack (6 slots)



Chrome Sign Stand



Ticket Tumbler



4'x6' or 4'x8' Tackboard
Single or Double Sided

CARPET & DRAPE ORDER FORM

All rental carpets ordered from CSI etc. are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered additionally on the booth cleaning order form.

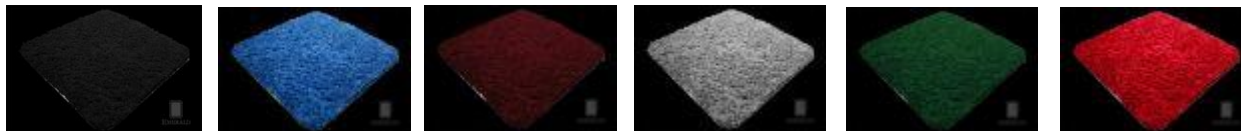
QTY	STANDARD CARPET	DISCOUNT	STANDARD	SUBTOTAL
Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red				
10' x 10' CARPET	COLOR: _____	\$103.00	\$134.00	_____
10' x 20' CARPET	COLOR: _____	\$206.00	\$268.00	_____
10' x 30' CARPET	COLOR: _____	\$309.00	\$402.00	_____
10' x 40' CARPET	COLOR: _____	\$412.00	\$536.00	_____
STANDARD SPECIAL CUT (16 oz):		SQ FEET	RATE	SUBTOTAL
_____ ft X _____ ft	COLOR: _____	_____	\$2.50 sq. ft.	_____
PREMIUM CARPET (100 Sq. ft. minimum charge)		TOTAL SQ FEET	RATE	SUBTOTAL
Designer Plus Colors: Beige, Black, Bronze, Burgundy, Cobalt, Chocolate, Dove, Emerald, Mocha, Navy, Ivory, White, Red Royal Blue, Sapphire Terra Cotta				
Designer Plus (26 oz.)	COLOR: _____	_____	\$5.25 sq. ft.	_____
Supreme Colors: Red, Black, White, Charcoal, Silver Cloud, Navy, Emerald, Wheat, Reflex Blue				
Supreme (45 oz.)	COLOR: _____	_____	\$6.50 sq. ft.	_____
Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Rain Forest, Safari				
Matrix	COLOR: _____	_____	\$5.00 sq. ft.	_____
CARPET ACCESSORIES		TOTAL SQ FEET	RATE	SUBTOTAL
CARPET PADDING				
_____ ft X _____ ft	(100 sq. ft. minimum charge)	_____	\$1.30 sq. ft.	_____
VISQUEEN CARPET COVERING (carpet protection)				
_____ ft X _____ ft	(100 sq. ft. minimum charge)	_____	\$0.78 sq. ft.	_____
QTY	DRAPE (in addition to what is provided)	DISCOUNT	STANDARD	SUBTOTAL
Drape Colors: Black, Blue, Burgundy, Red, Silver, Hunter Green, Teal, Plum				
10' Section of 3' HIGH DRAPE, includes steel.	COLOR: _____	\$62.00	\$78.00	_____
10' Section of 8' HIGH DRAPE, includes steel.	COLOR: _____	\$103.00	\$129.00	_____
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 10/30/2015. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total \$ _____ Sales Tax 8.3% \$ _____ 3% Fee \$ _____ Total Due \$ _____	

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

Standard Carpet



Black

Blue

Burgundy

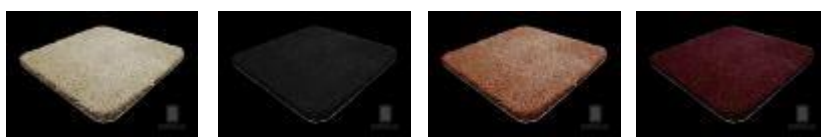
Grey

Green

Red

PREMIUM CARPETS:

Designer Plus Carpet

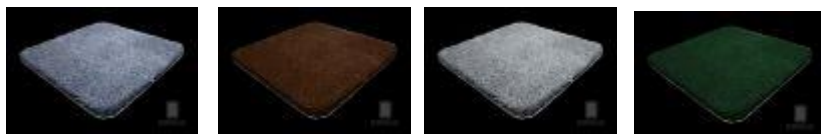


Beige

Black

Bronze

Burgundy

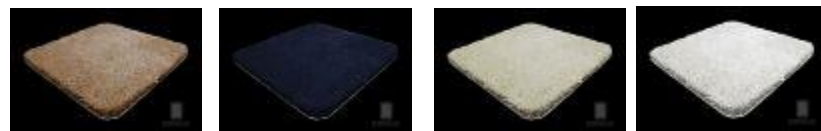


Cobalt

Chocolate

Dove

Emerald

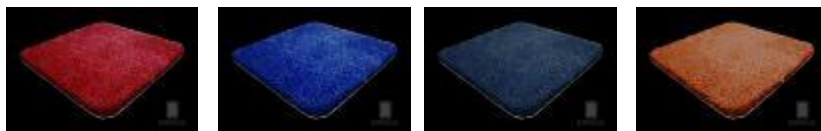


Mocha

Navy

Ivory

White



Red

Royal Blue

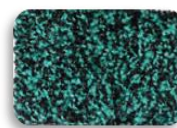
Sapphire

Terra Cotta

Matrix Carpet



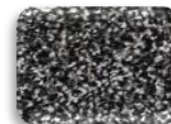
Blue Jay



Rain Forest



Cayenne



Pepper



Safari

(Call prior to ordering Premium carpet- requires two weeks to process)

Supreme Carpet



Red

Black

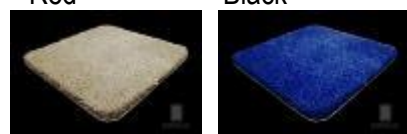
White

Charcoal

Silver Cloud

Navy

Emerald



Wheat

Reflex Blue

CSI etc. has more colors to offer than what is pictured above. If you don't see the color you are looking for, please call us at 602-923-0011.

CLEANING ORDER FORM

CLEANING SERVICES

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

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

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

		Price	Subtotal
_____	x _____	\$0.42 sq. ft.	= _____
100 square feet minimum order	Total Number of Days		

Vacuum Once – before initial show opening only.

		Price	Subtotal
_____	x _____	\$0.47 sq. ft.	= _____
100 square feet minimum order	Total Number of Days		

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

		Price	Subtotal
_____	x _____	\$113.00 per Day	= _____
Up to 200 sq. ft.	Total Number of Days		
_____	x _____	\$135.00 per day	= _____
201 sq. ft -400 sq. ft.	Total Number of Days		
_____	x _____	CALL FOR QUOTE	= _____
401 sq ft and above			

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by **10/30/2015**.
orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.3%	Not Applicable
3% Fee	\$
Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Contact: _____

Fax: _____

Booth Number: _____

MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES

Advance Shipments – Stored up to 30 days prior to show move-in, delivery to the West World of Scottsdale, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **11/9/2015**, are subject to additional late shipment charges.

Direct Shipments – Are accepted during exhibitor move-in hours ONLY. Includes delivery to your booth, storage of empty container during the show, return of containers to your booth at close of show, move good to the dock, and loading onto outbound carrier.

Early shipments may be refused.

MATERIAL HANDLING FEES

Small Packages: Shipment of any number of pieces with a combined weight not to exceed 50lbs total, that is received on the same day, from the same shipper, and delivered by the same carrier. Small package handlers may split shipments resulting in CSI receiving multiple shipments (on multiple days), resulting in additional material handling fees.

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

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

- **Shipments arriving the same day, from different shippers, are considered separate shipments and will be billed separately.**

Late Shipments & Site Shipments – Freight received at the warehouse after deadline or on Show Site, are subject to these handling fees.

Rates

Envelope	\$15.00 each
Small Packages (50 pounds and less):	\$75.00 per shipment
Crated or Skidded (Overtime 1way):	\$93.50 per 100 lbs. (200 lbs. minimum), per shipment
Special Handling-Uncrated-Mixed:	\$110.00 per 100 lbs. (200 lb. minimum), per shipment
Return to warehouse:	\$25.00 per 100lbs (\$250.00 minimum charge)

*Late Advance Warehouse/Direct Shipments (Surcharge) 30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment

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

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

ADVANCE SHIPMENTS

Shipments to arrive between (10/9-11/9)

Company Name & Booth Number
Elegant Home, Food & Wine
c/o CSI etc.
4802 W. Van Buren Street
Phoenix, Arizona 85043

DIRECT SHIPMENTS

To arrive ONLY during MOVE-IN hours

Company Name & Booth Number
Elegant Home, Food & Wine
c/o CSI etc.
West World of Scottsdale
16601 N. Pima Road
Scottsdale, Arizona 85260

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the Venue.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **11/9/2015**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: 11/13/2015

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

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

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

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

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

LIMITS OF LIABILITY

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

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

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> Conference Services International Expositions • Trade Shows • Conventions
	c/o	
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	11/9/2015	Phoenix, AZ 85043
	Elegant Home, Food & Wine	
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

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

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> Conference Services International Expositions • Trade Shows • Conventions
	c/o	
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	11/9/2015	Phoenix, AZ 85043
	Elegant Home, Food & Wine	
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

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

DIRECT SHIPMENT - SHIPPING LABELS

DIRECT SHIPMENT TO THE WEST WORLD OF SCOTTSDALE ~During Exhibitor Move-in ONLY~	SHIP TO: c/o		 Conference Services International Expositions • Trade Shows • Conventions West World of Scottsdale 16601 N. Pima Road Scottsdale, Arizona 85260 Elegant Home, Food & Wine
	Direct Shipping Must Arrive During Exhibitor M/I Only.		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____ OF _____		

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

DIRECT SHIPMENT TO THE WEST WORLD OF SCOTTSDALE ~During Exhibitor Move-in ONLY~	SHIP TO: c/o		 Conference Services International Expositions • Trade Shows • Conventions West World of Scottsdale 16601 N. Pima Road Scottsdale, Arizona 85260 Elegant Home, Food & Wine
	Direct Shipping Must Arrive During Exhibitor M/I Only.		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____ OF _____		

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

CSI LOGISTICS- INBOUND/OUTBOUND FREIGHT QUOTE REQUEST

Inbound Shipment

<u>Pick up Information:</u>		<u>Select Destination: (Please Circle)</u>	
Company Name		Advanced Warehouse:	Direct:
Contact Name:	Phone	Company Name	Company Name & Booth #
Pick up Address:		Elegant Home, Food & Wine	Elegant Home, Food & Wine
Scottsdale, Arizona 85260		c/o CSI etc.	c/o CSI etc.
E-mail Address		4802 W. Van Buren Street	16601 N. Pima Road
		Phoenix, AZ 85043	Scottsdale, Arizona 85260

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instruction:						
Please Circle all that Apply						
Insdie Pick up		Lift Gate Needed	Residential Pick up	Pallet Jack Needed	TSA Certified Yes or NO	
Pick up Date:	Pick up Time (4hr. Window)	Please Circle Type of Delivery Service:				
		Next Day 2 nd Day Deferred Ground				

Outbound Shipment

<u>Shipping from Show site:</u>		<u>Destination Information:</u>	
Company Name:	Booth #:	Company Name	
16601 N. Pima Road:		Contact:	Phone:
Scottsdale, Arizona 85260		Shipping address:	
Contact Name:	Phone:	Scottsdale, Arizona 85260	
E-Mail Address:		E-Mail Address:	

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instructions:			
Please Circle all that Apply:			
Inside Delivery		Lift Gate Needed	Residential Delivery
Pallet Jack Needed		TSA Certified Yes or No	
Delivery Date:	Delivery Time (4hr. window):	Please Circle Type of Delivery Service:	
		Next Day 2 nd Day Deferred Ground	

EXHIBIT MOVE-OUT NOTICE

SHOW CLOSING:

- For your safety, do not dismantle your booth until the show officially closes.
- If additional aisle carpet has been laid, please do not place any items in the aisle as ALL aisle carpet will be rolled up and removed immediately following the close of the show.
- **EMPTY CONTAINERS WILL BE RETURNED AFTER THE SHOW CLOSES AND ALL AISLE CARPET HAS BEEN ROLLED UP (if applicable). TO EXPEDITE THIS PROCESS PLEASE KEEP THE AISLES CLEAR AND YOUR ITEMS INSIDE YOUR BOOTH SPACE.**
- Exhibitors are not allowed to search in trailers, storage, or look for their items.

PRIOR TO CLOSE OF SHOW:

- Stop by the CSI *etc.* Service Desk to pick up your Bill of Lading for outbound shipping.
Note: Material Handling Charges will apply if CSI *etc.* did not handle your inbound shipment.
- Any and all outbound shipments regardless of carrier, and POV's, **MUST** have a completed a Bill of Lading returned to the service desk prior to leaving the West World of Scottsdale.
- **All balances must be paid in full**
- CSI *etc.* Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs.

MOVE OUT:

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

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CSI *etc.* Service Desk** once you are packed & ready to ship.
- If you are using any outside carrier, including **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5 p.m. on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Bill of Lading.
- If outside carriers do not arrive to pick up shipments by the carrier check-in time of **Carrier C/I**, shipments will be forced on to one of our preferred carriers, or returned to the CSI warehouse (if applicable), with a fee charged at the exhibitors expense.
- The Venue must be cleared during move out; NO shipments can be left on the show floor for later pick-up.

All outbound carriers must be checked in no later than Carrier C/I on MOVE OUT DATE.

Official Onsite Carriers:



CSI *etc.* LOGISTICS - SHIPPING MADE EASY

OUTBOUND SHIPPING INSTRUCTIONS

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

SHIPPING INFORMATION

FROM: EXHIBITING COMPANY NAME: BOOTH:
WEST WORLD OF 16601 N. Pima Road
SCOTTSDALE'S ADDRESS:
Scottsdale, AZ 85260

SHIPPING DESTINATION 1:

TO: COMPANY NAME:
DELIVERY ADDRESS:
CITY, STATE 85260
PHONE: ATTN:

ENTER DESIRED # OF SHIPPING LABELS _____

SHIPPING DESTINATION 2:

TO: COMPANY NAME:
DELIVERY ADDRESS:
CITY, STATE 85260
PHONE: ATTN:

ENTER DESIRED # OF SHIPPING LABELS _____

Please Check Mark Desired Method of Shipment Below:

Your Carrier: <input type="checkbox"/> CSI etc. Logistics <input type="checkbox"/> Other: _____		
Type of Service:	Delivery Method:	Special Requirements:
<input type="checkbox"/> Ground	<input type="checkbox"/> Next Day	<input type="checkbox"/> Inside Delivery
<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Residential
	<input type="checkbox"/> Deferred Delivery	<input type="checkbox"/> Lift gate
	<input type="checkbox"/> Ground	<input type="checkbox"/> Other: _____
		Delivery Hours (4hr. window) _____

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CSI etc. Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CSI etc. Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on in house carrier will incur a return to warehouse fee of \$15.00 per 100 weight; with at 1000 pound minimum charge. CSI etc. does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason. If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur a storage fee.

CARTLOAD SERVICE ORDER FORM

Return with Payment & Credit Card Charge Authorization

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

Received by 10/30/2015

Company Name	E-mail	Booth Number
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Special Freight Services – Small Passenger Vehicles Only!

This special service is offered exclusively for this show.

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

Place Your Order Here

	Description	Price	Quantity	Total Price
	Dock to Booth	\$50.00		\$
	Booth to Dock	\$50.00		\$
	Payment Enclosed		Grand total	\$
I agree in placing this order that I have accepted CSI etc. Payment Policy, and Terms & Conditions of Contract.				
Authorized Signature				
	Authorized Name (Please Print)			Date

ARIZONA UNION GUIDELINES AND SAFETY TIPS

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

Booth Labor

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

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

Material Handling

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

INSTALLATION AND DISMANTLE LABOR ORDER FORM

LABOR RATES	Per person/ Hour Rate	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	
Straight Time	\$72.00	\$83.00	\$96.00	Monday-Friday, 8:00 am to 4:30 pm Monday-Friday, 4:30 pm to Midnight,
Overtime	\$108.00	\$125.00	\$144.00	Saturday – Sunday 8:00 am to Midnight
Double Time	\$144.00	\$166.00	\$192.00	All days Midnight to 8:00 am & All Observed Union Holidays

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

SUPERVISION OPTIONS

CSI etc. – Supervision

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

EXHIBITOR – Supervision

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

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

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

Tools or equipment needed i.e.; ladder, drill etc. _____

Please estimate the number of workers and hours per workers needed for installation and dismantle.

Hours will be calculated to actual hours worked to the original estimate and based upon date received.

Additional labor required will be calculated and invoiced at show site rates.

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by 10/30/2015 . orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.	Sub Total (Estimate) \$	
	Sales Tax 8.3%	Not Applicable
	3% Fee	\$
	Total	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____



Conference Services International
Expositions • Trade Shows • Conventions

Elegant Home, Food & Wine
West World of Scottsdale
Scottsdale, Arizona
November 14-15, 2015

www.meetcsi.com

IN BOOTH FORK LIFT LABOR

FORKLIFT RATES	Hour Rate (Forklift & Operator)	Hour Rate (Forlift & Operator)	Labor Hours			
	<u>Discount</u>	<u>Standard</u>	All orders place on show site are 30% above Regular Rate Listed.			
Straight Time	\$138.00	\$159.00	Monday-Friday; 8:00 am to 4:30 pm			
Overtime	\$207.00	\$239.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight			
Double Time	\$276.00	\$318.00	All days Midnight to 8:00 am & All Observed Union Holidays			
One hour minimum charge per forklift. Thereafter, labor is charged in ½ hour increments						
HELPER RATES (to spot machinery)						
	<u>Discount</u>	<u>Standard</u>	All orders place on show site are 30% above Regular Rate Listed.			
Straight Time	\$72.00	\$83.00	Monday-Friday; 8:00 am to 4:30 pm			
Overtime	\$108.00	\$125.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight			
Double Time	\$144.00	\$166.00	All days Midnight to 8:00 am & All Observed Union Holidays			
One Hour Minimum charge per Helper. Thereafter, labor is charges in ½ hour increments						
FORKLIFT ORDER						
	NUMBER OF FORKLIFTS	WEIGHT	NUMBER OF HELPERS	DATE	TIME	APPROX HOURS
INSTALLATION	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____
DESCRIPTION OF WORK TO BE DONE				SPECIFY OTHER EQUIPMENT NEEDED		
Spotting of equipment				_____ Straps(call for quote)		
Installation/Dismantle of Header				_____ Chains (Call for quote)		
Other _____				_____ Fork Extensions		
				_____ Crane (call for quote)		
				_____ Cage (call for quote)		

Please provide the onsite contact information:

Name: _____

Phone Number: _____

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by **10/30/2015**.
orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Subtotal:	\$
Sales Tax:	Not Applicable
3% Fee:	\$
Total:	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

CUSTOM SIGN ORDER FORM

Size (one color) (10 words max on White Stock)		LETTER COLOR	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
7" X 11"	Horizontal ___ Vertical ___	_____	_____	\$32.00	\$44.00	_____
7" x 44"	Horizontal ___ Vertical ___	_____	_____	\$38.00	\$49.00	_____
11" x 14"	Horizontal ___ Vertical ___	_____	_____	\$44.00	\$56.00	_____
14" x 22"	Horizontal ___ Vertical ___	_____	_____	\$49.00	\$72.00	_____
22" x 28"	Horizontal ___ Vertical ___	_____	_____	\$82.00	\$105.00	_____
28" x 44"	Horizontal ___ Vertical ___	_____	_____	\$121.00	\$159.00	_____

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

DIGITAL SIGNS (four color)			DISCOUNT RATE	STANDARD RATE	TOTAL
_____	X	=	\$15.75 sq. ft.	\$21.00 sq. ft.	_____
Length		Width	Square foot		

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

BANNERS

_____	X	=	\$12.50	\$15.75	_____
Length		Width	Square foot	Single Sided	
_____	X	=	X 2 \$12.50	\$15.75	_____
Length		Width	Square foot	Double Sided	

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

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by **10/30/2015**.

orders will be charged at 50% of total if cancelled within 30 days of move-in.

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

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

No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 8.3 %	\$
3% Fee	\$
Total:	\$

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____