Dear Southwest Buildings & Facilities Management Tradeshow & Conference 2026 Exhibitor,

Convention Solutions + Innovation (CS+I) is pleased to offer the services contained in this Exhibitor Service Kit for the **Southwest Buildings & Facilities Management Tradeshow & Conference 2026** being held at the **Phoenix Convention Center** on **October 7 - 8, 2026**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

Please review our Exhibitor Service Kit for the services and equipment that we have to offer. Complete the necessary order forms along with the completed Order Summary & Payment Authorization form page 28 and submit them to our Exhibitor Services Department at EventOrder@Convention-SI.com .

We encourage you to order before the DISCOUNT DEADLINES to take advantage of our best pricing and to ensure availability.

Carpet discount deadline ends Tuesday, September 15, 2026
Discount deadline ends Wednesday, September 23, 2026
Advanced shipment to warehouse deadline ends Friday, October 2, 2026

Discount pricing is approximately 20% less than standard pricing.
Orders at show site are subject to 30% surcharge over standard pricing.

For questions please call 602-730-8181, or email us at cs@Convention-Si.com, and we will do our very best to accommodate you.

Convention Solutions + Innovation will be onsite at our Service Desk during move-in and move-out to assist with any last-minute needs and to answer any questions that you may have.

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

Yours Truly,
Convention Solutions + Innovation
Exhibitor Service Department

GENERAL SHOW INFORMATION

BOOTH PACKAGE: Each 10' x 10' booth is equipped with; 8' high back drape, 3' high side rail, and one ID sign.
**** Standard FULL booth package is available through Show Management****

SHOW COLORS: **Drape:** Blue/ Grey

BOOTH CARPET: The Facility is not carpeted; however, carpet is available to order to match your company color & booth theme through CS+I.

SHOW SCHEDULE

Exhibitor Move-in:	Tuesday, October 6, 2026	**Time:**	9:00am – 5:00pm
	Wednesday, October 7, 2026		8:00am – 9:00am
Event Hours:	Wednesday, October 7, 2026	**Time:**	10:00am – 3:00pm
	Thursday, October 8, 2026		10:00am – 1:00pm
Exhibitor Move-out:	Thursday, October 8, 2026	**Time:**	1:00pm -5:00pm
Empties Will Be Returned After:	After 1:00pm on Thursday, October 8, 2026		
Carrier Check In:	By 2:00pm on Thursday, October 8, 2026		

IMPORTANT DEADLINE DATES

Carpet Order Deadline:	**Tuesday, September 15, 2026**
Discount Deadline Date:	**Wednesday, September 23, 2026**
Advance Shipments Can Begin to Arrive:	**Monday, August 24, 2026**
Material Handling Deadline:	**Friday, October 2, 2026**
	Last Day for Advance Shipments (without a Surcharge)

SHIPPING

ADVANCE SHIPMENT
Shipments to arrive between (8/24 - 10/2) without late surcharge
Company Name & Booth Number
SWBFM Tradeshow & Conference 2026
c/o Convention Solutions + Innovation
102 W. Watkins St., Suite 100
Phoenix, Arizona 85003

DIRECT SHIPMENTS- Highly Discouraged
To arrive **ONLY** during **MOVE-IN** hours on 10/ 6 & 10/7
Company Name & Booth Number
SWBFM Tradeshow & Conference 2026
c/o Convention Solutions + Innovation
Phoenix Convention Center- South Hall
33 S. 3rd Street
Phoenix, AZ 85004

To streamline your shipping experience CS+I is able to provide shipping quotes for your inbound and outbound shipping needs. Please see our Transportation Quote.

EXHIBITOR MOVE-OUT NOTICE

PRIOR TO CLOSE OF SHOW:

- **All balances must be paid in full.**
- CS+I Service Desk will be manned 1 hour prior to close of the show to assist with outbound shipping needs. **Note:** Material Handling Charges will apply to all shipments.
- Stop by the CS+I Service Desk to pick up your Outbound Bill of Lading for outbound shipments. Any and all outbound shipments, regardless of carrier (including POV's), **MUST** have a completed Outbound Bill of Lading returned to the Service Desk prior to leaving show site.

SHOW CLOSING:

- For your safety, do not dismantle your booth until the show officially closes. If there is aisle carpet, please do not place any items in the aisles. All aisle carpet will be rolled up and removed immediately.
- 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 other areas not designated as common areas.

SHIPPING OF MATERIALS:

When your materials return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. Blank shipping labels are available at the **CS+I Service Desk.**

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group pieces together (per destination/shipment) so a stray piece will not be overlooked.
- Return completed Outbound Bill of Lading to **CS+I 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 outside of regular business hours (i.e. Weekends or after 5pm on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Outbound Bill of Lading.
- If outside carriers do not arrive by the carrier check in time to pick up shipments, the shipments will either be re-routed using one of our preferred carriers, or returned to the CS+I warehouse (if applicable), with additional fees charged to the exhibitor. NO shipments can be left on the show floor for later pick-up.

CLEAR OF THE VENUE: (applies to all exhibitors)

- The Venue must be cleared during move out; **NO shipments**, **NO booth materials,** can be left on the show floor for later pick-up.
- Any materials left on the show floor at the end of exhibitor move-out, per the show schedule stated on the Show Information (page 3), will be considered abandoned and disposed of.
- If you are unable to pack up and remove your booth items, please make arrangements with CS+I, at the Service Desk prior to the show close.

All outbound carriers must be checked in NO LATER than 2:00pm on Thursday, October 8, 2026.

Official On-site Carrier:

CONVENTION SOLUTIONS + INNOVATION

CS+I LOGISTICS – SHIPPING MADE EASY

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CS+I warehouse or the Venue.

ADVANCE SHIPMENTS – Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse by no later than **Friday, October 2, 2026.** Shipments arriving after that date will be received; however, additional charges will be incurred (per the attached rate sheet). Warehouse receiving hours are **Monday-Friday, 7:00AM-3:00PM (closed all major holidays).** Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

REMEMBER NOT TO SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: October 6 & 7, 2026 OR ADDITIONAL CHARGES WILL INCUR.

DIRECT SHIPMENTS – Are highly discouraged. Shipments that must be directed to show site can only arrive **during exhibitor move in hours.** Early shipments may be refused. CS+I is not responsible for loss or damages to shipments that are delivered to the Venue prior to that date. **Items shipped directly to show site and handled by *CS+I* personnel will be charged drayage/material handling per the rate sheet enclosed. Shipping direct to show site may incur additional facility fees at the exhibitor's expense.**

CONSOLIDATE YOUR SHIPMENT AND SAVE – Separate shipments received by CS+I will not be combined. The minimum 100lb charge applies to each separate shipment that CS+I 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 CS+I 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 CS+I 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 CS+I 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 an Outbound Bill of Lading has been turned in to the CS+I Service Desk. Drivers whose Outbound Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Outbound Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CS+I reserves the right to re-route such shipments 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 CS+I warehouse and additional charges will be incurred, or re-routed with CS+I*'s* designated carrier at the exhibitor's expense. By shipping your products to CS+I and/or the Phoenix Convention Center, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.

MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING SERVICES:

Includes receiving your shipment at the Advance Warehouse or Phoenix Convention Center, delivery to your booth, storage of empty containers during the show, return of empty containers to your booth at close of show, moving shipment to the dock, and loading shipment onto outbound carrier.

Advance Shipments – Stored up to 30 days prior to show move-in. All shipments received at the warehouse after **Friday, October 2, 2026**, are subject to additional late shipment charges. Warehouse receiving hours are **Monday-Friday 9:00AM-3:00PM (closed all major holidays).**

Direct Shipments –Highly discouraged. Are accepted during exhibitor move-in hours ONLY. ***Early shipments may be refused. Additional Facility fees may apply.***

ADVANCE SHIPMENT
Shipments to arrive between (8/24 - 10/2) without late surcharge.
Company Name & Booth Number
SWBFM Tradeshow & Conference 2026
c/o Convention Solutions + Innovation
102 W. Watkins St., Suite 100
Phoenix, Arizona 85003

DIRECT SHIPMENTS- Highly Discouraged
To arrive **ONLY** during **MOVE-IN** hours on 10/ 6 & 10/7
Company Name & Booth Number
SWBFM Tradeshow & Conference 2026
c/o Convention Solutions + Innovation
Phoenix Convention Center- South Hall
33 S. 3rd Street
Phoenix, AZ 85004

MATERIAL HANDLING DESCRIPTIONS:

SHIPMENT TYPE:	DESCRIPTION
Small Packages (50 pounds or less):	A 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. **Note:** Small package carriers may split shipments resulting in CS+I receiving multiple shipments (on multiple days), resulting in additional material handling fees.
Crated or Skidded:	Materials that are skidded or in any type of shipping container that can be loaded at the dock with no additional handling required.
Special Handling:	Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).
Late & Show Site Shipments:	Freight received at the warehouse after deadline, or on Show Site are subject to these handling fees.
Return to Warehouse:	All shipments not picked up or routed to a house carrier. If materials are not picked up from the CS+I warehouse within 5 days, the exhibitor will incur an additional storage fee.

Shipment Type/Rates:	Advanced to Warehouse (8/24 - 10/2): (Discount Material Handling Rate)	Late to Warehouse/Direct to Facility – (30% Surcharge) Highly Discouraged:
Small Packages (50 pounds and less):	$78.50 per shipment	$102.00 per shipment
Crated or Skidded:	$98.50 per 100 lbs. (100 lbs. minimum charge), per shipment	$128.00 per 100 lbs. (100 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed: (Includes FedEx, UPS, and POV's)	$107.00 per 100 lbs. (100 lb. minimum charge), per shipment	$139.00 per 100 lbs. (100 lbs. minimum charge), per shipment
Return to Warehouse:	$35.00 per 100lbs ($350.00 minimum charge)	

	Carrier Service	Estimated Arrival	Estimated Weight	Piece Count	Rate	Estimated Handling Fees
1st Shipment						
2nd Shipment						
3rd Shipment						

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. CS+I reserves the right to make adjustments to estimates. Final charges for Material Handling will be based upon **ACTUAL** weight. Please be aware of our Payment Policy and Limits of Liability.

Weight tickets must accompany shipments. Re-weigh fees applied if necessary.
Shipments arriving the same day, from different shippers, are considered separate shipments and will be billed separately.

Sub-Total $ _____

Enter all subtotals from order forms to the Order Summary/Payment Authorization Page 28

Exhibitor Information

Booth Number: _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

CS+I TRANSPORTATION – QUOTE REQUEST

INBOUND SHIPMENT

Pick-up Information:

Company Name: _____ Phone: _____
Contact Name: _____ Email: _____
Pick-up Address: _____
_____
City, State Zip

Select Destination:

Advance Warehouse:	**Direct to Show Site:**
Company Name & Booth Number SWBFM Tradeshow & Conference 2026 c/o Convention Solutions + Innovation 102 W. Watkins St., Suite 100 Phoenix, AZ 85003	Company Name & Booth Number SWBFM Tradeshow & Conference 2026 c/o Convention Solutions + Innovation 33 S. 3rd Street Phoenix, AZ 85004

Piece Count	Description	Weight (Subject to Reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance (Optional)

Special Instructions:

Inside Pickup: _____	Lift Gate Needed: _____	Residential Pick-up: _____	Pallet Jack Needed: _____	TSA Certified: _____

Pick-up Date: _____	Pick-up Time (4 hr. window): _____	Please Choose Type of Delivery Service:	Next Day ☐	2nd Day ☐	Deferred ☐	Ground ☐

OUTBOUND SHIPMENT

Shipping from Show Site:

Company Name: _____ Booth #: _____
33 S. 3rd Street
Phoenix, AZ 85004
Contact Name: _____ Phone: _____
Email Address: _____

Destination Information:

Company Name: _____
Contact: _____ Phone: _____
Shipping Address: _____
City, ST Zip: _____
Email Address: _____

Piece Count	Description	Weight (Subject to Reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance (Optional)

Special Instructions:

Inside Pickup: _____	Lift Gate Needed: _____	Residential Pick-up: _____	Pallet Jack Needed: _____	TSA Certified: _____

Delivery Date: _____	Delivery Time (4 hr. window): _____	Please Choose Type of Delivery Service:	Next Day ☐	2nd Day ☐	Deferred ☐	Ground ☐

Exhibitor Information

Booth Number: _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT

SHIP TO: **c/o** CONVENTION SOLUTIONS + INNOVATION

Advance Warehouse:
Cut Off Friday, October 2, 2026

102 W. Watkins St., Suite 100
Phoenix, AZ 85003

EVENT NAME: **Southwest Buildings & Facilities Management Tradeshow & Conference 2026**

COMPANY EXHIBIT NAME: _____

BOOTH NUMBER: _____

PIECE COUNT: _____ **OF** _____

----------ATTACH A LABEL TO EACH PIECE----------

ADVANCE SHIPMENT

SHIP TO: **c/o** CONVENTION SOLUTIONS + INNOVATION

Advance Warehouse:
Cut Off Friday, October 2, 2026

102 W. Watkins St., Suite 100
Phoenix, AZ 85003

EVENT NAME: **Southwest Buildings & Facilities Management Tradeshow & Conference 2026**

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
~ ONLY DURING EXHIBITOR MOVE-IN ~

SHIP TO: **c/o** CONVENTION SOLUTIONS + INNOVATION

Direct Shipment:
Must arrive on exhibitor move-in only
On 10/ 6 & 10/7

Phoenix Convention Center- South Hall
33 S. 3rd Street
Phoenix, AZ 85004

EVENT NAME: **Southwest Buildings & Facilities Management Tradeshow & Conference 2026**

COMPANY EXHIBIT NAME: _____

BOOTH NUMBER: _____

PIECE COUNT: _____ **OF** _____

----------ATTACH A LABEL TO EACH PIECE----------

DIRECT SHIPMENT
~ ONLY DURING EXHIBITOR MOVE-IN ~

SHIP TO: **c/o** CONVENTION SOLUTIONS + INNOVATION

Direct Shipment:
Must arrive on exhibitor move-in only
On 10/ 6 & 10/7

Phoenix Convention Center- South Hall
33 S. 3rd Street
Phoenix, AZ 85004

EVENT NAME: **Southwest Buildings & Facilities Management Tradeshow & Conference 2026**

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.

OUTBOUND SHIPPING INSTRUCTIONS & SHIPPING LABELS

Every outbound shipment will require a Material Handling Agreement and labels. We are Happy to prepare these labels for you in advance. To take advantage of this free service, please complete and return this form prior to event move-in.

SHIPPING INFORMATION

FROM: **EXHIBITING COMPANY NAME:** _____ **BOOTH:** _____

FACILITY: Phoenix Convention Center
33 S. 3rd Street
Phoenix, AZ 85004

SHIPPING DESTINATION 1: **ENTER DESIRED # OF SHIPPING LABELS** _____

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

Please Check Mark Desired Method of Shipment Below:

Carrier: ☐ CS+I Preferred Carrier ☐ Other (arranged by Exhibitor): _____

Standard Delivery: 8:00AM – 5:00PM (M-F)

Delivery Method	Special Requirements	Alternative Method:
☐ Next Day	☐ Inside Delivery	In the event shipment not picked up by deadline, CS+I is authorized to:
☐ 2nd Day	☐ Residential	☐ CSI+I carrier of choice to ship items- Shipping fees apply
☐ Deferred	☐ Lift Gate	☐ Return shipment to warehouse (if applicable)- $350.00 Min. charge
☐ Ground	☐ Other: _____	

SHIPPING DESTINATION 2: **ENTER DESIRED # OF SHIPPING LABELS** _____

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

Please Check Mark Desired Method of Shipment Below:

Carrier: ☐ CS+I Preferred Carrier ☐ Other (arranged by Exhibitor): _____

Standard Delivery: 8:00AM – 5:00PM (M-F)

Delivery Method:	Special Requirements	Alternative Method:
☐ Next Day	☐ Inside Delivery	In the event shipment not picked up by deadline, CS+I is Authorized to:
☐ 2nd Day	☐ Residential	☐ CS+I carrier of choice to ship items- Shipping fees apply
☐ Deferred	☐ Lift Gate	☐ Return shipment to warehouse (if applicable)- $350.00 Min. charge
☐ Ground	☐ Other: _____	

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CS+I Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CS+I Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on our house carrier will incur a return to warehouse fee of $35.00 per 100 weight: with a $350.00 minimum charge. CS+I 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 CS+I warehouse within 5 days, exhibitor will incur a storage fee.

CARPET & DRAPE ORDER FORM

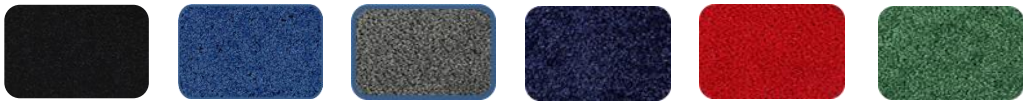
- All rental carpets ordered from CS+I are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered additionally from the Booth Cleaning order form.
- Carpet order Discount Deadline is Tuesday, September 15, 2026. Orders received after deadline or on the show floor will have limited selection available.

QTY	CARPET		DISCOUNT	STANDARD	FLOOR	SUBTOTAL
	10' X 10' CARPET	COLOR:	$290.00	$377.00	$490.00	
	10' X 20' CARPET	COLOR:	$481.00	$625.00	$812.50	
	10' X 30' CARPET	COLOR:	$731.00	$950.00	$1,235.00	
	10' X 40' CARPET	COLOR:	$987.00	$1,283.00	$1,667.90	

10' x 10' is our standard size for booth carpet. For any other sized booth please order special cut. 100 sq. ft. minimum charge applies.

SPECIAL CUT: (other sizes not listed above are considered special cut.)	SQ FEET	RATE	SUBTOTAL
____ ft x ____ ft COLOR:		$3.35 sq. ft. (100 sq. ft. min. fee)	

Standard Carpet Colors: Black, Blue, Gray, Navy, Red, Green



MATRIX CARPET (100 Sq. ft. minimum charge)		TOTAL SQ. FEET	RATE	SUBTOTAL
SIZE :	COLOR:		$3.35 sq. ft.	

Matrix Carpet Colors: Blue Jay, Safari, Cayenne, Pepper

CARPET ACCESSORIES	TOTAL SQ. FEET	RATE	SUBTOTAL
CARPET PADDING			
____ ft x ____ ft (100 sq. ft. minimum charge)		$1.37 sq. ft.	
VISQUEEN CARPET COVERING (carpet protection)			
____ ft x ____ ft (100 sq. ft. minimum charge)		$0.81 sq. ft.	

QTY	DRAPE (in addition to what is provided)		DISCOUNT	STANDARD	SUBTOTAL
	Drape Colors: Black, Blue, Burgundy, Red, Silver, Green, Teal, Plum				
	10' Section of 3' HIGH DRAPE, includes steel.	Color	$65.00	$78.00	
	10' Section of 8' HIGH DRAPE, includes steel.	Color	$136.00	$163.00	

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Tuesday, September 15, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total $ ____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information

Booth Number: ____

Company Name: ____ **Contact:** ____

Phone: ____ **Email:** ____

TABLE ORDER FORM

UNSKIRTED TABLES

TABLES ~ UNSKIRTED	DISCOUNT	STANDARD	TOTAL
30" High Tables			
30" X 4' X 2' UNSKIRTED TABLE	**$53.00**	**$64.00**	
30" X 6' X 2' UNSKIRTED TABLE	**$61.00**	**$73.00**	
30" X 8' x 2' UNSKIRTED TABLE	**$70.00**	**$84.00**	
40" High Tables			
40" X 4' X 2' UNSKIRTED TABLE	**$53.00**	**$64.00**	
40" X 6' X 2' UNSKIRTED TABLE	**$61.00**	**$73.00**	
40" X 8' X 2' UNSKIRTED TABLE	**$70.00**	**$84.00**	

SKIRTED TABLES

TABLES ~ SKIRTED	DISCOUNT	STANDARD	TOTAL
30" High Tables			
30" X 4' X 2' SKIRTED TABLE	**$150.00**	**$195.00**	
30" X 6' x 2' SKIRTED TABLE	**$160.00**	**$208.00**	
30" X 8' X 2' SKIRTED TABLE	**$170.00**	**$221.00**	
30" Skirt all four sides	**$51.00**	**$61.00**	
40" High Tables			
40" X 4' X 2' SKIRTED TABLE	**$150.00**	**$195.00**	
40" X 6' X 2' SKIRTED TABLE	**$160.00**	**$208.00**	
40" X 8' X 2' SKIRTED TABLE	**$170.00**	**$221.00**	
40" Skirt all four sides	**$51.00**	**$61.00**	

SKIRT COLORS:	COLOR CHOICE:
Black **Red** **Blue** **White** **Gold** **Teal** **Silver** **Green** **Burgundy**	

TABLE RISERS

TABLE RISERS	DISCOUNT	STANDARD	TOTAL
4' X 12" TABLE RISER w/white cover	**$34.00**	**$41.00**	
6' x 12" TABLE RISER w/white cover	**$44.00**	**$53.00**	
8' X 12" TABLE RISER w/ white cover	**$54.00**	**$65.00**	

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total $ _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email** _____

FURNITURE ORDER FORM

CHAIRS

QTY			DISCOUNT	STANDARD	TOTAL
		MOLDED SIDE CHAIR	$68.00	$88.00	
		PADDED SIDE CHAIR	$82.00	$106.00	
		PADDED STOOL	$107.00	$139.00	

ACCESSORIES

QTY		DISCOUNT	STANDARD	FLOOR	TOTAL
	WASTEBASKET	$19.00	$23.00		
	EASEL	$46.00	$56.00	$78.40	
	PEDESTAL TABLE – 36" D X 30" H (COCKTAIL) WITH BLACK STRETCH LINEN	$133.00	$158.00		
	PEDESTAL TABLE – 36" D X 40" H (COCKTAIL) WITH BLACK STRETCH LINEN	$147.00	$175.00		
	TABLE TOP (PLEXI) SNEEZE GUARD 25.5" X 35/5" MUST BE ORDERED IN ADVANCE				
	BAG RACK	$77.00	$93.00	$130.00	
	WATERFALL RACK	$85.00	$102.00	$142.00	
	GARMENT RACK	$98.00	$118.00	$263.20	
	STANCHION w/ RETRACTABLE BELT	$58.00	$69.00	$96.60	
	LITERATURE RACK	$107.00	$128.00	$179.00	
	TICKET TUMBLER	$88.00	$106.00	$148.00	
	SIGN STAND (22" X 28")	$77.00	$93.00	$130.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	$159.00	$191.00	$267.40	
	BANDING (PER PALLET)	$50.00	$60.00		
	SHRINK WRAP (PER PALLET)	$50.00	$60.00		

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total $ _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information

Booth Number: _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

FURNITURE ACCESSORIES

Wastebasket

Easel

36" D x 40" H
Pedestal

36" D x 30" H
Pedestal

Bag Rack

Waterfall Rack

Garment Rack

Chrome Stanchion
w/Retractable Belt

Black Literature
Rack (6 slots)

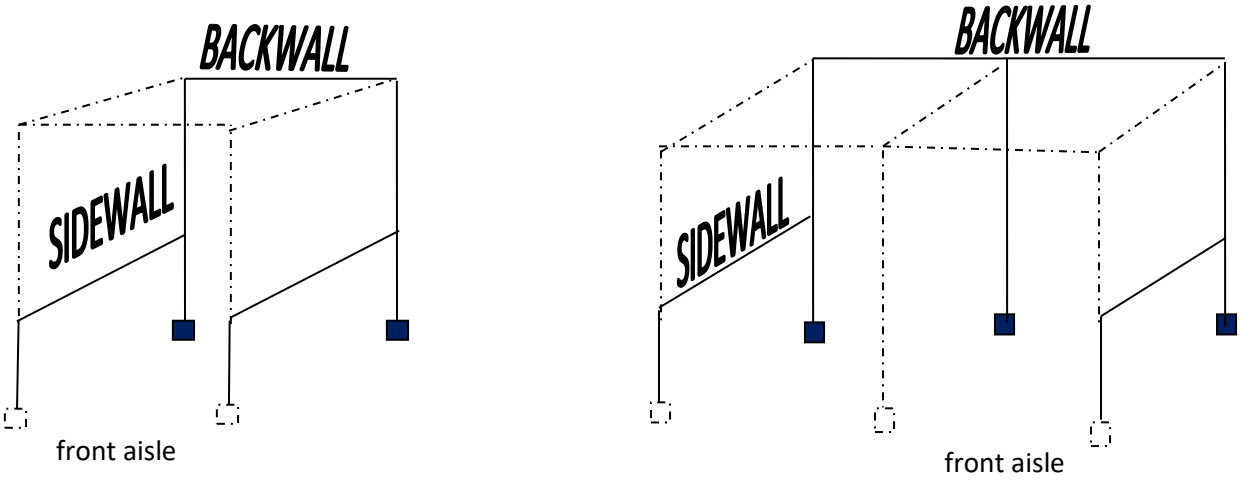
Chrome Sign Stand

Ticket Tumbler

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

EXTRA STEEL ORDER FORM

Circle your booth size: 8☐0' 10'☐' 10☐0' Other_____



Draw in Extra Steel using the pictures above accordingly:

Apply symbols: XXX=crossbar O=8' pole & base Δ =3'pole & base

Customize Your Booth (enter the quantity):

QTY	ITEM	RATE	TOTAL
_____	Crossbars	**$11.50**	_____
_____	8' Pole & Base	**$22.50**	_____
_____	3' Pole & Base	**$18.50**	_____

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total **$** _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

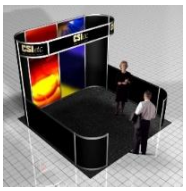
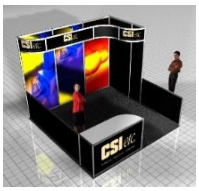
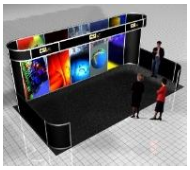
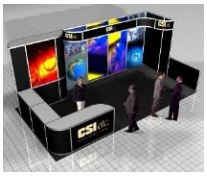
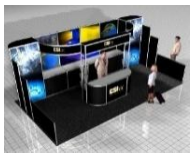
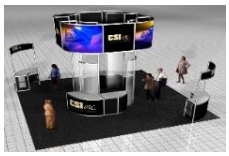
Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

CUSTOM EXHIBIT BOOTHS

- **All Custom booths include carpet, white or black hardwall panels, center/main header with color artwork, installation & dismantle labor.**
- **All other graphic panels are quoted upon request. See our ARTWORK SUBMITTAL GUIDELINES, included within the Exhibitor Service Kit.**

Images below are examples only

	Discount Rate	Standard Rate		Discount Rate	Standard Rate
CS+I 1	$2,450.00	$3,185.00	**CS+I 2**	$2,950.00	$3,450.00
	**Panel Color:** _____ **Carpet Color:** _____			**Panel Color:** _____ **Carpet Color:** _____	
CS+I 3	$2,750.00	$3,250.00	**CS+I 4**	$3,450.00	$3,950.00
	Panel Color: _____ **Carpet Color:** _____			**Panel Color:** _____ **Carpet Color:** _____	
CS+I 5	$3,900.00	$5,070.00	**CS+I 6**	$4,400.00	$4,900.00
	**Panel Color:** _____ **Carpet Color:** _____			**Panel Color:** _____ **Carpet Color:** _____	
CS+I 7	$4,700.00	$5,100.00	**CS+I 9**	**$8,800.00**	**$9,300.00**
	**Panel Color:** _____ **Carpet Color:** _____			**Panel Color:** _____ **Carpet Color:** _____	

Please be aware of our payment policies & Terms and Conditions
To receive Discount Rate, orders must be received & paid for by
Rental Discount Deadline: Wednesday, September 23, 2026
Carpet Deadline Date: Tuesday, September 15, 2026
Graphic Deadline Date: Monday, August 24, 2026

Sub Total $ _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

DISPLAY COUNTERS

	DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
	1 Meter Counter, white, black or gray panels		**$324.00**	**$389.00**	
	1 Meter Counter, with Custom Graphics		**$461.00**	**$553.00**	
	1 ½ Meter Counter, white, black, or gray panels		**$490.00**	**$563.00**	
	1 ½ Meter Counter, with Custom Graphics		**$691.00**	**$829.00**	
	2 Meter Counter, white, black, or gray panels		**$654.00**	**$785.00**	
	2 Meter Counter, with Custom Graphics		**$924.00**	**$1,109.00**	
	Curved Counter. Call for Graphics Quote			**$489.00**	
	Computer Work Station. Call for Graphics Quote			**$650.00**	
	Reception Counter. Call for Graphics Quote.			**$500.00**	

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

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total (Estimate) $ _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

SLATWALL & GRIDWALL ORDER FORM

SLATWALL & GRIDWALL

	DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
	1 Meter by 8ft High Slat wall		**$70.00**	**$84.00**	
	2’ x 8’ Grid Wall		**$65.00**	**$78.00**	
	2’x 6’ Grid Wall		**$60.00**	**$72.00**	

SLATWALL & GRIDWALL ACCESSORIES

	Gridwall & Slatwall Brackets (2 per set)		**$11.50**	**$13.50**	
	Gridwall & Slatwall Hooks (2 per set)		**$11.50**	**$13.50**	
	10” Shelf for both Gridwall & Rental Display Booths		**$15.00**	**$17.00**	
	Light - 75-watt black arm light.		**$26.00**	**$31.00**	
	Half Page Holder		**$15.00**	**$17.00**	
	Full Page Holder		**$17.00**	**$21.00**	

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total (Estimate) $ _____

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

PLANT & FLORAL ORDER FORM

- All rented plants come potted in black pot, baskets, or wrapped in burlap containers, unless otherwise specified. And each is top dressed in moss.
- All items are subject to availability, substitutions may be necessary, and quality is always assured.
- All items listed are rented. Exhibitor agrees to assume replacement cost for any loss or damage.

QTY	TROPICAL PLANT	DISCOUNT	STANDARD	TOTAL
	Bromeliad, Mumm Plant or Seasonal 6’	**$55.00**	**$72.00**	
	Small Fern, Ivy, ZZ, Sanseveria Pothos	**$47.00**	**$61.00**	
	Large Fern, Ivy, Pothos	**$55.00**	**$72.00**	
	3’ Interior Green Plant	**$59.00**	**$78.00**	
	4’ Interior Green Plant	**$70.00**	**$91.00**	
	5’ Interior Green Plant	**$82.00**	**$106.00**	
	6’ Interior Green Plant	**$94.00**	**$122.00**	
	7’ Interior Green Plant	**$117.00**	**$152.00**	
	8’ Ficus Palm Dracaena Plant	**$344.00**	**$447.00**	

QTY	SUCCULENTS AND CACTUS	DISCOUNT	STANDARD	TOTAL
	4” Succulent Plant	**$29.00**	**$38.00**	
	Medium 6-7” Assorted Succulent Dish Planter	**$46.00**	**$60.00**	
	Large 8-9” Assorted Succulent Dish Planter	**$85.00**	**$110.00**	
	24” Portulacaria Succulent Plant	**$59.00**	**$78.00**	
	32” – 40” Firestick Ponytail Cactus	**$72.00**	**$94.00**	
	3 – 4’ Mexican Fence Post Totem Pole Cactus	**$98.00**	**$127.00**	
	5’ Mexican Fence Post Totem Pole Cactus/Fire Stick Cactus	**$182.00**	**$236.00**	
	6’ Totem Pole Cactus	**$208.00**	**$270.00**	
	10” Barrel Cactus	**$59.00**	**$77.00**	
	20” Barrel Cactus	**$195.00**	**$253.00**	

TERMS & CONDITIONS:
To receive the discount rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total due if cancelled within 30 days of move in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
Minimum delivery charge of $55 or 20% (whichever is greater) of total order will apply.
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 CS+I Service Desk during exhibitor move-in.

Delivery $ $55 or 20%

Subtotal $

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

CUSTOM SIGN ORDER FORM

CUSTOM SIGN

(one color) 10 words max on White Stock		LETTER COLOR	QTY	DISCOUNT	STANDARD	TOTAL
7" X 11"	Horizontal ☐ Vertical ☐			$45.00	$55.00	
7" x 44"	Horizontal ☐ Vertical ☐			$55.00	$65.00	
11" x 14"	Horizontal ☐ Vertical ☐			$65.00	$75.00	
14" x 22"	Horizontal ☐ Vertical ☐			$75.00	$85.00	
22" x 28"	Horizontal ☐ Vertical ☐			$85.00	$95.00	
28" x 44"	Horizontal ☐ Vertical ☐			$95.00	$105.00	

DIGITAL SIGNS (four color)

CS+I 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.

				DISCOUNT	STANDARD	TOTAL
Length	x Width	= Square foot		$16.50 sq. ft.	$22.00 sq. ft.	

Design Rate (per hour) is $90.00. This is charged if design copy needs to be manipulated in any way.

BANNERS

Length	x Width	= Square foot		$13.00 sq.ft.	$16.50 sq.ft.	
				Single Sided		
Length	x Width	= Square foot	X 2	$13.00 sq.ft.	$16.50 sq.ft.	
				Double Sided		

Please contact CS+I for art requirements, material options, or special quotes.

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total $

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information

Booth Number:

Company Name: **Contact:**

Phone: **Email:**

CREATIVE SERVICES – ARTWORK SUBMITTAL GUIDELINES

CS+I Creative Services

Large scale event printing can be foreign territory for those who are used to working with publication sized media. Our desire is to provide you with the best quality graphic design and production for your event or exhibit. You can help us in that effort by submitting digital art files using the following artwork guidelines. If you are sending us completed, Print Ready files, please pass this information on to your Graphic Designer for reference. If you are working with a CS+I Creative Services Designer to create a new show look or to design an exhibit, please include any information that might be relevant to translating your brand and incorporating it into your event or exhibit.

Acceptable File Formats

We accept native files from the following programs:
- Adobe Products: Illustrator (.ai), InDesign (.indd), Photoshop (.psd)

Other file types we can work with:
- Acrobat (.pdf), Encapsulated Post Script (.eps), Tagged Image File Format (.tiff), Joint Photographic Expert Group (.jpeg or .jpg)

Files need to be converted to CMYK with a minimum DPI of 300. Increase DPI accordingly for scaled document sizes.

Artwork Setup

- Keep in mind that here at CS+I we work on PCs; all MAC files will need to be converted in order for us to open them. Only use letters, numbers, hyphens and spaces in your file names, and avoid using any special glyphs or characters.
- All graphic files should be set up using CMYK color profiles. If your files are set up in RGB and we convert them here, there may be a substantial difference in your color choices.
- Graphic dimensions that exceed 200" in width or height should be set up at 50%. If the files you are submitting are not set up at full scale, please make a note of the scaled percentage in your file names.
- It is highly recommended that you provide a preview PDF of your unit, panels or graphics as you intend them to be printed. This helps us to visually detect common errors such as missing fonts, missing links or images, and other issues that may vary from computer to computer.

Uploading Artwork

Files under 10MB can be forwarded through email. Larger files, or multiple files, can be submitted to our Creative Services department by using any common online file share method such as DropBox, Box.com, Hightail, WeTransfer, 4Shared, GoogleDrive, etc.).

For questions about CS+I Creative Services or prepping your files for submission, please email us at: graphics@Convention-SI.com

Logos

Logos are an important aspect of event branding and sponsorship programs. Please make sure that you provide us with vector versions of your logo and your sponsors logos if you plan on utilizing them graphically.

Fonts

In print ready artwork, please convert all fonts to outlines. If there's a chance your graphics may need to be altered before printing, please do not outline your fonts. Instead, provide files for any fonts used in your documents. If we are designing your graphics for you, please include files for any fonts you would like to be used.

Links

Please properly package any artwork that is externally linked inside your native files. Missing links can cause your files to launch with errors, and we will not be able to print your artwork correctly without them.

Design Time & Capability

- Graphic pricing does not include design time or prepress file preparation. Art submitted that is not print ready according to the guidelines listed here and require modification will be reflected on your final invoice at $90.00/hr.
- CS+I Creative Services Design team is here to help you achieve an eye-catching show or exhibit look. We're happy to work directly with you or your in-house designer to ensure your graphic elements are visually impactful and make the best use of your space. Please speak with your Exhibitor Services Coordinator to start concepting your look!

CARTLOAD SERVICE ORDER FORM

Special Freight Services – Small Passenger Vehicles Only!
This service is offered exclusively for this show.

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, CS+I 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. **Orders for cart service must be received by Wednesday, September 23, 2026.**
- 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. CS+I 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 CS+I Service Desk.

Cart Load Service

Description	Price	Number of Trips to booth	Total Price
Dock to Booth	$50.00		$
Booth to Dock	$50.00		$

Must leave a drivers license with our Rep at the CS+I Service Desk to use Hand Truck or Flat Carts.

Exhibitors may not use carts without authorization by a CS+I manager.
All orders are governed by CS+I Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.

TERMS & CONDITIONS:
To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total (Estimate) $ _____
Sales Tax 9.1% Not Applicable
Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Authorized Signature: _____

Authorized Name (Please Print): _____ Date: _____

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

INSTALLATION AND DISMANTLE LABOR ORDER FORM

- Installation and dismantle labor done under Exhibitor Supervision, must check-in to start labor and check-out to end labor at the CS+I Exhibitor Service Desk.
- This order form is considered estimated labor, actual hours will be billed accordingly.

LABOR RATES	*Per person/ Hour Rate* **Discount**	*Per person/ Hour Rate* **Standard**	*Per person/ Hour Rate* **Floor**	*Labor Hours*
Straight Time	$106.00	$137.00	$178.00	*Monday-Friday, 8:00 am to 4:30 pm*
Overtime	$159.00	$206.00	$267.80	*Monday-Friday, 4:30 pm to Midnight, Saturday – Sunday 8:00 am to Midnight*
Double Time	$212.00	$275.00	$357.50	*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

CS+I – Supervision Supervision is provided by CS+I. 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 check in at the CS+I Service Desk to start labor and meet the laborer.*

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 *Please indicate, CS+I or Exhibitor Supervision*	ESTIMATED # OF HOURS	RATE	SUBTOTAL
INSTALLATION							
DISMANTLE							

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 Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total (Estimate) $ _____

Sales Tax 9.1% Not Applicable

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email** _____

IN BOOTH FORK LIFT LABOR

- Fork Lift Labor ordered during Installation or Dismantle times, require exhibitor check-in to start labor and check-out to end labor at the CS+I Exhibitor Service Desk.
- This order form is considered estimated labor, actual hours will be billed accordingly.

FORKLIFT RATES	Hour Rate (Forklift & Operator) Discount	Hour Rate (Forklift & Operator) Standard	Hour Rate (Forklift & Operator) Floor	Labor Hours:
Straight Time	$155.00	$178.00	$220.00	Monday-Friday; 8:00 am to 4:30 pm
Overtime	$232.50	$267.00	$330.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight
Double Time	$310.00	$356.00	$440.00	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.
All orders place on show site are 30% above Regular Rate Listed.

HELPER RATES (to spot machinery)

	Discount	Standard	Floor	Labor Hours:
Straight Time	$106.00	$137.00	$178.00	Monday-Friday; 8:00 am to 4:30 pm
Overtime	$159.00	$206.00	$267.80	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight
Double Time	$212.00	$275.00	$357.50	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.
All orders place on show site are 30% above Regular Rate Listed.

FORKLIFT ORDER

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

DESCRIPTION OF WORK TO BE DONE:

_____ Spotting of equipment
_____ Installation/Dismantle of Header
Other: _____

SPECIFY OTHER EQUIPMENT NEEDED- Additional fees

_____ Straps (call for quote)
_____ Chains (Call for quote)
_____ 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 Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Subtotal: $ _____
Sales Tax 9.1%: Not Applicable

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

CLEANING ORDER FORM

Vacuuming service is ONLY for carpets that are rented from CS+I.

CLEANING SERVICES

- All rental carpets ordered from CS+I 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– before initial show opening, and daily thereafter.

				Price		Subtotal
_____	x	_____	x	**$1.59 sq. ft.**	=	_____
100 square feet minimum order		Total Number of Days				

Vacuum Once – before initial show opening only.

				Price		Subtotal
_____			x	**$0.86 sq. ft.**	=	_____
100 square feet minimum order						

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

				Price		Subtotal
_____	x	_____	x	**$175.00 per Day**	=	_____
Up to 200 sq. ft.		Total Number of Days				
_____	x	_____	x	**$225.00 per day**	=	_____
201 sq. ft -400 sq. ft.		Total Number of Days				
_____	x	_____	x	**CALL FOR QUOTE**	=	_____
401 sq. ft. and above		Total Number of Days				

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total $ _____
Sales Tax 9.1% Not Applicable

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

HANGING SIGN ORDER FORM

Rules & General Information: **ALL HANGING SIGNS TO BE RECEIVED AT THE ADVANCED WAREHOUSE BY Wednesday, September 23, 2026.** Please ship all hanging signs in a separate container, with detailed diagram/ instruction, marked with a label stating, "Hanging Sign".

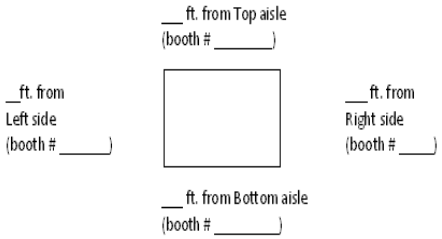
- All hanging signs must comply with Show Management rules and regulations and the venue's limitations.
- All signs must have approved rigging points, with the exception of cloth banners under 100 lbs. CS+I reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- Include an engineer-stamped assembly and hanging instructions with the order. CS+I accepts no liability for any work completed without such instructions, when required. Work is done at the Exhibitor's risk, and the Exhibitor shall indemnify and defend CS+I and the Show Organizer from any claims arising out of or related to the installation and dismantle of any sign without approved drawings.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place your electrical service orders and electrical labor on the Electrical Service Order Form.
- All hanging signs must be assembled, installed and removed by CS+I Exhibitors, display companies and/or I&D representatives may supervise, but will not be allowed to assemble, install and remove the hanging sign. Set up instructions must be provided with your order. The charge for CS+I Supervision of Sign Hanging is 30% of the total bill.

Lift & Crew (consists of 2 people) *Additional Spotter is required * One-hour Minimum Charge Per Hour Rate

	Discount:	Standard:	*Labor Hours*
Straight Time	$270.00	$310.00	Monday-Friday, 8:00 am to 4:30 pm
Overtime	$405.00	$465.00	Monday-Friday, 4:30 pm to 8:00 pm, Saturday & Sunday – 8:00 am to Midnight
Double Time	$540.00	$620.00	All Days – Midnight to 8:00am & all Observed Union Holidays
***Spotter** (Required)	$106.00/hr. (Straight time)		**Note: All orders placed late or on show site are 30% above Regular Rate Listed.** **See labor page for additional rates.**

Installation Date:	Time:	# Hrs. Hang Sign:	Weight lbs.	Height ft.	Length ft.	Number of Pick Pts:	Assembly Required:	# Hrs to Assemble:	Supervision:	Lift & Crew - Rate:
_____	_____	_____	_____	_____	_____	_____	Please Circle- or	_____	☐ Exhibitor Supervision ☐ CS+I Supervision (20% supervision fee applies)	_____
Dismantle Date:	**Time:**	**# Hrs.Remove Sign:**	**Weight lbs.**	**Height ft.**	**Length ft.**	**Number of Pick Pts:**	**Dis-assembly Required:**	**# Hrs. to Dis-Assemble:**	**Supervision:**	**Lift & Crew – Rate:**
_____	_____	_____	_____	_____	_____	_____	Please Circle- or	_____	☐ Exhibitor Supervision ☐ CS+I Supervision (20% supervision fee applies)	_____

Type	Shape
☐ Metal ☐ Truss	☐ Circle ☐ Triangle
☐ Fabric – Cloth Banner	
☐ Wood	☐ Square
Electrical	**Chain Motor**
☐ Yes ☐ No	☐ Yes ☐ No



TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
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 CS+I Service Desk during exhibitor move-in.

Sub Total (Estimate) $ _____

Sales Tax 9.1% $ Not Applicable

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

VEHICLE PLACEMENT ORDER FORM

ROUND-TRIP RATE		Discount *Per vehicle*	Standard *Per vehicle*	Floor *Per vehicle*
Straight Time	Vehicle moved under its own power (1 Spotter included):	$189.00	$217.00	$249.00
	Vehicle moved under man power (Crew of 3 men):	$378.00	$434.00	$499.00
Overtime	Vehicle moved under its own Power (1 spotter Included):	$283.50	$325.50	$373.50
	Vehicle moved under man power (Crew of 3 men):	$567.00	$651.00	$748.50
Double Time	Vehicle moved under its own Power (1 spotter Included):	$378.00	$434.00	$498.00
	Vehicle moved under man power (Crew of 3 men):	$756.00	$868.00	$998.00

ADDITIONAL SPOTTER RATE

	Per person/ Hour Rate **Discount**	Per person/ Hour Rate **Standard**	Per person/ Hour Rate **Floor**	*Labor Hours*
Straight Time	$106.00	$137.00	$178.00	Monday-Friday, 8:00 am to 4:30 pm
Overtime	$159.00	$206.00	$267.80	Monday-Friday, 4:30 pm to Midnight, Saturday – Sunday 8:00 am to Midnight
Double Time	$212.00	$275.00	$357.50	All days Midnight to 8:00 am & All Observed Union Holidays

1 Hour Minimum charge

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	TOTAL

TERMS & CONDITIONS:

To receive Discount Rate, orders must be received & paid for by Wednesday, September 23, 2026.
Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Arrangements must be made with Show Management.
This form must be forwarded to Show Management.
Vehicles may only be displayed in accordance with local fire regulations.
Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
*See Facility guide for guidelines.

Sub Total $ _____

Sales Tax 9.1% $ Not Applicable

Enter all subtotals from order forms on the Order Summary/Payment Authorization Page 28

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

BOOTH LAYOUT FORM

RETURN TO CS+I by Wednesday, September 23, 2026

This grid must be attached to the following order forms to insure proper placement of items in your booth. Please photocopy as needed.

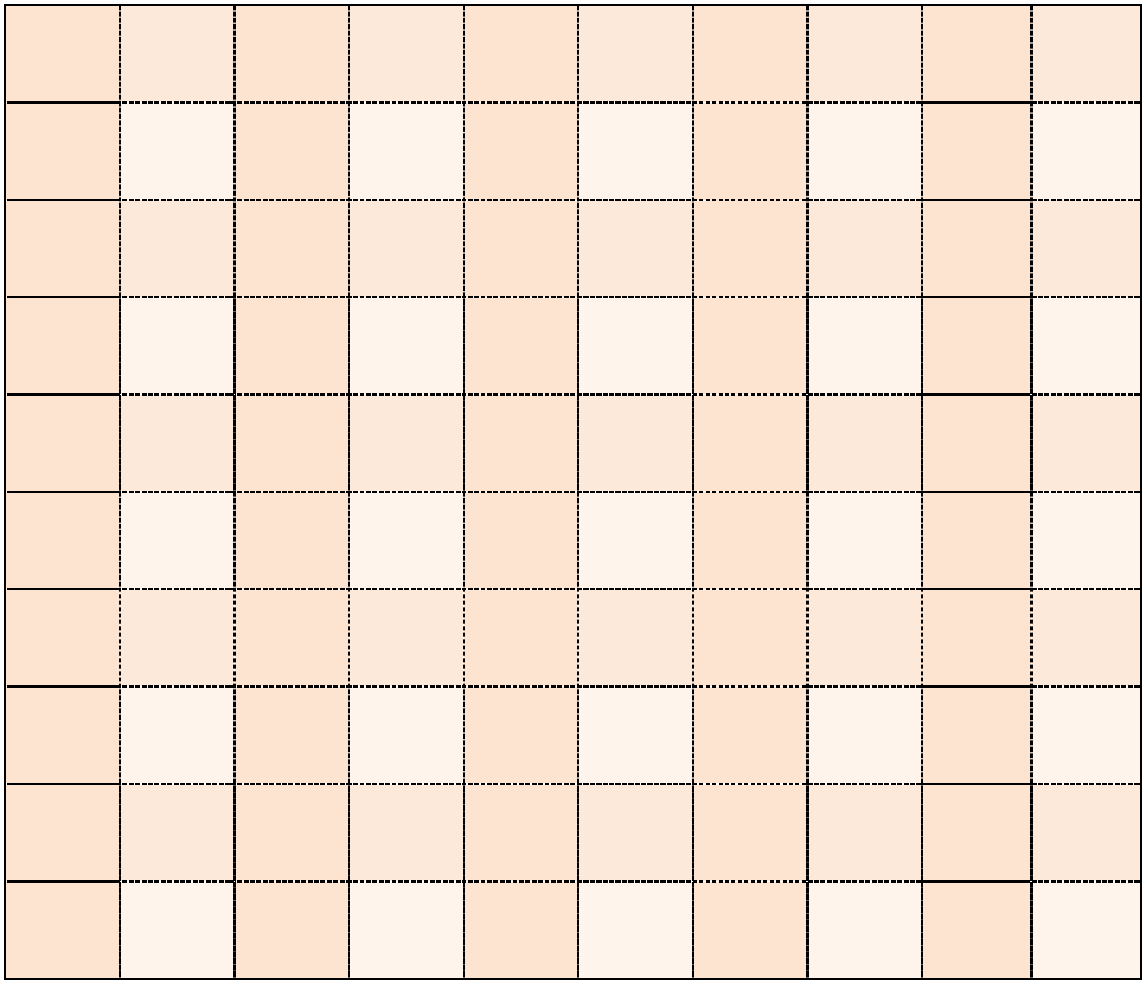
☐ **Hanging Signs** ☐ **Show Cases** ☐ **Tack board** ☐ **Special Colored Drape**

☐ **Standard Exhibit System** ☐ **Pad & Carpet**

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)



FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Exhibitor Information **Booth Number:** _____

Company Name: _____ **Contact:** _____

Phone: _____ **Email:** _____

ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

COMPANY NAME: _____ **BOOTH#:** _____

CONTACT NAME: _____ **PHONE:** _____

EMAIL: _____

ADDRESS: _____

CITY, _____ **STATE** _____ **ZIP** _____

ORDER SUMMARY (*TOTAL FROM ORDER FORMS*)

MATERIAL HANDLING (ESTIMATED)		*FLORAL ORDER	
*SHIPPING		*CUSTOM SIGN	
*CARPET & DRAPE		CARTLOAD	
*TABLES		LABOR	
*FURNITURE		IN BOOTH FORKLIFT	
*EXTRA STEEL		BOOTH CLEANING	
* CUSTOM EXHIBIT BOOTH		HANGING SIGN	
*DISPLAY COUNTERS		VEHICLE PLACEMENT	
*SLATWALL & GRIDWALL			

TOTAL TAXABLE CHARGES:	**$**	
***PLUS SALES TAX 9.1%**	**$**	
TOTAL NON-TAXABLE CHARGES	**$**	
SUBTOTAL	**$**	
CREDIT CARD FEE 4%:	**$**	
GRAND TOTAL:	**$**	

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#** _____

Expiration Date: ____/____ **Card Verification #** _____

Name on Card: _____

Card Holder Phone: _____

Billing Address: (REQUIRED) _____

City _____ **State** _____ **Zip** _____

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 CS+I Payment Policy included in the Exhibitor Kit. A $100.00 service charge will be applied should the credit card charge be declined. A 4% processing charge will be added to the total due on all credit card transactions.

PAYMENT POLICY

CS+I requires payment upon receipt of all orders for materials and services listed in the Exhibitor Service Kit. 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

CS+I 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:	**Wednesday, September 23, 2026**
Carpet Order Discount Deadline Date:	**Tuesday, September 15, 2026**
Material Handling Deadline- Last Day for Advance Shipments (without a Surcharge):	**Friday, October 2, 2026**

Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Convention Solutions & Innovation. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a $100.00 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 CS+I 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.

NON-OFFICIAL CONTRACTOR

Show Management has appointed CS+I 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 CS+I 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 CS+I

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 Southwest Buildings & Facilities Management Tradeshow & Conference 2026, 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 CS+I 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 CS+I Service Desk prior to setup and dismantle.

F. If the Certificate of Insurance and the Notification of Intent (see below) is not supplied to CS+I by the 30-day deadline date, the exhibiting firm or non-official contractor will be required to order labor from CS+I

3. For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the Exhibitor. The Exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name: _____ Booth Number: _____

Contact at Show: _____

Non-Official Contractor: _____

Address: _____

_____ _____ _____

City, State Zip

Phone: _____ E-Mail _____

Authorized Signature: _____ Date: _____

THIRD PARTY AUTHORIZATION FORM

To authorize CS+I 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.

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."

Exhibiting Company Information

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Company Address: _____

City/State/Zip: _____

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/Zip: _____

Phone: _____ Fax: _____ Email: _____

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC **Card#** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date: ☐☐/☐☐ **Card Verification #** ☐☐☐☐

Name on Card: _____

Card Holder Phone: _____

Billing Address: (REQUIRED) _____

_____ _____ ☐☐☐☐☐

City State Zip

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 CS+I Payment Policy included in the Exhibitor Kit. A $100.00 service charge will be applied should the credit card charge be declined. A 4% processing charge will be added to the total due on all credit card transactions.

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. CS+I 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 CS+I 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 CS+I as an additional insured, furnished by their broker to CS+I 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 contractor's 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 CS+I. Any crated materials must be handled by union personnel.

Gratuities

CS+I 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 CS+I Service Desk.

Safety

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. CS+I 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 CS+I Service Desk or the enclosed Labor Order form.

FIRE REGULATIONS

BOOTH CONSTRUCTION

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

FIRE RESISTANT TREATMENT

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

COMBUSTIBLES

- Literature on display shall be limited to reasonable quantities (one-day supply). Reserved 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.

LIMITS OF LIABLITY

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 CS+I in its sole discretion. Upon participation of any CS+I show or event, the exhibitor and its agents shall be bound by the terms and conditions set fourth in sections 1 through 14 below. Likewise, once CS+I has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CS+I or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set fourth in sections 1 though 14 below.

1. CS+I 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 CS+I.

2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CS+I 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 CS+I 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 CS+I or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. CS+I 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 CS+I in time to obtain the proper equipment.

4. CS+I 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 CS+I or its subcontractors up to and including the occurrence of any of the above must be paid in full.

5. CS+I and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. CS+I and its subcontractors are not insures; i.e., CS+I 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 CS+I 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 CS+I, or from the negligence of CS+I, its subcontractors or their respective employees. If such loss or damage occurs, the liability of CS+I 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. CS+I 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. CS+I will not be bound to honor any claim or action brought against CS+I 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 CS+I and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CS+I or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CS+I or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility there of.

10. CS+I 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 CS+I 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 CS+I 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, CS+I 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 CS+I and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CS+I assumes no liability as a result of rerouting or handling.

13. Dry and cold storage – Exhibitor stores products at its own risk. CS+I assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with CS+I 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 CS+I for freight handling services or any other services provided by CS+I or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CS+I prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CS+I or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.