



February 17 - 19, 2016

Puerto Rico Convention Center | San Juan, Puerto Rico



# Exhibitor Service Manual

Presented by:



Routes Americas 2016  
February 17 - 19, 2016  
Puerto Rico Convention Center  
San Juan, PR

Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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# EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for Routes Americas 2016, to record your progress and to remind yourself of what needs to be done!

<b>BASIC PLANNING</b>	<b>SECTION</b>	<b>DONE (Tick)</b>
<b>READ EXHIBITOR MANUAL</b>		<input type="checkbox"/>
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due		<input type="checkbox"/>
Book Hotel Rooms	4-6	<input type="checkbox"/>
Make Travel Arrangements		<input type="checkbox"/>
Arrange Delivery/Collection/Storage of Stand Materials	2-8	<input type="checkbox"/>
 <b>THE STAND</b>		
Brief Stand Contractor		<input type="checkbox"/>
Order Communications/IT	4-9	<input type="checkbox"/>
Send Stand Design and Risk Assessment for Approval (HNS)	3-8	<input type="checkbox"/>
Order Floral Displays	4-10	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-5	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Order Electrics	4-4	<input type="checkbox"/>
Arrange Stand Staffing	4-8	<input type="checkbox"/>
Confirm Shell Scheme Name board		<input type="checkbox"/>
Arrange Insurance	4-7	<input type="checkbox"/>
 <b>PUBLICITY</b>		
Arrange Prize Draw / Incentives / Entertainment		<input type="checkbox"/>
Organise Stand Literature		<input type="checkbox"/>
Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

## ROUTES AMERICAS 2016 - EVENT TIMETABLE

**17<sup>th</sup>-19<sup>th</sup> February 2016, Puerto Rico Convention Center, San Juan, Puerto Rico, USA**

The Routes Americas 2016 event will take place in Exhibit Hall C of the Puerto Rico Convention Center, San Juan, Puerto Rico, USA

Event Build-Up Days	Halls Open	Details of Schedule
Tuesday, 16 <sup>th</sup> February	12.00 – 18.00	Exhibitor contractor build-up of Hosted Networking Stands and Shell Scheme build commences.
Wednesday, 17 <sup>th</sup> February	08.00 – 10:30	Finishing touches to Hosted Networking Stands. Dressing of Shell Scheme stands
Event Open Days		
Wednesday, 17 <sup>th</sup> February	12:30 – 17:45 18:30 – 20.30	Event Open Welcome Reception at El Capitolio (Capital Building, Old San Juan)
Thursday, 18 <sup>th</sup> February	08:00 – 17.40 19.30 – 23.30	Event Open Networking Evening at The Beach, Caribe Hilton
Friday, 19 <sup>th</sup> February	08.00 – 16.25	Event Open
Event Breakdown Days		
Friday, 19 <sup>th</sup> February	16:30 – 20:30	Dismantling of Stands Dismantling of Hosted Networking Stands

All Stand dressing and construction MUST be removed from the venue by 20.00 on Friday, 19<sup>th</sup> February 2016. All Hosted Networking Stand dressing and construction MUST be removed from the venue by 20.30 on Friday, 19<sup>th</sup> February 2016. Any items left in the halls after this time will be deemed abandoned and disposed of as rubbish.

Exhibitors will have access to Hall C 1hr prior to the hall opening, and ½ hour after the hall closes on Thursday and Friday.

**There will be a charge for the removal of any stand fitting or other goods which are abandoned in the halls.**

## 1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for Routes Americas 2016. It contains many details for your information as well as a number of items which will need your attention in the lead up to Routes Americas 2016.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at Routes Americas hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly as per the contact details in Section 1-1.

In addition, this manual is available to download via our website: <http://www.routesonline.com/events/178/routes-americas-2016/>

### 1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. The Organisers Office will be open at the following times:

Tuesday 16 <sup>th</sup> February	08:00 – 18:00
Wednesday 17 <sup>th</sup> February	08:00 – 16:30
Thursday 18 <sup>th</sup> February	07:30 – 18:00
Friday 19 <sup>th</sup> February	07:30 – 20:00

The Organisers Office is located in Room 103B.

If you have any queries regarding your participation at Routes prior to these dates please do not hesitate to contact a member of the Routes Operations Team. Contact details can be found below:

Cassandra Reyes-Jones  
Operations Manager  
[cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)  
+1 415 938 6516

#### **Emergencies & First Aid:**

For all emergencies & non-emergencies use any house phone to be connected directly to building security and an EMT. Please notify any Routes staff as to the state of the emergency immediately after calling building security.

#### **Registration Desk:**

The Routes Americas 2016 Registration desk will be in operation from 12:30 on Wednesday 17<sup>th</sup> February 2016 until 16:00 on Friday 19<sup>th</sup> February 2016. All delegates can collect their badge and delegate bag from 12:30 on Wednesday 17<sup>th</sup> February 2016 onwards.

The Routes Registration Team will be on hand to answer any of your queries.

## 1-2 LOST & FOUND

All lost and found items should be handed in or reported to the Puerto Rico Convention Center Security Staff. Any enquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

## 1-3 SMOKING

Puerto Rico Convention Center is a **Non-Smoking** venue.

## 1-4 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the Organisers in advance of Routes Americas 2016.

There will be a prescribed maximum noise level of **70db** for all stands. Entertainment should be scheduled **outside** the formal one-to-one meetings sessions times and **only during the periods below**:

Wednesday 17 <sup>th</sup> February	12:30 – 14:00
Thursday 18 <sup>th</sup> February	10:55 – 11:25 12:35 – 13:00 – ONLY if there is no Lunch sponsor speeches/entertainment 13:00 – 13:30 – ONLY if there is no Lunch sponsor speeches/entertainment 13:30 – 14:00 15:35 – 16:05
Friday 19 <sup>th</sup> February	10:55 – 11:25 12:35 – 13:00 – ONLY if there is no Lunch sponsor speeches/entertainment 13:30 – 14:00

***During the Strategy Summit on Wednesday, meetings on Thursday and Friday and any speeches, no sound, performances or entertainment should occur on any stand.***

Routes would also ask that all exhibitors minimise noise and show appropriate respect to the formal speeches during the Thursday and Friday Lunches.

If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time. If the noise level is above **70db** then we will ask you to reduce the noise, and if this is not adhered to then we reserve the right to cut power to your stand for 30 minutes.

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands.

Any exhibitors who intend to have music on their stands should ensure they have applied for the right to perform live or recorded music. Please contact a member of the Routes Operations Team who can advise you.

## 1-5 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the Organisers only. It is not available to exhibitors for publicity purposes or individual messages during Routes Americas open hours.

If you wish to make an announcement please contact a member of the Routes Marketing team through the Organisers Office.

## 1-6 HEIGHT LIMITS FOR STANDS

Your Hosted Networking Stand may **not** exceed a height of 3 metres and should be single storey only.

Shell Schemes may **not** exceed a height of 2.5 metres.

## 1-7 HANGING BANNERS

Under no circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 3 metres.

## 1-8 BUSINESS CENTRE

Location: Main Lobby

Hours of Operation:

Monday – Friday 8:30-17:30

Phone: +1 787 641 7722 x2051



## 2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of Routes Americas 2016, parking, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

### 2-1 SECURITY

Security is an area we all take seriously and we ask you read the sections below carefully and ensure that all your staff fully cooperates with these systems. Please call our Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-8 for details of a provider.

Security personnel will patrol the event space in general, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

### 2-2 GETTING TO PUERTO RICO CONVENTION CENTER

Please find directions, public transportation and parking information for the Puerto Rico Convention Center here: <http://www.prconvention.com/en/visitors/>

**Address:**

100 Convention Boulevard,  
San Juan, Puerto Rico 00907  
USA

The Host will provide complimentary airport – hotel from Monday 15<sup>th</sup> February to Wednesday 17<sup>th</sup> February and hotel – airport transfers on Saturday 20<sup>th</sup> February.

## 2-3 CAR PARKING

The Puerto Rico Convention Center has approximately 2,150 on-site parking spaces. Parking is generally on a first come, first serve basis. Parking rates for self-parking is a flat fee of \$7 (subject to change). Overnight parking is not allowed without prior written authorization

## 2-4 LIFTING

The use of cranes, forklift trucks and working platforms is restricted exclusively to our Official Contractor. Please see contact information below. The use of a company's own cranes, forklift trucks and working platforms is **not** permitted for safety reasons.

## 2-5 FREIGHT FORWARDING

**CEVA Showfreight** is the recommended freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to Routes Americas 2016.

If you contact **CEVA Showfreight** they will organise with their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White  
Address: Unit 3a, Perimeter Way NEC,  
Birmingham  
B40 1PJ, UK  
Tel: +44 (0)121 782 8888  
Fax: +44 (0)121 782 2875  
Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

## 2-6 DELIVERY ADDRESS

Deliveries should be clearly marked identifying the sender and receiver and an accessible packing slip should be available. Deliveries can be arranged via CEVA Showfreight who will liaise with the Official Contractor to manage the drayage onsite.

Please contact CEVA Showfreight to arrange delivery to the venue. Contact details for CEVA Showfreight are listed above. Additional delivery options will also be available through the Official Contractor.

## 2-7 CUSTOMS

Any goods being sent to Routes Americas 2016 will be subject to Customs Clearance.

CEVA Showfreight can assist in arranging this clearance as part of their service. Please contact them directly to discuss any questions you may have regarding customs formalities.

## 2-8 DELIVERY & COLLECTION

### **Deliveries during Build-Up**

Routes Americas show management will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

**We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items the venue. Some courier companies have restricted opening hours especially at weekends.**

### **Deliveries during Event**

Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day.

All goods entrances and loading areas must be clear of vehicles prior to the event opening. No goods will be allowed through the main entrances of the halls. No deliveries are permitted once the event is open.

### **Collections**

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

If you are arranging for goods to be collected after the event closes, we strongly advise you do not leave goods unattended at any time before they are collected.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

Dismantling of stands and removal of all material must be completed by 23:59 on Friday 19<sup>th</sup> February 2016. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls. Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

## 2-9 STORAGE

There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

If you require storage facilities please contact the Official Contractor who will quote for storing, packaging, and other materials on your behalf. Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal. The Official Contractor information can be found below.

### 3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of them and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

The Official Contractor for the event is Inclusive Management Systems (IMS), and their contact details are:

Email: [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com)

Phone: +1 817 337 3050

#### 3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Tuesday 16 <sup>th</sup> February	08.00 – 18.00 12:00 – 17:00	Official Contractor build-up HNS Stand build and shell scheme build commences
Wednesday 17 <sup>th</sup> February	08:00 – 11:00	Finishing touches to all Hosted Networking Stands & Dressing of Shell Scheme stands

#### 3-2 EVENTS OPEN DAYS

Event Open Days	
Wednesday, 17 <sup>th</sup> February	12:30 – 17:45
Thursday, 18 <sup>th</sup> February	08:00 – 17.40
Friday, 19 <sup>th</sup> February	08.00 – 16.25

Any maintenance work required during the open days of Routes Americas 2016 must be pre-arranged with the Organisers before 14:00 hours on the day you want to work. Maintenance can only be undertaken during the closed hours of the show.

### 3-3 BREAKDOWN SCHEDULE

The Exhibition Halls at Routes Americas close at 16:25 on Friday 19<sup>th</sup> February 2016.

**Removal of exhibits and displays commences at 16:30. Under no circumstances may any goods be removed or packed away from your stand before this time.**

We strongly advise you **NOT** to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by 18:30 on Friday 19<sup>th</sup> February 2016. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**All carriers must check in by 6:30 PM on Friday, February 19, 2016.**

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

### 3-4 CARPET / FLOOR COVERING

#### Hosted Networking Stands

If you are building your own stand you will **NEED** to supply proper floor covering, as the exhibit hall floor is not carpeted. All flooring must be laid without causing damage to the existing hall flooring. Under no circumstances must any tape be used that cannot be properly removed in full during breakdown. All flooring must be installed correctly to provide a safe environment for all in attendance.

#### Shell Scheme Stands

Grey carpet is included as part of the shell scheme stand. If you would like to custom order different carpet then please contact the Official Contractor. All changes to booth furnishings are at the expense of the exhibitor.

### 3-5 DISCREPANCIES

Only the Official Contractor will be permitted to carry out all shell scheme work in the halls.

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of Routes Americas 2016 on Friday 19<sup>th</sup> February 2016.

### 3-6 EXHIBITOR APPOINTED CONTRACTOR & EXHIBITOR ACCESS

All exhibitors must abide by existing agreements and regulations covering the use of services, material and freight handling and labor at the Puerto Rico Convention Center. A detailed explanation of exclusive services is listed in General Contractor Forms.

Exhibitors using contractors other than IMS, the official labor contractor, for labor and/or supervision, must notify Event Management by Friday, January 22, 2016.

Contractors other than the official labor contractor must file a certificate of insurance, showing general liability coverage and worker's compensation valid in Puerto Rico, with Event Management and the General Contractor IMS. In addition, the Exhibitor-Appointed Contractor Form, signed by the exhibitor, must be sent to Event Management by Friday, January 22, 2016. Sample Insurance Certificates can be views in the General Service Contractor Forms.

**Exhibitors from outside the United States who wish to bring EAC labor from their home country must receive special approval from show management. In many jurisdictions within the US, international EACs are not allowed to work. If you wish to seek approval for an EAC from your home company, please notify Cassandra Reyes-Jones no later than Friday, January 15, 2016.**

Exhibitors are responsible for informing contractors of the following requirements and ensuring their compliance.

- Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show, and agree to abide by all rules and regulations.
- Exhibitor-appointed contractors are allowed to do display work only.
- The exhibitor will be liable for any expense or damage caused by, or as a result of its appointed contractors.
- Exhibitors may not order badges for their contractors. A wristband order form will need to be completed from page 31 of this manual in order for the contractors to get access to the expo floor.
- Exhibitor-appointed contractors are not allowed to set-up service desks on the show floor or in any booth.

You must fill out and return the Exhibitor Appointed Contractor Authorization form found on page 32 of this manual and submit to Event Management by January 22, 2016. All exhibitors are responsible for providing EACs with show rules and regulations.

### 3-7 SHELL SCHEME STANDS

The Official Contractor must carry out all shell scheme work in the halls.

**Example Shell Scheme: (1) Corner Booth; (2) Inline Booth**



The Shell Scheme specification is as follows:

- Fascia: Red fascia – 26 characters max
- Walling: Corner Booth - 2 sets of partition panels (one back wall and one side wall).
- Walling: In-line Booth - 3 sets of partition panels (one back wall and two side walls).
  - For specific measurements for graphics please contact the Official Contractor.
- (1) 5amp duplex Electrical Connection at back of booth.
  - Please bear in mind that you may need to bring a plug adaptor and/or voltage converter with you.
- Lighting
- 2 x Chairs / stools
- 1 x Table / desk
- Grey Carpet

At the back of this manual is the Fascia Nameboard Order Form. It is important that you complete and return the Fascia Nameboard Order Form with the company name that you wish to appear on your fascia name board by 15<sup>th</sup> January 2016 and send to [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com).

If we do not receive your Fascia Nameboard Order Form then the company name on your stand fascia will be as per the company name on your stand contract.

On-site changes to fascias will incur an extra charge.

#### **Additional Branding/Enhancements**

Any Shell Scheme holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Cassandra Reyes-Jones, Operations Manager, [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com) before 15 January 2016.

### **3-8 HOSTED NETWORKING STANDS - CUSTOM BUILDS**

All exhibitors taking Hosted Networking Stands must forward details as below. Please read these details carefully and ensure they are passed on to unofficial stand contractors where necessary.

#### **Details of works to be carried out must be forwarded to the Abraxys Team, including:**

- Dimensional drawings showing front, side & back perspectives, elevations and floor layouts of the stand
- Details of materials being used to construct the stand
- A plan showing orientation and location within the exhibition
- A risk assessment (including fire hazards)
- A method statement

All materials used for booths should be anti-flame treated or incombustible.



### **Fees for Stand Plan Inspections (SPI)**

Please note that there is a **mandatory** fee for submitting plans for inspection:

- **Prior to the Approval Deadline (15<sup>th</sup> January 2016):**  
Standard rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).
- **After the Approval Deadline (after 15<sup>th</sup> January 2016):**  
Fast Track' service: **250.00GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

### **Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

All dimensions should be shown in metric and all details must be written in English or Spanish.

The deadline for submission of stand plans and designs is **15<sup>th</sup> January 2016**.

### **Failure to submit drawings may result in refusal to build at the event.**

Details should be sent directly to:

Cassandra Reyes-Jones

Operations Manager

Email: [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)

Our official stand contractor, IMS, will happily assist you with design and realization of your stand.

Please contact IMS at:

Email: [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com)

Phone: +1 817 337 3050

Please adhere to the following guidelines for your HNS space only contract:

#### **Height limit**

The height limit for your custom booth is 3m. The design of your booth must be at least 60% open.

#### **Stand Design**

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stages over 0.6m in height. Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid a tripping hazard.

#### **Utilities**

The custom stand package is for space only. Hosted Networking Stand exhibitors will be responsible for ordering their own power, branding, furniture, and AV, which can all be ordered through the Official Contractor IMS.

**For any logistical information not covered by this document or the Routes Americas 2016 Exhibitor Manual, please do not hesitate to contact me directly.**

## 4. ADDITIONAL SERVICES

Under this section you will find information on electrics, piped services and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at the event and can be subject to surcharges. Please contact the Routes Operations Team or the supplier involved for any advice or assistance you may require.

### 4-1 AUDIO VISUAL EQUIPMENT

Audio visual equipment on your stand is available at an additional cost. AV equipment can be ordered via AVC (Audio Visual Consultants). Orders can be placed by calling +1 787 782 0788, email [info@avconsultantspr.com](mailto:info@avconsultantspr.com). Order forms can be found within this manual.

### 4-2 CATERING

All catering must be ordered through the Puerto Rico Convention Center Food & Beverage Department, and no outside food or beverage will be permitted at the event. The Puerto Rico Convention Center catering menus can be viewed by contacting the Food & Beverage Department.

For more information about catering on your stand or to place a catering order, please contact the Catering Sales Manager, Gianni Agostini, [SSgagostini@prconvention.com](mailto:SSgagostini@prconvention.com), +1 787 300 6983.

### 4-3 CLEANING

Overnight cleaning of shell scheme stands and gangways is included as part of the service – this consists of vacuuming gangways and emptying of bins. Should you require additional cleaning services please contact our Official Contractor.

### 4-4 ELECTRICITY

The voltage in the United States is 120 V, 60 Hertz frequency, and uses a USA plug type.

IMS is the exclusive provider of electrical services. For information on electrical orders or to place an order, please contact Please contact IMS at Email: [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com) or Phone: +1 817 337 3050

The stands are powered only during open hours and for safety reasons power is switched off during the night. Night power connection and consumption fees costs can be obtained directly from our Official Contractor.

## 4-5 FURNITURE, GRAPHICS & CARPET

### Furniture

**Please note that a table and two chairs are included in the standard shell scheme package.**

Additional furniture items (brochure racks, cupboards, comfy seating etc.) are available at an additional cost. Please contact the Official Contractor directly to discuss your needs.

### Carpet

Carpet is included in the shell scheme package. HNS stands must provide carpeting in their stand space. If you would like to order carpet for your stand then please contact the Official Contractor.

### Graphics

Graphics are **not** included in your stand design. Should you wish to have graphics added to your stand at an additional cost please contact the Official Contractor.

## 4-6 HOTEL ACCOMMODATION

To book hotel accommodation please visit <http://www.routesonline.com/events/178/routes-americas-2016/venue-and-official-hotels-/#mainContent>

Free transfers will be offered by Puerto Rico Tourism Company, to/from all Routes Official Hotels for airport transfers and Official Hospitality Functions.

## 4-7 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes Americas 2016.

All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured. Please contact Event Assured Tel +44 (0)1376 330624, Fax +44 (0)1376 330004.

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

#### 4-8 STAND STAFF/HOSTESSES

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to our Registration Team at [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com).

#### 4-9 COMMUNICATIONS & IT SERVICES

Communications and IT Services are supplied exclusively through PSAV. You can order through the PSAV Online Portal – Internet Order Form is located under “**Specialty Equipment**” within the portal. For questions on how to order please contact PSAV at +1 800 966 4498 Email: [exhibits@psav.com](mailto:exhibits@psav.com)

Wi-Fi will be available in the venue free of charge but is meant for the reading of emails or the sending of small files only. If you need to download files larger than 5 MB or display presentations, you should order a wired Internet connection directly from the external contractor. Should you wish to order internet for your stand, please contact PSAV at +1 800 966 4498 Email: [exhibits@psav.com](mailto:exhibits@psav.com).

We do not recommend the use of Wi-Fi on stands or for presentations purposes and Routes cannot be liable for the functionality of this service.

#### 4-10 PLANT & FLORAL

IMS is the official provider of plant & floral services. For information on plant & floral options or to place an order, please find the Floral Order Form in the General Contractor Forms

## 5. VENUE RULES & REGULATIONS

Please read this section carefully and pass on all information to your independent stand contractor should you have one. It is an exhibitor's responsibility to ensure a copy of this Manual is passed onto all non-official stand contractors.

Please click this link for an up-to-date floorplan should you require one:

<http://www.routesonline.com/events/178/routes-americas-2016/exhibitor-floorplan/#mainContent>

### 5-1 GENERAL RULES

The below rules and regulations are that of Puerto Rico Convention Center and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that all Routes exhibitors and contractors should adhere to please click on the link below and download a copy of 'The g-Guide': <http://theg-guide.net/>

#### **Alcohol Consumption**

Alcohol consumption is prohibited during move-in and move-out of all shows. This is applicable inside or outside of the event space.

#### **Stand Decoration**

Exhibitors may decorate their own booths as long as they strictly respect the technical and security rules in force, namely:

- Walls, columns and general infrastructure of the exhibition hall may not bear loads
- It is forbidden to change the natural state of the structure / installation (painting, drilling holes into the wall panels, using double sided tape on the walls, other than 3M tape, gluing carpets or any other construction material, etc.)  
The reparation charges will always be charged to the exhibitor
- It is forbidden to obstruct passages and the access to emergency exits

#### **Disposal of Material**

It is obligatory to collect and dispose of all material during the breakdown of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

#### **Payment Policy**

Payment for the products/services requested should be settled directly with the subcontractors or other official suppliers. All payments should be effected before the start of the build-up. Non-compliance with this regulation can cause considerable delay; the Organisers do not allow exhibitors to move-in unless all financial obligations have been fulfilled. If onsite payments cannot be avoided then please ensure that a member of your crew has the authority to make the payment. Orders placed during build-up or the exhibition are to be paid immediately onsite.

### Prohibited Goods

The Organiser reserves the absolute right to remove any dangerous equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance of the exhibition.

- Raw material processing for structures (cutting pieces to size, planning, polishing, varnishing, etc.) as well as the use of wood working machinery, welding equipment, any type of naked flame or internal combustion engines (e.g. compressors).
- Propane-butane gas, nail pistols, spray guns and current-generating equipment
- Highly inflammable or explosive compounds, gases, dangerous materials, radiation materials and inflammable chemicals
- Goods causing nuisance by their odour, noise or light

### Security

We advise you to observe the following

- We recommend that you take out adequate insurance to cover your property
- Always keep your personal property locked away. Please do not leave handbags, briefcases, mobile phones, laptops, etc. on the stand unattended
- Do not leave your stand unmanned until the last visitor has left the exhibition area.

### Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands.

## 5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

The Routes Operations Team must be informed at least 2 months prior to the start of the event should exhibitors wish to do any form of hot working. This can include lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only. Please email details of this work including a risk assessment to Cassandra Reyes-Jones, Operations Manager, [Cassandra.reyes-jones@ubm.com](mailto:Cassandra.reyes-jones@ubm.com).

Lit candles or other naked flames are not permitted.

## 5-3 ELECTRICAL, WATER & GAS INSTALLATIONS

For safety reasons the Puerto Rico Convention Center's electrical mains contractor must carry out all "first fix" or below floor mains connections.

Appropriate temporary supplies for build-up and breakdown should be ordered through our Official Contractor.

Cables may not be plugged into venue sockets and / or trailed across gangways.

It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls.

The Official Contractor has a legal responsibility to ensure the integrity of electrical installations at the venue.

Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

## 5-4 FIRE & ACCIDENT REGULATIONS

The purpose of these regulations is to maintain an acceptable level of fire safety within the Puerto Rico Convention Center.

1. The aisles, passageways, emergency routes, doors and exists must be secured and must remain unobstructed all the time.
2. No hazardous materials are to be stored in the booths or stands.
3. Smoking and the usage of open flames in the entire hall is prohibited.
4. Fire hazardous materials are prohibited in the area of fuses or switchboards of electrical appliances.
5. The use of electric ovens and portable heating equipment is strictly prohibited.
6. The usage of flammable and explosive liquids and propane/butane cylinders is strictly prohibited.
7. Fire extinguishers are placed next to exits and cannot be blocked.
8. After the event and during the dismantling the booths and exhibit space must be thoroughly checked to ensure that no flammable or explosive incidences have occurred.
9. In case of fire/emergency the Fire Brigade must be reported immediately. Automatic fire detectors are installed in the hall and are equipped with hand switches as well. In the event of fire, please contact a member of the Routes Team immediately.

## 6.

## MARKETING

### 6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall at Routes Americas 2016. Below are some design and promotional ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter/rack for your marketing literature
- Private meeting area
- Plasma screens with promotional DVD's
- The latest technology for visual & digital imagery
- Colour, motion and bold graphics
- Seating area
- Music, entertainment and refreshments (all food & beverage orders must be placed through the Puerto Rico Convention Center's catering department)
- Giveaways and unique prizes
- 'At Event' offers and promotions

### 6-2 STAND PROMOTION

#### Stand Incentives

Please note exhibitors are **not** permitted to sell any items from their stands at Routes Americas 2016.

#### Extra Seating

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design. Remember comfortable lounge seating can be very appealing to exhausted Routes Americas delegates visiting your stand whether informally or formally.

#### Coffee and Dessert

Specialty coffee/cold drinks and desserts are especially popular with delegates at Routes Americas 2016 and we would encourage you to offer this sort of hospitality to entice delegates to your stand, as well as offering this service to delegates who are formally visiting you for meetings during the event.

Please see Section 4-2 for details on stand catering/hospitality, and please note that all food & beverage orders must be placed through the Puerto Rico Convention Center's Food & Beverage department.



### 6-3 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcoming and inviting experience of visiting your stand. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend the event at no extra cost and are not included in your exhibitor places. Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Also offering live entertainment\* on your stand attracts attention. Please ensure you contact Catherine Makrandreou, [catherine.makrandreou@ubm.com](mailto:catherine.makrandreou@ubm.com) should you wish to do this, so that such activity can be promoted appropriately and so that we can also check that it meets the event regulations.

\*Due to the meetings and briefings taking place at Routes Americas there are sound volume and timing restrictions in the venue, please refer to Section 1-5.

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to our Registration Team at [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

### 6-4 ROUTES DIRECTORY

The Routes Americas Delegate Directory is an invaluable tool for the event. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year. As a consequence of this, the Routes Americas Delegate Directory is extremely popular with all exhibitors as it is an opportunity to advertise your stand location, company and region, thereby drawing key delegate traffic to your stand.

### 6-5 EXHIBITOR PROFILE

Exhibitors are entitled to a logo and 100 word profile in the Routes Americas Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an EPS and JPEG format and your 100 word profile to Anna Cooper, [anna.cooper@ubm.com](mailto:anna.cooper@ubm.com) by the 6<sup>th</sup> of January, 2016.

It is important that you update your Route Exchange profile online and connect with all other airports and airlines who are attending Routes Americas 2016. Please visit [www.routesonline.com](http://www.routesonline.com) and join the route development industry online.

### 6-6 ROUTES DAILY NEWS & ADVERTISEMENT OPPORTUNITIES

To advertise and add stories to the official publications at Routes Americas, please contact Catherine Makrandreou, [catherine.makrandreou@ubm.com](mailto:catherine.makrandreou@ubm.com).

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Catherine Makrandreou, [catherine.makrandreou@ubm.com](mailto:catherine.makrandreou@ubm.com).

## 6-7 SPONSORSHIP OPPORTUNITIES

Routes Americas is offering an exciting range of sponsorship opportunities designed to increase your company profile and key marketing message to over 500 key decision-makers attending Routes Americas 2016.

From meeting hall sponsorship to literature distribution there are packages to suit every budget, all of which can be tailored to suit your desired requirements and objectives.

For further information on how we can help you with sponsorship opportunities, please contact Paul Hibbert, [paul.hibbert@ubm.com](mailto:paul.hibbert@ubm.com), +1 212 600 3249.

## 6-8 PHOTOGRAPHY

Routes will ensure all exhibits will be photographed during the event and this may be reproduced in post event material. For any special requests, please contact Catherine Makrandreou, [catherine.makrandreou@ubm.com](mailto:catherine.makrandreou@ubm.com).

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**For any logistical information not covered by this document, please do not hesitate to contact the Routes Operations Team directly.**

**Cassandra Reyes-Jones**  
**Operations Manager**  
**+1 415 938 6516**  
[cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)  
[www.routesonline.com](http://www.routesonline.com)

## 7. FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions. Please take time to read them as it may just save you a telephone call!

**Q: How high can I build my stand?**

**A:** Hosted Networking Stands may **not** exceed a height of 3 metres and should be single storey only. Shell Scheme displays may **not** exceed a height of 2.5 metres.

**Q: Can I hang banners/truss/signage from the ceiling?**

**A:** Under no circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands. All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 2.5 metres for shell scheme stands and 3 metres for Hosted Networking stands.

**Q: Who can take delivery of my package?**

**A:** Show Management cannot accept responsibility for the delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them, especially during the build-up period.

**Q: Where can I store my boxes?**

**A:** There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons. Please contact the Official Contractor should you wish to discuss storage options.

**Q: When do Exhibitors have access to build/dress their stand?**

**A:** Hosted Networking Stand exhibitors have access from 12.00 on Tuesday 16<sup>th</sup> February 2016; Shell Scheme exhibitors have access from 08.00 on Wednesday 17<sup>th</sup> February 2016.

Event Build-Up Days	Halls Open	Details of Schedule
Tuesday 16 <sup>th</sup> February 2016	12.00 – 18.00	Hosted Networking Stand
Wednesday 17 <sup>th</sup> February 2016	08.00 – 11:00	Finishing touches to Shell Scheme stands

**Q: What time can I break down my stand?**

**A:** Removal of exhibits and displays commences at 16.30 on Friday 19<sup>th</sup> February 2016. Under no circumstances may any goods be removed or packed away from your stand before this time.

**Q: What comes with my Shell Scheme stand?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting and power point, 2 chairs and a table. See full specification in section 3-7

**Q: What if I have a problem with my Shell Scheme stand?**

**A:** The Official Shell Scheme stand contractor and will be on-hand throughout the event to answer any of your queries and to assist you in your build-up.

**Q: How do I attach posters to my Shell Scheme stand?**

**A:** Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

**Q: I would like to serve food from my stand, who do I contact?**

**A:** Please contact the Puerto Rico Convention Center Catering Department, Catering Sales Manager, Gianni Agostini, [SSgagostini@prconvention.com](mailto:SSgagostini@prconvention.com), +1 787 300 6983. Please note that all food and beverage must be ordered through the Puerto Rico Convention Center Food & Beverage Department and no outside food or beverage will be permitted.

**Q: How do I book hotel accommodation?**

**A:** All hotel details and rates are listed on <http://www.routesonline.com/events/178/routes-americas-2016/venue-and-official-hotels-/#mainContent>

**Q: How do I order an Internet connection?**

**A:** Internet connections can be ordered from PSAV. To place an order contact PSAV at +1 800 966 4498 Email: [exhibits@psav.com](mailto:exhibits@psav.com)

**Q: Will my stand get cleaned?**

**A:** All gangways, event common areas and stand rubbish bins will be cleaned during the event.

**Q: Can I play music and/or DVD's on my stand?**

**A:** Yes music/DVD's can be played on your stand during the times specified in Section 1-5 of the event.

## 8. ORDER FORMS

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

DETAILS	EXHIBITOR TYPE	DEADLINE	SENT
Shell Scheme Fascia Name Board Order Form	Shell Schemes	15/01/16	<input type="checkbox"/>
Hosted Networking Stand Design Approval and Risk Assessment	Hosted Networking Stands (Space Only)	15/01/16	<input type="checkbox"/>
AV Order	All	12/01/16	<input type="checkbox"/>
Exhibitor Appointed Contractor (EAC) Form	If applicable	22/01/16	<input type="checkbox"/>
Shell Scheme Extras, Stand Fittings & Furniture Order Form	Shell Schemes & Hosted Networking Stands	26/01/16	<input type="checkbox"/>
Electrical Order	Hosted Networking Stands (Space Only)	26/01/16	<input type="checkbox"/>
Internet Order	All	07/02/16	<input type="checkbox"/>

**FASCIA NAMEBOARD ORDER FORM**

Please supply the name you wish to have printed on your Fascia Nameboard below. There is a maximum of 26 characters. Please return this form to [Cassandra.reyes-jones@ubm.com](mailto:Cassandra.reyes-jones@ubm.com) by the **15<sup>th</sup> January 2016**.

Company Name: .....Contact Name:.....Stand No .....

Address:.....

City.....Country.....Post Code..... Tel:

..... E-mail:.....

**Insert characters below:**


**THIS FORM SHOULD BE RETURNED BY Friday 15 JANUARY 2016**

## EXHIBITOR APPOINTED CONTRACTOR WRISTBANDS

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS PART 1 FOR ALL HOSTED NETWORKING STAND CONTRACTORS & ANY EXHIBITOR APPOINTED CONTRACTORS WORKING ON YOUR STAND.

Please return your completed form to Cassandra Reyes-Jones, Operations Manager, [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com) by Friday 22 January 2016.

### Part 1 – Build-Up/Breakdown Passes for Contractors

Company Name.....Contact Name.....

Address.....

Country.....Post Code.....

Telephone.....Fax.....

Please provide me with \_\_\_\_\_ Build-Up/Breakdown Passes for Contractors

Please enter the number of passes you require in the box above.

Passes can be collected on-site from the Organisers Office each day of build-up and break down. Access to the build-up area will not be permitted without a valid pass.

THIS FORM SHOULD BE RETURNED ALONG WITH ANY STAND PLANS BY  
FRIDAY 22 JANUARY 2016



## EXHIBITOR APPOINTED CONTRACTOR (EAC) AUTHORIZATION FORM

If your company plans to use a contractor other than the official contractor IMS, please complete this form and return it to the address below by **22 January, 2016**. Failure to do so will result in the inability of the contractor to serve your exhibit. In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation valid in the State of Puerto Rico. The certificate must name UBM LLC, Routes Americas, the Puerto Rico Convention Center, and Inclusive Management Services as additionally insured. **THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.**

Exhibiting Company \_\_\_\_\_ Stand Number \_\_\_\_\_

Exhibitor Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here if you are hiring a contractor to supervise show official contractor labor (same insurance required)

Supervisor Name (if applicable) \_\_\_\_\_

Independent Contractor/Display House \_\_\_\_\_

Type of Work to be Performed \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Onsite Cell Number \_\_\_\_\_

Emergency 24-hour Telephone Number \_\_\_\_\_

Estimated Number of Workers \_\_\_\_\_ Date of Arrival \_\_\_\_\_

**Please Return To:** Cassandra Reyes-Jones, Operations Manager, [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)





# Routes Americas 2016

## February 17-19, 2016

### EXHIBITOR AUDIO VISUAL ORDER FORM

<b>Video/Projection Equipment</b>	<b>Qty</b>	<b>X SHOW RATE = TOTAL</b>				<b>Customer Information</b>	
		Advance	Onsite				
29" Color Video Monitor w/ VHS/DVD Player and Cart		\$ 120.00				Firm Name:	
42" Plasma Monitor w/ VHS/DVD Player & Stand (1280 x 1024)		400.00				Address:	
50" Plasma Monitor w/ VHS/DVD & Stand (1280 x 1024)		500.00				City:	
6' Tripod Projection Screens w/ skirt		20.00				State:	Zip:
8' Tripod Projection Screens w/ skirt		40.00				Ordered By:	
Other:		Call for Quote				Telephone #	
						Fax #:	
<b>Computer Equipment</b>					<b>SHOW DATES:</b>		
		Advance	Onsite		<b>Ordering Instructions ...</b>		
P4-2.8, 1gb/40gb HD, CD-RW/DVD, SND, XP/OFF 2003 w/ 17" mon		100.00			<input type="checkbox"/> The total charge per item is determined as a <b>Show Rate</b> , that is the requested items selected are charges of the actual show days of the exhibition.		
P-41.6, 1gb/40gb HD, CD-RW/DVD, XP/Off 2003 w/ 14. Scrn Laptop		100.00			<input type="checkbox"/> Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.		
HP Office Jet 7130		100.00			<input type="checkbox"/> To guarantee equipment availability and advanced rate, submit your request <b>30 days prior</b> to delivery.		
HP2250 Color Laser Jet Printer, 30ppm, Network Compatible					<input type="checkbox"/> Operator labor, if requested, is subjected to the prevailing hourly rate with a four (4) hour minimum.		
Call AVCTS for additional requests or information		Call for Quote			<input type="checkbox"/> <b>NO</b> equipment charges for set-up day required.		
<b>Display Equipment</b>					<b>CANCELLATIONS:</b>		
		Advance	Onsite		(A) Cancellations of equipment ordered must be received 48 hour prior to delivery date to avoid a minimum one day charge.		
Envision (17.1" View 1280 x 1024)		75.00			(b) If service have already been provided at the time of cancellation, 100% of original charges will be applied.		
Viewsonic 20" (1280 x 1024)		100.00			<b>Delivery Information ...</b>		
Proview 32" (1280 x 1024)		300.00			Exhibit Booth#	Meeting Room #	
42" XGA Plasma Monitor w/ Stand (1280 x 1024)		350.00			Delivery Date:	Time:	
50" SXGA Plasma Monitor w/ stand (1280 x 1024)		450.00			Pickup Date:	Time:	
XGA Desktop LCD Projector (2000 ANSI Lumens)		200.00			Component #:	Job #:	
XGA Desktop LCD Projector (3000 ANSI Lumens)		400.00					
Other:		Call for Quote					
<b>Audio Equipment</b>							
		Advance	Onsite				
Small Monitor Speaker		25.00					
Sound System with (2) powered speakers, (2) stands and		175.00					
(1) Wireless Microphone: Handheld or Lavalier (circle one)							
Other:		Calle for quote					
<b>Totals</b>					<b>...for Processing</b>		
<b>PAYMENT IS DUE WHEN ORDERE IS PLACED</b>					<b>Return Form To:</b> <b>Audio Visual Consultants</b> <b>Street 11CC-7 4th Section Villa del Rey</b> <b>Caguas, PR 00727-6826</b> <a href="mailto:info@avconsultantspr.com">info@avconsultantspr.com</a> <a href="mailto:francisco@avconsultantspr.com">francisco@avconsultantspr.com</a> <b>web page: www.avconsultantspr.com</b>  <b>Tels.: (787) 782-0788 / (787) 744-2505</b> <b>Fax: (787) 744-2585</b>		
TOTAL EQUIPMENT	1						
DELIVERY/SETUP/PICKUP (\$40.00 minimum)	2						
SUBTOTAL	3						
TOTAL DUE	5						
<b>Method of Payment ...</b>							
PLEASE CHECK ONE							
Card Number:		American Express		<input type="checkbox"/>			
		Exp Date ___/___					
Cardholder's Name (as it appears on card):		Visa		<input type="checkbox"/>			
Cardholder's Signature:		Mastercard		<input type="checkbox"/>			
		Check# _____					

## PSAV launches a new ordering portal for exhibit customers

### Order Booth Internet Services Listed Under “Specialty Services”

#### Simple ordering steps include:

- Create a simple log-in
- Store profile and payment information securely
- Access to view order history
- Save items in your shopping cart and check out at any time.
- Easy and secure check-out process

Welcome to PSAV Exhibits Online

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

Here, PSAV Exhibitor Services has provided the opportunity to order all your audiovisual needs for your upcoming show! To ensure a great online ordering experience, please do not hesitate to contact us for further assistance at: 1-800-966-4498 or exhibits@psav.com.

**Existing Users**  
Enter your login name and password in the box to the right. If applicable, press the “Forgot Password” link in the box to receive a new temporary password.

**New Users**  
Register now to start ordering all audiovisual needs to make your next event a success!

925 Freeport Parkway • Suite 100  
Coppell, TX 75019  
Tel: 800.966.4498 Fax: 866.312.4404  
Email: exhibits@psav.com

Visit us at <https://psav.boomerecommerce.com>



## 9. SUSTAINABILITY

UBM sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate. UBM strives to manage its impact by ensuring that the principles of sustainability are at the core of all our activities.

Please see our **sustainability policy** for more details: <http://live.ubm.com/EUSustainabilityPolicy.pdf>

### A few tips:

#### 1. Collateral:

- Have your sales information in **digital format**, rather than printed hardcopies
- How about having a QR code on your stand that allows visitors to **download a brochure** (perhaps even a customised digital version tailored to the Show)?
- A digital projector or PC-based presentation cuts down on the need for printed handouts.
- If you have to use printed material, use Forest Stewardship Council certified (**FSC**) or **recycled paper**; **chlorine-free unbleached paper** doesn't have to mean a loss of visual impact.
- **Promotional material**, if you hand out pens or pencils why not ensure they are sustainable by buying ones that are made out of recycled plastic, or recycled paper? Paper bags not plastic?

#### 2. Have you invested as a business in sustainability?

- If so, **show off your credentials**; have your sustainability policy, mission statement and all relevant documentation on your stand.

#### 3. Your Stand:

- **Design your stand so it can be used again** at other exhibitions or recycled, **design out waste**, and try to ensure what **waste you do have is recyclable**.
- Choose decorations and display materials that can be **re-used**, be it at another exhibition, in the office or at home, as it will also be a better investment and will save money in the long term.
- **Hire** light fittings, furniture etc **rather than purchasing** brand new items which will only be used once.
- When you leave the stand at the end of each day, check that all your **AV equipment has been switched off**.

#### 4. Positive community impact:

- Think about ways your stand or your presence at the event could **benefit communities around the local area**; can you work towards making sure materials viable for a second life can be donated to NGOs or SMEs (for example carpet and flooring)?
- Can you incorporate fundraising for the charity that your business supports into the stand?
- **Promote your corporate social responsibility work** and gain valuable visibility for the charity of your choice.

To learn more about sustainability and UBM's commitment to sustainable business please visit our website: <http://sustainability.ubm.com/>

## 10. ADA COMPLIANCE

### AMERICANS WITH DISABILITIES ACT (ADA)

All exhibitors are required and shall be fully responsible for complying with the Americans with Disabilities Act (ADA) as well as local rules and regulations with regard to their participation in the conference and their booth space, including, but not limited to, the wheelchair access provisions of such laws. Exhibitors shall indemnify, defend and hold harmless UBM LLC, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA or local rules and regulations. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line +1 800 514 0301, or <http://www.ada.gov/>



**Routes Americas 2016 - Additional Information for HNS Exhibitors**  
**17th – 19th February 2016, Puerto Rico Convention Center, San Juan, Puerto Rico, USA**

**HNS Custom Build Stands**

All exhibitors taking Hosted Networking Stands must forward details as below. Please read these details carefully and ensure they are passed on to unofficial stand contractors where necessary.

The Puerto Rico Convention Center is NOT a carpeted venue, all HNS Stands will need to provide all temporary flooring materials for their stand. The exhibitor will incur charges should the the venue be damaged in any way due to the stand build.

Details of works to be carried out must be forwarded to the Routes Operations Team, including:

- Dimensional drawings showing front, side & back perspectives, elevations and floor layouts of the stand
- Details of materials being used to construct the stand
- A plan showing orientation and location within the exhibition
- A risk assessment (including fire hazards)
- A method statement

All materials used for booths should be anti-flame treated or incombustible.  
All dimensions should be shown in metric and all details must be written in English.  
The deadline for submission of stand plans and designs is 15 January 2016.

**Failure to submit drawings may result in refusal to build at the event.**

Details should be sent directly to:

Cassandra Reyes-Jones

Operations Manager

Email: [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)

**Fees for Stand Plan Inspections (SPI)**

Please note that there is a **mandatory** fee for submitting plans for inspection:

**Prior to the Approval Deadline (15th January 2016):**

Standard rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**After the Approval Deadline (after 15th January 2016):**

Fast Track' service: **250.00GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

**<http://www.abraxysretail.com>**

Our official stand contractor, IMS, will happily assist you with design and realization of your stand. Please contact IMS at:  
Email: [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com) Phone: +1 817 337 3050



### **Exhibitor Appointed Contractors (EAC)**

Exhibitors using contractors other than IMS, the official labor contractor, for labor and/or supervision, must notify Event Management by submitting the Exhibitor Appointed Contractor Authorization form by Friday, January 22, 2016. This form can be found on page 32 of the Exhibitor Manual.

Contractors other than the official labor contractor must file a certificate of insurance, showing general liability coverage and worker's compensation valid in Colorado, with Event Management. In addition, the Exhibitor-Appointed Contractor Form, signed by the exhibitor, must be sent to Event Management by Monday, January 22, 2016.

**Exhibitors from outside the United States who wish to bring EAC labor from their home country must receive special approval from show management. In many jurisdictions within the US, international EACs are not allowed to work. If you wish to seek approval for an EAC from your home company, please notify Cassandra Reyes-Jones no later than Monday, January 5 2016.**

**Please adhere to the following guidelines for your HNS space only contract:**

#### **Height limit**

The height limit for your custom booth is 3m. The design of your booth must be at least 60% open.

#### **Stand Design**

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stages over 0.6m in height.

Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid a tripping hazard.

#### **Utilities**

The custom stand package is for space only. Hosted Networking Stand exhibitors will be responsible for ordering their own carpet, power, branding, furniture, and AV, which can all be ordered through the Official Contractor IMS.

**For any logistical information not covered by this document or the Routes Americas 2016 Exhibitor Manual then please do not hesitate to contact me directly.**

We look forward to seeing you in Puerto Rico!

Kind regards,  
Cassandra Reyes-Jones  
Operations Manager  
+1 415 938 6516  
[cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)  
[www.routesonline.com](http://www.routesonline.com)



# RISK ASSESSMENT

Company Name: ..... Stand Number: .....	Assessment Undertaken By: Name: ..... Signed: ..... Date: .....
--	--

Hazard & Consequence	Who is at risk?	Assess the risk (P x S = R)	Control Measures	Control Weighting (W)	Post Control Rating

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S	Control Weighting (W)
5: Certain	5: Multi death / injury	1-5 LOW: Acceptable risk	1.0 No effective Measures / Verbal Discipline
4: Probable	4: Single death	6 - 11 MEDIUM: Acceptable risk but monitor daily	0.75 Verbal induction / PPE / Written instruction
3: Even Chance	3: RIDDOR major injury		
2: Possible	2: RIDDOR 3 day	12 - 18 HIGH: Implement changes / Immediate Action & Further Controls Required	0.50 Engineered solutions / Procedural control
1: Remote	1: Minor / First Aid	19 - 25 UNACCEPTABLE: Cease action immediately	0.25 Permit to Work / Special Controls / Safe history

ABRAXYS LTD.  
 10 BARLEY MOW PASSAGE  
 LONDON W4 4PH  
 INFO@ABRAXYS.COM  
 T: 00 44 208 747 2045  
 F: 00 44 208 747 2046



## METHOD STATEMENT

**Guidelines:** DO NOT PHOTOCOPY THIS FORM

Details of Construction:	
Responsible Person	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations	The loadings, dimensions, location, unusual stand features.
Access	Details of the entry point into the halls and the route to the final position
Erection & Timetable	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability	Method of ensuring adequate support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out
COSHH	Any proposed use of hazardous and toxic substances must be advised to the organiser and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site.
Safety Features	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment.
Exhibits	Provide the organiser with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?



Routes Americas 2016  
February 17 - 19, 2016  
Puerto Rico Convention Center  
San Juan, PR

## Welcome to Routes Americas 2016

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor(s) for Routes Americas 2016

The following pages contain all of the forms necessary to aid and insure a successful event.

If you don't see what you need, or if you have questions, call us. We're here to help!

**Please note:** Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

***Inclusive Management Services, Inc.***



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San Juan, PR

Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.  
The following is important information and dates to keep at hand:

**Official General Contractor**

Inclusive Management Services, Inc.  
12917 Royal Ascot Drive  
Fort Worth, TX 76244  
Phone 817-337-3050  
Fax 888-301-1273  
service@inclusivemanagement.com

**General Exhibit Information**

Aisle Carpet - Red  
Booth Carpet - Gray  
6' L x 2' W x 30" H Black Skirted Table  
Booth Space 10' x 10'  
Ceiling - 30'

**IMPORTANT DATES**

Jan. 15, 2016	Shipments may begin to arrive at warehouse
Jan. 22, 2016	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Jan. 26, 2016	Discount Deadline for orders received with payment
Feb. 12, 2016	Last day for Advance Shipments to arrive at the warehouse without surcharges
Feb. 16, 2016	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

**EVENT SCHEDULE**

**Tuesday, February 16**

Exhibit Move In 12:00 PM - 5:00 PM

**Wednesday, February 17**

Exhibit Move In 8:00 AM - 11:00 AM

Exhibit Hours 12:30 PM - 5:45 PM

**Thursday, February 18**

Exhibit Hours 8:00 AM - 5:40 PM

**Friday, February 19**

Exhibit Hours 8:00 AM - 4:25 PM

Exhibit Move Out 4:30 PM - 8:30 PM

***PLEASE NOTE:***

All booth materials must be packed and ready for shipment by 6:30 PM on Friday, February 19, 2016.  
*Exhibitor is responsible for contacting their carrier.*

**All carriers must check in by 6:30 PM on Friday, February 19, 2016.**

IMS reserves the right to force and/or re-route any freight not removed from the floor  
by 7:30 PM on Friday, February 19, 2016



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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

**PLEASE READ CAREFULLY: And complete the bottom section including initials**

**Your signature to the Payment Policy form signifies that you understand and agree to all terms below.**

**Payment for Services**—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

**Discount Prices**—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Method of Payment**—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

**Chargebacks**—there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

**Declined Credit Cards** - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

**Insufficient Funds** - there will be a \$35.00 fee on all returned checks

**Wire Transfer**— Please contact our office for wire transfer information 817-337-3050 ext. 5. A \$25.00 Fee will be applied to all Wire Transfers

**\*Third Party Billing**—*Each exhibiting firm is ultimately responsible for all charges incurred on its behalf.* IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

**Adjustments and Cancellations**—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer; however, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.*

**Initials of authorized signature from Payment Policy Authorization Form \_\_\_\_\_**

**IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card**

Will your representative be authorized to order additional equipment and comply with above payment policy?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes state the name of the representative \_\_\_\_\_

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_



1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors 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 freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are IMS and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable 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, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability 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, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay 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, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS 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 IMS and its contractors 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, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

\_\_\_\_\_  
Signature of authorized personnel

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Booth #

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A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

## Notification Deadline Date: JANUARY 22, 2016

EXHIBITING FIRM: \_\_\_\_\_ BOOTH # \_\_\_\_\_

AUTHORIZED NAME AND TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

FULL NAME OF NON-OFFICIAL CONTRACTOR: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED NAME AND TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

Please fax form to 888.301.1273 by the deadline stated on this form



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## Notification Deadline Date: JANUARY 22, 2016

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Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

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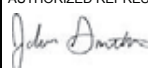
**IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than JANUARY 22, 2016**

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

**IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY JANUARY 22, 2016, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.**



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ACORD <b>1.</b> CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/16			
<b>PRODUCER</b> <b>Insurance Agency</b> <b>0000 Insurance Dr</b> <b>Burbank CA 91509</b> <b>Attn: Agent Name (000) 555-5555</b> <b>Fax: (000) 555-5555</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE			
<b>INSURED <b>2.</b></b> <b>Pharmacy Inc.</b> <b>4321 Technology Ln</b> <b>Burbank CA 91509</b> <b>Attn: Jane Doe</b> <b>Phone: (000) 555-0000 Fax: (000) 555-0001</b>		<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> INSURER E:			
<b>COVERAGES</b>					
<b>3.</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-AI1</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURENCE <b>\$1,000,000</b>
					FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>
					MED EXP (Any one person) <b>\$ 5,000</b>
					PERSONAL & ADV INJURY <b>\$1,000,000</b>
					GENERAL AGGRREGATE <b>\$2,000,000</b>
	PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>				
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/16</b>	<b>01/01/17</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b> (Ea accident)
					BODILY INJURY <b>\$</b> (Per person)
					BODILY INJURY <b>\$</b> (Per accident)
					PROPERTY DAMAGE <b>\$</b> (Per accident)
					AUTO ONLY-EA ACCIDENT
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				OTHER THAN AUTO ONLY: <b>\$</b>
<b>A</b>	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURENCE <b>\$1,000,000</b>
					AGGREGATE <b>\$1,000,000</b>
					<b>\$</b>
					<b>\$</b>
					<b>\$</b>
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>A4145-SS-PJ37</b>	<b>01/01/16</b>	<b>01/01/17</b>	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT <b>\$1,000,000</b>
					E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>
					E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>
<b>D</b>	<b>OTHER</b>				<b>Each Occurrence &amp; Aggregate</b>
<b>5.</b> DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Inclusive Management Services, Inc. (IMS) (Official Service Provider), Show Name (Show Management), Puerto Rico Convention Center (Facility), and Show Name (Show) are hereby named as additional insured, except for Workers' Compensation. Inclusive Management Services, Inc. (IMS) and/or the consignee are included as Loss Payee. The insurance provided for the benefit of Inclusive Management Services, Inc. (IMS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by IMS shall be excess and non-contributory. Show date(s) are: Dates and City					
<b>CERTIFICATE HOLDER</b>		<b>ADDITIONAL INSURED; INSURER LETTER: X</b>		<b>CANCELLATION</b>	
<b>6.</b> Inclusive Management Services, Inc. (IMS) 12917 Royal Ascot Dr. Fort Worth TX 76244				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE 	

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSUREDS: Inclusive Management Services, Inc. (IMS). (Official Service Provider), Show Name (Show Management), Management Name (Show) and Puerto Rico Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be Inclusive Management Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See and Rules and Regulations between IMS and EAC.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer. (IMS)



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## Notification Deadline Date: JANUARY 22, 2016

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____		BOOTH # _____	
AUTHORIZED NAME & TITLE: _____		AUTHORIZED SIGNATURE: _____	
DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____			
ADDRESS: _____		CITY _____	STATE _____ ZIP _____
AUTHORIZED NAME & TITLE: _____		AUTHORIZED SIGNATURE: _____	
PHONE NUMBER: _____		FAX NUMBER _____	EMAIL _____
ITEMS TO BE BILLED TO THIRD PARTY: _____			
<i>Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.</i>			

**Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.**

ACCOUNT NUMBER				EXPIRATION DATE	SECURITY CODE

Card Holders Name - *Please Print* \_\_\_\_\_ Card Holders Signature (Required for Processing) \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Booth Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ E-Mail Address to send Invoice \_\_\_\_\_

All information must be provided for order to be processed.

- MasterCard  
  VISA  
  American Express  
  Corporate  
  Personal

Fax form to **888-301-1273** along with completed payment policy



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## Notification Deadline Date: JANUARY 22, 2016

---

PLEASE READ

**Your signature to the Payment Policy form signifies that you understand and agree to all terms below.**

**Payment for Services**—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

**Discount Prices**—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Method of Payment**—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

**Chargebacks** – there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

**Declined Credit Cards** - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

**Insufficient Funds** - there will be a \$35.00 fee on all returned checks

**Wire Transfer**— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions A \$25.00 Fee will be applied to all Wire Transfers

regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS..

**Third Party Billing**—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

**Adjustments and Cancellations**—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Firm: Booth # \_\_\_\_\_



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Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

**TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:**

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.  
12917 Royal Ascot Drive  
Fort Worth, Texas 76244  
Phone (817) 337-3050  
Fax (888) 301-1273

**FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS**

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

**FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE**

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

**FOR SHOW SITE ORDERS**

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.

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### **Basic Hardwall Booth Package**

Hardwall Packages are available in 10' x 10' increments.

#### **Each 10 feet of space is equipped with the following package:**

- 8' High White Hardwall Structure with Company Name Header
- 6' L x 24" W x 30" H (SHOW COLOR) Draped Display Table
- Carpet (SHOW COLOR)
- Two Standard Side Chairs
- Three Arm Lights with Power
- Wastebasket

*Please refer to the subsequent pages for panel specifications and and graphics options ...*

**Corner Booth Configuration**



**Inline Booth Configuration**



Renderings reflect 10'x10' option.

The panels in the hardwall booth package are on a rental basis, therefore exhibitors may not drill, nail, or paint the panels nor may any part of the shell scheme be damaged or disfigured in any way. If any such damage occurs the exhibitor will be billed for cost to replace these areas. Any materials used in the display must be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause will be removed from the exhibition area at the exhibitor's expense. Each booth will also be provided with a fascia to each open side displaying a name board with your company name and booth number in black lettering. Any exhibitor may, if they wish, have their company name and logo style added to their fascia. Please see pricing on following pages or contact IMS for more information. For safety reasons exhibitors will not be permitted to affix their own material to fascia boards. IMS can install graphics already generated. Please complete the Installation & Dismantle order form, should you require this service.

For assistance with the production of graphics for your stand, please complete the Signs and Graphics order form or contact IMS directly @ 817-337-3050.

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**Transform your basic hardwall booth into a *HIGH-IMPACT, EYE-POPPING STAND* that *DEMANDS ATTENTION* and reinforces your brand!**

**Premium Hardwall Booth Package** *Upwards of 35% Savings compared to ordering a-la-carte!*

Each 10 feet of space is equipped with the following package:

- 8' High White Hardwall Structure
- FULL Graphics Package (as pictured)
- 9' x 10' Upgraded Carpet any Standard Color
- 1m L x 1/2m W x 40"H Reception Counter
- 36" Round x 30"H White Pedestal Table
- Four Standard Arm Chairs
- Wastebasket
- Three Spotlights
- One-Time Booth Cleaning

**PREMIUM PACKAGE TURN-KEY PRICING**

10ft-x-10ft Corner	\$1,750. <sup>00</sup>
10ft-x-10ft Inline	\$2,250. <sup>00</sup>
10ft-x-20ft Corner	\$2,650. <sup>00</sup>
10ft-x-20ft Inline	\$3,450. <sup>00</sup>

*PREMIUM Corner Booth Configuration\**



*PREMIUM Inline Booth Configuration\**



\* Renderings reflect PREMIUM 10'x10' option.

**10ft-x-10ft Corner Panels:**

- (3) Front-Facing Back-wall
- (3) Side Facing Back-wall
- (2) Fascia Headers
- (1) Front-Facing Credenza\*
- (2) Side-Facing Credenza\*

**10ft-x-10ft Inline Panels:**

- (3) Front-Facing Back-wall
- (6) Side Facing Back-wall
- (1) Fascia Headers
- (1) Front-Facing Credenza\*
- (2) Side-Facing Credenza\*

**10ft-x-20ft Corner Panels:**

- (6) Front-Facing Back-wall
- (3) Side Facing Back-wall
- (3) Fascia Headers
- (2) Front-Facing Credenza\*
- (4) Side-Facing Credenza\*

**10ft-x-20ft Inline Panels:**

- (6) Front-Facing Back-wall
- (6) Side Facing Back-wall
- (2) Fascia Headers
- (2) Front-Facing Credenza\*
- (4) Side-Facing Credenza\*

If you are not interested in the PREMIUM upgraded booth, but would still like to order graphics for your stand, you can order individually as desired.

Panel Description:	Actual Panel Size:	Graphics Price:
Front-Facing Back-wall	37.625" x 88.75"	\$325.00/ea
Side Facing Back-wall	37.625" x 88.75"	\$325.00/ea.
Fascia Headers	115.625" x 12"	\$150.00/ea.
Front-Facing Credenza*	37.625" x 32.25"	\$135.00/ea.
Side-Facing Credenza*	18.125" x 32.25"	\$65.00/ea.

Fax form to **888-301-1273** along with completed payment policy



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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

Prices below reflect only graphics submitted in Print Ready Format described on the Preferred Formats for Incoming Graphics page located in this manual (Page 67).  
 All graphics need to be formatted to size for the intended panel.  
 Panel sizes are listed on the previous page.

**PREMIUM PACKAGE UPGRADE**

10 x 10 Corner Premium Package	\$1,750.00	Check Here _____
10 x 10 Inline Premium Package	\$2,250.00	Check Here _____
10 x 20 Corner Premium Package	\$2,650.00	Check Here _____
10 x 20 Inline Premium Package	\$3,450.00	Check Here _____

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

**SUBMITTING GRAPHICS**

**Submitting Graphic Files for Shell Construction Upgrade Panels at Routes Americas 2016:**

- Files 20mb or smaller, please submit files directly to [graphics@inclusivemanagment.com](mailto:graphics@inclusivemanagment.com) (Please be sure to reference Routes Americas 2016 in your subject line and include your company name, booth# and contact information as well)
- Files 20mb or larger, please upload files at <http://www.inclusivemanagement.com/index.php/contact/send-large-files>

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

**SEATING & ROUND TABLES**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair	\$57.75	\$75.00	
	Padded Arm Chair	\$65.75	\$85.50	
	Pneumatic Task Chair	\$112.25	\$145.95	
	Padded Counter Stool	\$119.50	\$155.25	
	Round Pedestal Table 30" H x 30" W Black or White	\$120.00	\$156.00	
	Round Bistro Table 40" H x 30" W Black or White	\$126.25	\$164.25	

**SKIRTED DISPLAY TABLES (30" - 42" High)**

Check color choice:  Gold  Green  Teal  Red  
 Black  Blue  Silver  White  Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$93.75	\$122.00	
	4' Long 42" High	\$117.00	\$152.00	
	6' Long 30" High	\$120.25	\$156.25	
	6' Long 42" High	\$145.75	\$189.50	
	8' Long 30" High	\$145.75	\$189.50	
	8' Long 42" High	\$167.75	\$218.00	

**UNSKIRTED DISPLAY TABLES (30" - 42" High)**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$82.50	\$107.25	
	4' Long 42" High	\$99.00	\$128.75	
	6' Long 30" High	\$93.50	\$121.50	
	6' Long 42" High	\$110.00	\$143.00	
	8' Long 30" High	\$110.00	\$143.00	
	8' Long 42" High	\$126.50	\$164.50	

**ACCESSORIES**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Cocktail Table 18" H SM	\$79.25	\$103.00	
	Cocktail Table 18" H LG	\$89.25	\$116.00	
	22" x 28" Sign Frame	\$78.75	\$102.50	
	2 Sided Literature Stand	\$99.75	\$129.75	
	Free Standing Poster Board	\$120.00	156.00	
	Bag Stand	\$73.50	\$95.50	
	Tri Pod Display Easel	\$50.25	\$65.25	
	Garment Rack	\$49.00	\$63.75	
	Wastebasket	\$19.00	\$24.75	

**ADDITIONAL DRAPERY**

Check color choice:  Gold  Green  Teal  Red  
 Black  Blue  Silver  White  Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$51.25	\$66.75	
	3' Linear	\$11.50	\$15.00	
	8' Linear	\$17.00	\$22.00	

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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Fax form to 888-301-1273 along with completed payment policy





# The Basics...

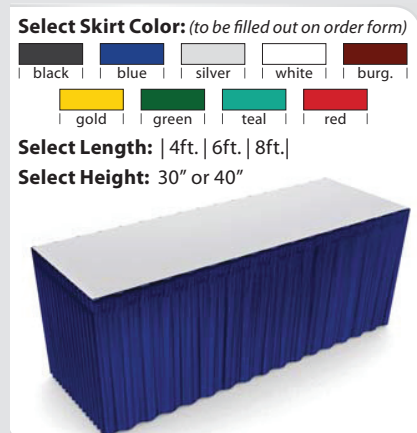
Standard Furnishings\* from



Padded Side Chair



Pneumatic Task Chair



Skirted Display Tables



Padded Arm Chair



Padded Counter Stool



40" Tall x 30" Round Bistro Table



30" Tall x 30" Round Pedestal Table

# The Basics...

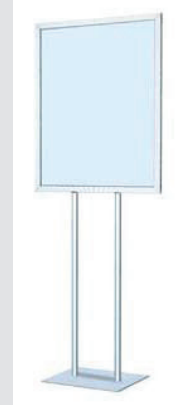
Standard Furnishings\* from



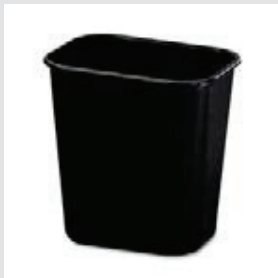
Literature Stand



Tri Pod Display Easel



22" x 28" Sign Frame



Wastebasketw/Liner



Bag Stand



Garment Rack



Free Standing Poster Board (2-Sided)



18" High Cocktail Table - LARGE - (18" x 28")

18" High Cocktail Table - SMALL - (18" x 18")

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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

**RECEPTION COUNTERS**

Check color/fabric choice

Standard  White  Black  Gray  
Special Color  Blue  Green  Red  
Special Fabric  Gray Fabric  Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half Round Counter Standard Color	\$500.00	\$650.00	
	Half Round Counter-Special Color	\$600.00	\$780.00	
	Half Round Counter-Special Fabric	\$600.00	\$780.00	

**1 METER SHOWCASES**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$375.00	\$487.50	
	Full View	\$375.00	\$487.50	

**2 METER SHOWCASES**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$425.00	\$550.50	
	Full View	\$425.00	\$550.50	

**Please Note:** On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

**COUNTER STORAGE UNITS (CREDENZA'S)**

Check color/fabric choice

Standard  White  Black  Gray  
Special Color  Blue  Green  Red  
Special Fabric  Gray Fabric  Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit Standard Color	\$375.00	\$487.50	
	Storage Unit Special Color	\$475.00	\$625.50	
	Storage Unit Special Fabric	\$450.00	\$585.00	
	2M Storage Unit Standard Color	\$525.00	\$685.00	
	2M Storage Unit Special Color	\$625.00	\$825.00	
	2M Storage Unit/Special Fabric	\$625.00	\$825.00	

**SYSTEM DISPLAY PEDESTALS**

White  Black

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30 in H x 1/2 Meter Square	\$300.00	\$400.00	
	42 in H x 1/2 Meter Square	\$375.00	\$487.50	

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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SHOWCASES & STORAGE UNITS



Half Round Reception Counter  
41"(w) x 22"(d) x 40"(h)



System Display Pedestals



Storage Unit - Credenza  
40"W x 21.5"D x 39"T

**System Display Pedestals**  
*Subject to availability - sizes vary  
Contact your CSR with inquires.*

Standard Colors



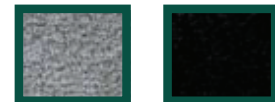
White Black Gray

Special Colors



Blue Green Red

Special Fabrics



Gray Fabric Black Fabric



Full View Showcase  
1M 41"(w) x 22"(d) x 40"(h)  
2M 80"(w) x 22"(d) x 40"(h)

Showcases available in  
1M and 2M lengths.



Half View Showcase  
1M 41"(w) x 22"(d) x 40"(h)  
2M 80"(w) x 22"(d) x 40"(h)

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**CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match**

Check color choice:  Blue  Gray  Burgundy  Teal  Red  Black  Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$123.25	\$141.75	
	9 ft. x 20 ft.	\$216.75	\$249.25	
	9 ft. x 30 ft.	\$321.95	\$370.25	
	9 ft. x 40 ft.	\$360.50	\$414.50	

**SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)**

Check color choice:  Blue  Gray  Burgundy  Teal  Red  Black  Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. _____ x _____	\$3.00 sq.ft.	\$3.75 sq.ft.	

**CUSTOM CARPET ORDER**

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon.  
***Other colors may be available; please call 817.337.3050 for additional colors and prices.***

- Cobalt     Charcoal     Navy     Platinum     Mocha     Ivory     Emerald  
 Coffee     Pewter     Terra Cotta     Sapphire     Onyx     Beige     Red Wine

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

**CUSTOM CARPET COLOR** (Check color above and put square footage here)

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. @ \$3.75/per SQ.FT.      \$ \_\_\_\_\_  
After discount deadline @ \$4.75/per SQ.FT.

**CUSTOM CARPET RENTAL PRICE** order includes installation, poly covering and removal.

**CARPET PADDING** order includes installation and disposing of padding.

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. @ \$1.00 SQ. FT.      \$ \_\_\_\_\_

**CARPET VISQUEEN ORDER** includes installation of Visqueen

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. @ \$0.65 SQ. FT.      \$ \_\_\_\_\_

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL      \$ \_\_\_\_\_

*Dont forget to order foam padding for added comfort and that enticing, luxurious feel..*

**Please Note:** On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_



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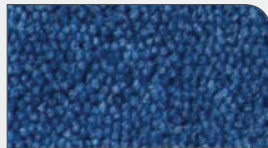
# Ground Level...

Carpet Options & Colors\*



Our Classic (16oz.) & Custom (30oz.) carpet is inspected prior to shipping to show site to ensure top quality of any re-purposed carpet. Special cut sizes are available upon request. Please refer to order form for pricing, which includes delivery, installation and removal. Don't forget to order padding... attendees and staff will thank you for it!

## Classic Carpet (16oz.)



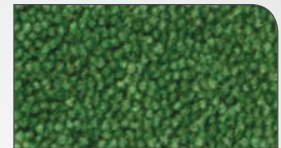
Blue



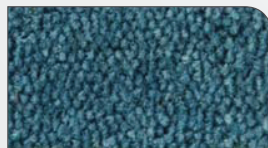
Black



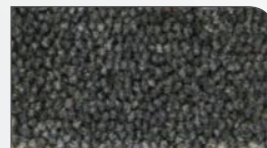
Red



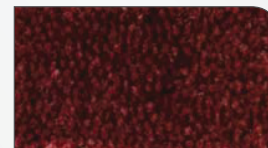
Green



Teal

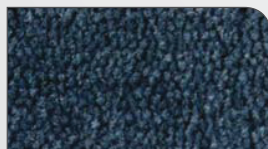


Gray

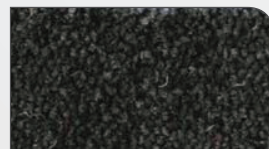


Burgundy

## Custom Carpet (30oz.)



Cobalt



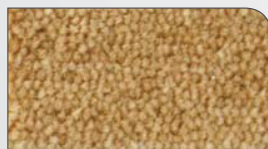
Charcoal



Navy



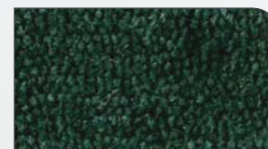
Platinum



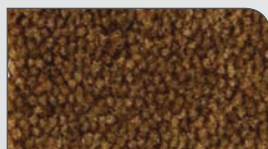
Mocha



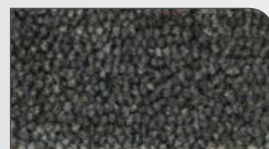
Ivory



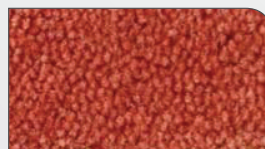
Emerald



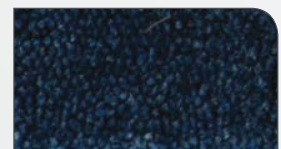
Coffee



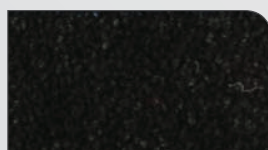
Pewter



Terra Cotta



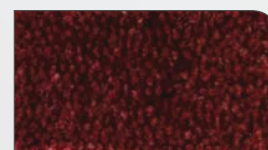
Sapphire



Onyx



Beige



Red Wine

\* Actual colors may vary due to variations in computer display technology, lighting and dye lots. Swatches should not be used for exact color matching purposes. Don't see a color you are looking for? We may be able to help. Call our customer service department to see what other color options may be available.

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**LOUNGE, ARM & ACCENT CHAIRS**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SBC01	Barcelona Chair	Black	\$178.55	\$232.12		
SBC02	Barcelona Chair	White	\$178.55	\$232.12		
SGMA01	Grand Modele Armchair	Black	\$125.00	\$162.50		
SGMA02	Grand Modele Armchair	White	\$125.00	\$162.50		
SDAC	Demask Accent Chair	n/a	\$111.00	\$144.30		
SAAC01	Antique Arm Chair	Black	\$252.75	\$328.58		
SAAC02	Antique Arm Chair	White	\$252.75	\$328.58		
SBCC01	Bicast Chair	Black	\$179.25	\$233.03		
SBCC02	Bicast Chair	White	\$179.25	\$233.03		
SMCC01	Modern Club Chair	White	\$130.25	\$169.33		
SMCC02	Modern Club Chair	Orange	\$130.25	\$169.33		
SMCC03	Modern Club Chair	Navy	\$130.25	\$169.33		
SBSC	Bucketeer Swivel Chair	White	\$154.75	\$201.18		
SPA01	Petalo Armchair	Orange	\$83.00	\$107.90		
SPA02	Petalo Armchair	Red	\$83.00	\$107.90		
SLSA	Lippa Swivel Armchair	Black	\$97.00	\$126.10		
SCSC01	Contemporary S-Chair	Black	\$42.50	\$55.25		
SCSC02	Contemporary S-Chair	White	\$42.50	\$55.25		
SCWS	Classic Wood Sidechair	Wood Tone	\$40.00	\$52.00		
SRS01	Retro Sidechair	White	\$35.00	\$45.50		
SRS02	Retro Sidechair	Green	\$35.00	\$45.50		
SRS03	Retro Sidechair	Orange	\$35.00	\$45.50		

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

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**COUNTER & BARSTOOLS**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCTB01	Cushion Top Backless Barstool	White	\$56.75	\$73.78		
SCTB02	Cushion Top Backless Barstool	Black	\$56.75	\$73.78		
SMBB	Metallic Back Barstool	Silver Aluminum	\$50.00	\$65.00		
SLDS	Leather Drum Seat	Black	\$69.00	\$89.70		
SVRB	Vintage Round Barstool	Black with Chrome	\$40.00	\$52.00		
SWB01	Waterfall Barstool	Red	\$72.00	\$93.60		
SWB02	Waterfall Barstool	Orange	\$72.00	\$93.60		
SMB01	Metropolitan Barstool	White	\$57.00	\$74.10		
SMB02	Metropolitan Barstool	Red	\$57.00	\$74.10		
SBB	Bombo Barstool	Aluminum	\$52.00	\$67.60		
SBSB	Barbershop Barstool	Chocolate	\$72.00	\$93.60		
SSSB	Salon-n-Spa Barstool	Clear	\$72.00	\$93.60		
SWB	Wireframe Barstool	White with Chrome	\$76.50	\$99.45		
SSD	Spindle Drum	White	\$76.50	\$99.45		
SSBB	Swivel Back Barstool	White	\$72.00	\$93.60		

**CASUAL BENCH STYLE SEATING**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SIB	Illuminated Bench	White Acrylic	\$258.00	\$335.40		
SCB	Curved Bench	White	\$230.00	\$299.00		
SSB	Square Bench	White	\$326.25	\$424.13		
SECB	Sectional Bench	Red	\$195.00	\$253.50		
SAB	Accent Bench	White	\$174.00	\$226.20		
SHR	Half-Round Seat	Black	\$160.00	\$208.00		
SFM	Full Moon Seat	White	\$300.00	\$390.00		
SMS01	Moon Seat with backs	White	\$370.00	\$481.00		
SMS02	Moon Seat with backs	Black	\$370.00	\$481.00		

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$\_\_\_\_\_

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**VERSATILE SOFA SELECTIONS**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SQR01	Quarter Round Sofa	White	\$370.00	\$481.00		
SQR02	Quarter Round Sofa	Black	\$370.00	\$481.00		
SZB	Z-Button Sofa	Black	\$272.00	\$353.60		
SIS	Illuminated Sofa	Acrylic/Fabric	\$293.00	\$380.90		
SRS	Rocco Sofa	White	\$293.00	\$380.90		
SRB	Rounded Button Sofa	White	\$644.75	\$838.18		
SVB	Velvet Button Sofa	Red	\$755.00	\$981.50		
SAB01	A-Button Sofa	Red	\$220.00	\$286.00		
SAB02	A-Button Sofa	White	\$220.00	\$286.00		
SCS	Circles Sofa	Red-White Pattern	\$300.00	\$390.00		
SGM01	Grand Modele Sofa	Black	\$335.00	\$435.50		
SGM02	Grand Modele Sofa	White	\$335.00	\$435.50		
SGM03	Grand Modele Sofa	Gray	\$335.00	\$435.50		
SBS	Red Button Sofa	Red	\$293.00	\$380.90		
SCWS	Classic White Sofa	White	\$356.00	\$462.80		

**LOVESEATS & SOFA VARIANTS**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCBBL	Classic Button Back Loveseat	Red	\$230.00	\$299.00		
SREL	Rounded Edges Loveseat	Black	\$230.00	\$299.00		
S2BL	2-Button Back Loveseat	White	\$230.00	\$299.00		
SFRB	Forte Red and Black	Red-Black Pattern	\$202.00	\$262.60		
SIO	Illuminated Ottoman	White Acrylic	\$114.50	\$148.85		
SRO01	Round Ottoman	Black	\$83.00	\$107.90		
SRO02	Round Ottoman	White	\$83.00	\$107.90		
SRO03	Round Ottoman	Red	\$83.00	\$107.90		
SCO01	Cube Ottoman	Black	\$83.00	\$107.90		
SCO02	Cube Ottoman	White	\$83.00	\$107.90		
S4LO	4-Leg Ottoman	Brown with Beige	\$81.25	\$105.63		
SOC	Overstuffed Chair	Chocolate	\$203.75	\$264.88		

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

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**BISTRO & COCKTAIL TABLES**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TMPT	Modern Pub Table	White with Chrome	\$105.75	\$137.48		
TWB01	Windsome Bistro	Black	\$105.75	\$137.48		
TWB02	Windsome Bistro	White	\$105.75	\$137.48		
TSBB	Spectrum Bistro	White	\$105.75	\$137.48		
TMC	Mushroom Cocktail	White	\$91.75	\$119.28		
TWC01	Windsome Cocktail	Black	\$91.75	\$119.28		
TWC02	Windsome Cocktail	White	\$91.75	\$119.28		
TWC03	Windsome Cocktail	Clear	\$91.75	\$119.28		
TSC	Spectrum Cocktail	White	\$91.75	\$119.28		
TGC	Glass Cocktail	Glass with Chrome	\$244.00	\$317.20		
TICC	Illuminated Cocktail	Clear w/white acrylic	\$258.00	\$335.40		
TMMC	Metallic Cocktail	Aluminum Silver	\$174.00	\$226.20		

**COFFEE TABLES & END TABLES**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TBGC	Black Glass Coffee Table	Black with Chrome	\$230.00	\$299.00		
TPET	Pedestal End Table	Clear with Chrome	\$132.00	\$171.60		
TMET	Modern End Table	Black with Chrome	\$132.00	\$171.60		
TICT	Illuminated Coffee Table	White with Acrylic	\$153.00	\$198.90		
TIET01	Illuminated End Table	Black	\$130.25	\$169.33		
TIET02	Illuminated End Table	White	\$130.25	\$169.33		
TIET03	Illuminated End Table	Red	\$130.25	\$169.33		
TTET	Tripod End Table	Black	\$105.75	\$137.48		
TGGC	Glass Grid Coffee Table	Clear with Chrome	\$230.00	\$299.00		
TQCC	Squared Coffee Table	White with Acrylic	\$252.75	\$328.58		
T2TE	2-Tier End Table	Frosted with Chrome	\$69.00	\$89.70		
TAET	Acrylic End Table	Clear	\$81.25	\$105.63		

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

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**BARS, COUNTERS & CONFERENCE TABLES**

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TICC	Illuminated Cubed Counter	Muilti Colored Cubes	\$387.50	\$503.75		
TIFC	Illuminated Face Counter	White with Acrylic	\$693.75	\$901.88		
TICCT	Illuminated Conference Table Large	White with Acrylic	\$448.75	\$583.38		
TICTS	Illuminated Conference Table (small)	White with Acrylic	\$375.00	\$487.50		
TITC	Illuminated Topper Counter	White with Acrylic	\$448.75	\$583.38		
TCBF	Curved Button Face	White with Acrylic	\$693.00	\$900.90		
BCC	Classic Counter (dry bar)	Cherry Wood Tone	\$440.00	\$572.00		
BBD01	Button Face (fabric dry bar)	Black	\$440.00	\$572.00		
BBD02	Button Face (fabric dry bar)	Red	\$440.00	\$572.00		
BBF01	Button Face (dry bar)	Black	\$370.00	\$481.00		
BBF02	Button Face (dry bar)	Red	\$370.00	\$481.00		

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

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*Lounge, Arm & Accent Chairs*



*You can live up any event or display with our premium selection of seating options...*

**Barcelona Chair**

Colors: Black / White  
 Dims\*: 30"L 31"D 35"H



**Grand Modele Armchair**

Colors: Black / White  
 Dims\*: 30"L 27.5"D 26"H



**Demask Accent Chair**

Colors: demask pattern  
 Dims\*: 30"L 27.5"D 26"H



**Antique Arm Chair**

Colors: Black / White  
 Dims\*: 30"L 30"D 38"H



**Bicast Chair**

Colors: Black / White  
 Dims\*: 26"L 26"D 35"H



**Modern Club Chair**

Colors: White / Orange / Navy  
 Dims\*: 30"L 27"D 30"H

**Bucketeer Swivel Chair**

Colors: White  
 Dims\*: 30"L 31"D 35"H



**Petalo Armchair**

Colors: Red / Orange  
 Dims\*: 30"L 31"D 35"H



**Lippa Swivel Armchair**

Colors: Black  
 Dims\*: 30"L 31"D 35"H



**Contemporary S-Chair**

Colors: Black / White  
 Dims\*: 20"L 22"D 33"H



**Classic Wood Sideshairs**

Colors: wood tone  
 Dims\*: 26"L 26"D 35"H



**Retro Sidechair**

Colors: White / Green / Orange  
 Dims\*: 22"L 22"D 31"H

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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Counter & Bar Stools



*You might as well have a seat... It is going to take you awhile to review all of your options...*



**Cusion Top**  
 Colors: White / Black  
 Seat Height: 28"  
 Dims\*: 28"H x 12"W



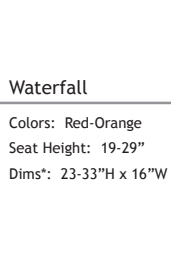
**Metallic Back**  
 Colors: Silver Aluminum  
 Seat Height: 30"  
 Dims\*: 38"H x 21"W



**Drum**  
 Colors: Black  
 Seat Height: 24"  
 Dims\*: 26H x 18" Dia



**Vintage Round**  
 Colors: Black w/ Chrome  
 Seat Height: 30"  
 Dims\*: 30"H x 16" Dia



**Waterfall**  
 Colors: Red-Orange  
 Seat Height: 19-29"  
 Dims\*: 23-33"H x 16"W



**Metropolitan**  
 Colors: White / Red  
 Seat Height: 19-29"  
 Dims\*: 23-33"H x 16"W



**Bombo**  
 Colors: Aluminum  
 Seat Height: 19-29"  
 Dims\*: 26-36"H x 16"W



**Barbershop**  
 Colors: Chocolate  
 Seat Height: 19-29"  
 Dims\*: 23-33"H x 18"W



**Salon -n- Spa**  
 Colors: Clear  
 Seat Height: 19-29"  
 Dims\*: 23-33"H x 18"W



**Wireframe**  
 Colors: White w/ Chrome  
 Seat Height: 30"  
 Dims\*: 32"H x 21"W



**Spindle**  
 Colors: White  
 Seat Height: 24"  
 Dims\*: 24H x 18" Dia



**Swivel Back**  
 Colors: White  
 Seat Height: 19-29"  
 Dims\*: 23-33"H x 18"W

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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*Casual Bench Style Seating*



*Relax and unwind... You can rest easy by selecting any of our premium seating arrangements...*

**Illuminated Bench**

Colors: White Acrylic  
 Dims\*: 96"L 32"D 22"H



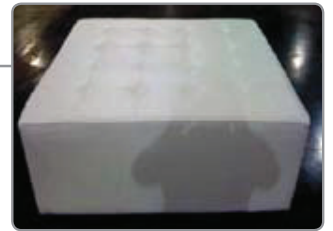
**Curved Bench**

Colors: White  
 Dims\*: 84"L 33"D 22"H



**Square Bench**

Colors: White  
 Dims\*: 48"L 48"D 20"H



**Sectional Bench**

Colors: Red  
 Dims\*: 84"L 24"D 22"H



**Accent Bench**

Colors: White  
 Dims\*: 42"L 22"D 22"H



**Half-Round Set**

Colors: Black  
 Dims\*: 30"L 60"D 20"H



**Full Moon Seat**

Colors: White  
 Dims\*: 60"L 60"D 20"H



**Half Moon Set**

Colors: White / Black / Red  
 Dims\*: 72"L 72"D 36"H



\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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*Versatile Sofa Selections*



*Designed to seat more than one person, but always done with style and elegance...*

Quarter Round Sofa

Colors: Black / White  
 Dims\*: 84"L 33"D 34"H



Z-Button Sofa

Colors: Black  
 Dims\*: 78"L 30"D 28"H



Grand Modele Sofa  
 Colors: Black / White / Gray  
 Dims\*: 66"L 29"D 24.5"H



Illuminated Sofa  
 Colors: White Acrylic  
 Dims\*: 56"L 28"D 32"H

Rococo Sofa

Colors: White  
 Dims\*: 56"L 29"D 35"H



Rounded Button Sofa

Colors: White  
 Dims\*: 78"L 30"D 28"H



\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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*Versatile Sofa Selections (cont.)*



*Sit down and stay awhile... Entice your visitors to sit back and relax in style...*



**Velvet Button Sofa**  
 Colors: Red  
 Dims\*: 78"L 30"D 28"H



**A-Button Sofa**  
 Colors: Red / White  
 Dims\*: 30"L 30"D 38"H

**Circles Sofa**

Colors: Red-White Pattern  
 Dims\*: 61"L 33"D 33"H

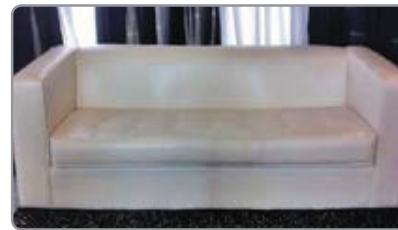


**Grand Modele Sofa**

Colors: Black / White / Gray  
 Dims\*: 66"L 29"D 24.5"H



**Red Button Sofa**  
 Colors: Red  
 Dims\*: 78"L 30"D 28"H



**Classic White Sofa**  
 Colors: White  
 Dims\*: 72"L 30"D 34"H

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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*Loveseats and sofa variants*



*We're not done yet... We still have plenty more more for you to experience...*



**Classic Button Back**  
 Colors: Red  
 Dims\*: 48"L 30"D 38"H



**Rounded Edges**  
 Colors: Black  
 Dims\*: 48"L 30"D 33"H



**2-Button Back**  
 Colors: White  
 Dims\*: 48"L 30"D 33"H

**Forte Red & Black**

Colors: Red-Black Pattern  
 Dims\*: 48"L 24"D 34.5"H



**Illuminated Ottoman**

Colors: White Acrylic  
 Dims\*: 18"L 18"D 18"H



**Round Ottoman**

Colors: Black / White / Red  
 Dims\*: 18"L 18"D 18"H



**Cube Ottoman**  
 Colors: Black / White  
 Dims\*: 18"L 18"D 18"H



**4-Leg Ottoman**  
 Colors: Brown w/ Biege  
 Dims\*: 21"L 21"D 20"H



**Overstuffed Chair**  
 Colors: Chocoalte  
 Dims\*: 48"L 42"D 32"H

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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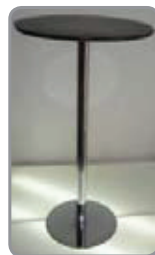
*Bistro and Cocktail Tables*



*What are you bringing to the table?... Whatever it is, we've got you covered...*



**Modern Pub Table**  
 Colors: White w/ Chrome  
 Dims\*: 32-42"H x 23.5" Dia



**Windsome Bistro**  
 Colors: White / Black  
 Dims\*: 40"H x 20" Dia



**Spectrum Bistro**  
 Colors: White  
 Dims\*: 40"H x 20" Dia



**Mushroom Cocktail**  
 Colors: White  
 Dims\*: 32"H x 30" Dia

**Windsome Cocktail**  
 Colors: Black / White / Clear  
 Dims\*: 30"H x 32" Dia



**Spectrum Cocktail**  
 Colors: White  
 Dims\*: 30"H x 30" Dia



**Glass Cocktail**  
 Colors: Glass w/ Chrome  
 Dims\*: 30"H x 36" Dia



**Illuminated Cocktail**  
 Colors: Clear w/ White Acrylic  
 Dims\*: 30"H x 30" Dia



**Metallic Cocktail**  
 Colors: Aluminum Silver  
 Dims\*: 30"H x 30" Dia

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

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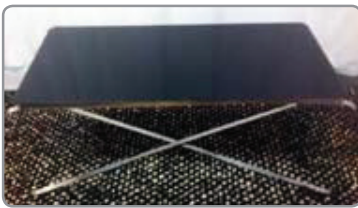
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*Coffee Tables & End Tables*



*We provide tables for any occasion... Which style do you prefer for your display?..*



**Black Glass Coffee**  
 Colors: Black w/ Chrome  
 Dims\*: 38"L 22"D 16"H



**Pedestal End Table**  
 Colors: Clear w/ Chrome  
 Dims\*: 18"L 18"D 22"H

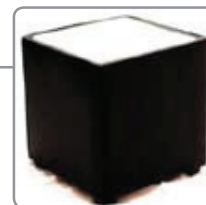


**Modern End Table**  
 Colors: Black w/ Chrome  
 Dims\*: 20"L 20"D 18"H

**Illuminated Coffee**  
 Colors: White w/ Acrylic  
 Dims\*: 62"L 36"D 18"H



**Illuminated End Table**  
 Colors: White / Black / Red  
 Dims\*: 18"L 18"D 20"H



**Tripod End Table**  
 Colors: Black  
 Dims\*: 18"L 18"D 20"H



**Glass Grid Coffee**  
 Colors: Clear w/ Chrome  
 Dims\*: 50"L 24"D 18"H

**Squared Coffee**  
 Colors: White w/ Acrylic  
 Dims\*: 48"L 48"D 18"H



**2-Tier End Table**  
 Colors: Frosted w/ Chrome  
 Dims\*: 18"L 18"D 26"H



**Acrylic End Table**  
 Colors: Clear  
 Dims\*: 18"L 18"D 18"H

\*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**



*Bars, Counters & Conference Tables*



*Greeting clients?.. Serving up cocktails?.. Having a meeting?... We have the options you need...*



**Illuminated Cubed Counter (Mod# TICC)**  
 Multi-Colored Cubes • 24"L 24"D 40"H\* Segments



**Illuminated Face (Mod# TIFC)**  
 White w/ Acrylic • 65"L 26"D 42"H\*



**Illuminated Conference Table - Large**  
 White w/ Acrylic • 72"L 36"D 34"H\* (Mod# TICCT)



**Illuminated Topper (Mod# TITC)**  
 White w/ Acrylic • 48"L 24"D 40"H\*



**Curved Button Face (2 pictured) (Mod# TCBF)**  
 White w/ Acrylic • 78"L 34"D 40"H\*



**Illuminated Conference Table - Small**  
 White w/ Acrylic • 48"L 48"D 34"H\* (Mod# TICST)



**Classic Counter (Mod# BCC)**  
 Cherry Wood Tone • 65"L 28"D 42"H\*



**Button Face (Mod# BBD01/ BBD02)**  
 Black / Red • 65"L 26"D 42"H\*



**Modern Conference Table (Mod# BBF01)**  
 White • 65"L 26"D 42"H\*

\*Actual colors, styles and sizes may vary and will be substituted depending upon availability.

Premium Choice Furnishing Selections

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**HELPFUL REMINDERS ON SHIPPING**

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and **DO NOT SEND ANYTHING VIA U.S. MAIL.**
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

**COMMON SHIPPING MISTAKES**

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
  - A. not advising your carrier about your target date and time.
  - B. not including an accurate description or piece count.
  - C. not reading the exhibitor manual and shipping instructions; and
  - D. not filling out the forms properly.

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**ALL FREIGHT MUST BE ACCOMPANIED BY  
A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE  
FOLLOWING CATEGORIES:**

1. CRATES .....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE  
FREIGHT CLERK CAN ACCEPT THEM:**

**WE REQUIRE A COPY OF YOUR BILLS OF LADING**

**IF YOU CANNOT PROVIDE ANY  
OF THE REQUESTED  
INFORMATION, PLEASE  
CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK**

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**INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Origin of Shipment: \_\_\_\_\_ Carrier: \_\_\_\_\_  
Shipping Date: \_\_\_\_\_ Approximate Arrival Date: \_\_\_\_\_  
Total Number of Containers: \_\_\_\_\_ Total Weight of Shipment: \_\_\_\_\_  
Pro # \_\_\_\_\_

**INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW**

Consign to (Company Name): \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Carrier: \_\_\_\_\_ PREPAID COLLECT  
Total Number of Containers: \_\_\_\_\_ Total Weight of Shpments: \_\_\_\_\_

**FOR SPLIT SHIPMENTS, USE SPACE BELOW**

Consign to (Company Name): \_\_\_\_\_ Telephone: \_\_\_\_\_ PREPAID COLLECT  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Total Number of Containers: \_\_\_\_\_ Total Weight of Shpments: \_\_\_\_\_

**BILLING ADDRESS FOR FREIGHT CHARGES**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Attention: \_\_\_\_\_

**PLEASE NOTE:** To enable our tracing delayed shipments,  
please fax duplicate Bills of Lading to **888-301-1273**  
along with a completed payment policy.  
**COLLECT SHIPMENTS WILL NOT BE RECEIVED**



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ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ TOTAL

2. Are you shipping to:

Direct to Site \_\_\_\_\_  
Mainland Warehouse \_\_\_\_\_  
PR Warehouse \_\_\_\_\_

3. Estimate total weight of shipments:

lbs. \_\_\_\_\_

4. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Overseas Container  
\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck

5. List carrier name (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Print name of person in charge of your move-in \_\_\_\_\_:

Their phone: \_\_\_\_\_

6. If using a Customs Broker, please print name:

\_\_\_\_\_

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. \_\_\_\_\_

9. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that  
The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: \_\_\_\_\_

11. Is there any special handling equipment required to unload your exhibit materials, i.e. extended Forklift blades, special slings, lifting bars, etc?

\_\_\_\_\_  
\_\_\_\_\_





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MATERIAL HANDLING SERVICES/RATES

- DIRECT/CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.
- UNCRATED:** Material that is shipped loose or pad wrapped.
- NOTE:** Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. **All late shipments will incur an additional 30% surcharge in addition to the rates listed below.** Does not include air charges for late freight received at the mainland.
- OVERTIME:** An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: January 15 - February 12, 2016

DESCRIPTION	PRICE PER CWT	MINIMUM
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse	\$92.00	\$184.00
Late to Warehouse	\$119.60	\$239.20
Direct to Warehouse Inbound OT Surcharge	\$23.00	\$46.00
Special Handling to Warehouse	\$110.40	\$220.80
Late Special Handling to Warehouse	\$138.00	\$276.00
Special Handling to Warehouse Inbound OT Surcharge	\$27.60	\$55.20

DESCRIPTION	PRICE PER CWT	MINIMUM
Show Site Shipment <b>May Begin Arriving February 16, 2016</b>		
Direct to Convention Facility	\$87.00	\$174.00
Direct to Convention Facility Inbound/Outbound OT Surcharge	\$21.75	\$43.50
Uncrated to Convention Facility	\$113.00	\$226.00
Special Handling to Convention Facility	\$104.40	\$208.80
Special Handling Inbound/Outbound OT Surcharge	\$26.00	\$52.00

Small Package - Maximum Weight 50 lbs.....	\$40.00 each
<b>Only applicable on SHOW DAYS</b>	

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.



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**EMPTY CONTAINER LABELS**

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Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

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**SPECIAL RATES AND SERVICES**

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Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.  
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

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**AGREEMENT OF TERMS**

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The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

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**OUTBOUND SHIPPING**

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Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

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**SHIPMENTS RETURNED TO THE WAREHOUSE**

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At the close of the show, for re-forwarding or storage, there will be an additional charge of \$15.00 per cwt. On straight time, \$75.00 minimum.

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**LIMITS OF LIABILITY**

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All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.

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Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

**What is Ground Loading/Unloading?**

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

**What is Constricted Space Loading/Unloading?**

Trailer loaded “high and tight” shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

**What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

**What are stacked Shipments?**

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

**What is Alternate Delivery Location?**

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

**What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

**What does it mean if I have “No Documentation”?**

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

**What about Carpet Only Shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

**What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.

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For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES".

**COMPUTATION OF ORDERS**

When recording weight, round up the next one hundred (100) pounds

**SHIPMENTS TO WAREHOUSE:**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.  
@ \$ 92.00 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_  
LATE CRATED SHIPMENTS TO THE WAREHOUSE \$119.60 per 100 lbs. (200 lb. minimum)

**SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.  
@ \$ 110.40 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_  
**See Special Handling Rates**  
LATE SHIPMENTS TO THE WAREHOUSE \$138.00 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_

**DIRECT SHIPMENTS TO THE CONVENTION FACILITY:**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs  
@ \$87.00 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_  
UNCRATED SHIPMENTS @ \$ 113.00 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_

**SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs  
@ \$104.40 per 100 lbs. (200 lb. minimum) \$ \_\_\_\_\_

**ESTIMATED MATERIAL HANDLING \$ \_\_\_\_\_**

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than JANUARY 26, 2016 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

Fax form to **888-301-1273** along with completed payment policy



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**IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE**

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on January 15, 2016, last date for warehouse shipments being February 12, 2016. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com). Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

**Please label each package or crate as follows:**

Show Name: Routes Americas 2016  
To: Your Company Name & Booth  
IMS, Inc./ABF Freight Systems  
Road #165 km 2.4  
US Foreign Trade Zone - Building # 7  
Guaynabo, Puerto Rico 00965

# RUSH!

EXHIBITION FREIGHT

FROM:

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## ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

Show Name: Routes Americas 2016  
IMS, Inc. /ABF Freight Systems  
Road #165 km 2.4  
US Foreign Trade Zone - Building # 7  
Guaynabo, Puerto Rico 00965

**SHIPMENTS SHOULD ARRIVE BETWEEN**  
**January 15, 2016 - February 12, 2016**

EVENT: Routes Americas 2016

CARRIER: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_

# RUSH!

EXHIBITION FREIGHT

FROM:

---

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---

## ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

Show Name: Routes Americas 2016  
IMS, Inc. /ABF Freight Systems  
Road #165 km 2.4  
US Foreign Trade Zone - Building # 7  
Guaynabo, Puerto Rico 00965

**SHIPMENTS SHOULD ARRIVE BETWEEN**  
**January 15, 2016 - February 12, 2016**

EVENT: Routes Americas 2016

CARRIER: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_

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- All shipments arriving to the facility prior to February 16, 2016 shipment will be refused and returned to the local trucking terminal.
- Shipments will only be received at the show during the move-in periods indicated on page one of this section.
- As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.
- Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: Routes Americas 2016  
To: Your Company Name & Booth #  
c/o: IMS, Inc.  
Puerto Rico Convention Center  
100 Convention Blvd.  
San Juan, Puerto Rico 00907

**DO NOT deliver prior to February 16, 2016  
Facility will refuse shipment**



# RUSH!

EXHIBITION FREIGHT

FROM:

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## DIRECT SHIPMENT

TO:

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

IMS, INC.  
Puerto Rico Convention Center  
100 Convention Blvd.  
San Juan, Puerto Rico 00907

**SHIPMENTS MAY BEGIN TO ARRIVE  
February 16, 2016**

EVENT: Routes Americas 2016

CARRIER: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_

# RUSH!

EXHIBITION FREIGHT

FROM:

---

---

---

## DIRECT SHIPMENT

TO:

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

IMS, INC.  
Puerto Rico Convention Center  
100 Convention Blvd.  
San Juan, Puerto Rico 00907

**SHIPMENTS MAY BEGIN TO ARRIVE  
February 16, 2016**

EVENT: Routes Americas 2016

CARRIER: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_



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## Need Outbound Shipping Labels?

IMS strives to make your event as smooth as possible. This includes Move Out day where it is very easy to forget seemingly unimportant details such as addresses and labels for outbound shipping needs. Please take a moment to complete this form and fax to the number below.

**Please Note:** If you are using FedEx as your carrier we regret that we will be unable to print labels for your shipment(s).

### INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Containers: \_\_\_\_\_

# of Labels Needed \_\_\_\_\_

### FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Containers: \_\_\_\_\_

# of Labels Needed \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

Fax form to **888-301-1273** along with completed payment policy



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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

**Installation and Dismantle Labor Rates**

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday  
 Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.  
 One hour minimum charge on all labor. Cancellations must be in writing.

**PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR**

Straight Time - \$79.00 per personnel hour      Overtime - \$99.00 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

**PLAN B: Installation and Dismantling of display under the supervision of IMS**

Straight Time - \$106.65 per personnel hour      Overtime - \$133.65 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ \_\_\_\_\_

EXHIBITOR NAME: _____	BOOTH #: _____
-----------------------	----------------

Fax form to **888-301-1273** along with completed payment policy



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1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.

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**DISCOUNT DEADLINE DATE • JANUARY 26, 2016**

Exhibiting Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Booth Size \_\_\_\_\_ x \_\_\_\_\_  
Email Address \_\_\_\_\_

**IMS SUPERVISED LABOR**

*In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.*

**Inbound Shipping and Set Up Information**

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_  
Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing with Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_

**Outbound Shipping Information**

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.**

**IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.**

**Method of Shipment**

Exhibit Transportation     Common Carrier     Air Freight     Next Day     2nd Day     Deferred

Other Carrier: Please indicate the carrier's name

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

Freight Charges  Prepaid Bill To     Collect

\_\_\_\_\_  
\_\_\_\_\_

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**SUPERVISED LABOR**

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Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to IMS Service Desk and approve the work order.

**FORKLIFT W/OPERATOR:**

DESCRIPTION	DATE	TIME	# OF FORKLIFTS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$121.50	\$155.75		
Installation				\$121.50	\$155.75		
Dismantling				\$121.50	\$155.75		
Dismantling				\$121.50	\$155.75		

**ADDITIONAL LABOR:**

DESCRIPTION	DATE	TIME	# OF LABORERS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$69.00	\$101.75		
Installation				\$69.00	\$101.75		
Dismantling				\$69.00	\$101.75		
Dismantling				\$69.00	\$101.75		

*Describe work to be done:* \_\_\_\_\_  
\_\_\_\_\_

**LABOR RATES**

**Straight Time**

8:00 a.m. to 4:30 p.m. Monday through Friday

**Overtime**

4:30 p.m. to 8:00 a.m. Monday through Friday & All Day Saturday

**Double Time**

All Day Sunday & Holidays

ESTIMATED TOTAL \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_

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**FORKLIFT**

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**CLEANING ORDER FORM**

**CARPET SERVICE** (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- Booth Sq. Ft. \_\_\_\_\_ x \$ 0.38 = \$ \_\_\_\_\_
- Booth Sq. Ft. \_\_\_\_\_ x \$ 0.42 = \$ \_\_\_\_\_

Vacuum Booth Carpet—**Daily** (before Show Opens)—3 days

- Booth Sq. Ft. \_\_\_\_\_ x 3 = \_\_\_\_\_ Sq. Ft. x \$0.32 = \$ \_\_\_\_\_
- Booth Sq. Ft. \_\_\_\_\_ x 3 = \_\_\_\_\_ Sq. Ft. x \$0.35 = \$ \_\_\_\_\_

**Calculate 3 times the square footage of booth space for daily**

Shampoo Booth Carpet—One Time

- Booth Sq. Ft. \_\_\_\_\_ x \$ 0.46 = \$ \_\_\_\_\_
- Booth Sq. Ft. \_\_\_\_\_ x \$ 0.50 = \$ \_\_\_\_\_

**NOTE:** All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

**PORTER SERVICE** Empty wastebaskets, police floor at two-hour intervals (Check one)

- \$ 65.00 per day 1-400 Sq. Ft. \_\_\_\_\_ specify days \_\_\_\_\_
- \$ 75.00 per day 1-400 Sq. Ft. \_\_\_\_\_ specify days \_\_\_\_\_
- \$ 95.00 per day 401-up Sq. Ft. \_\_\_\_\_ specify days \_\_\_\_\_
- \$ 110.00 per day 401-up Sq. Ft. \_\_\_\_\_ specify days \_\_\_\_\_

**EXHIBIT CLEANING SERVICE** (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- @ \$65.00 per 10' foot booth space \$ \_\_\_\_\_
- @ \$75.00 per 10' foot booth space \$ \_\_\_\_\_

Cleaning and dusting of display background and furnishings **DAILY** during show

- @ \$55.00 per day per 10' booth space \$ \_\_\_\_\_
- @ \$65.00 per day per 10' booth space \$ \_\_\_\_\_

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = **TOTAL** \$ \_\_\_\_\_

**Prices in blue reflect POST deadline date prices.**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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**FLORAL**

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ficus	\$60.00	\$70.00	
	Ficus Tree - 7' Long Leaf	\$80.00	\$90.00	
	Ficus Topiaries - 6' and up	\$80.00	\$90.00	
	Ferns	\$39.95	\$49.95	
	Flower Arrangements	\$75.00 and up	\$95.00 and up	
	4' - 5' Palm	\$60.00	\$70.00	
	6' - 7 1/2' Palm	\$75.00	\$85.00	
	Spatiphilum Sensatione	\$55.00	\$65.00	
	Schefflera up to 3 1/2'	\$35.00	\$45.00	
	Bromelia	\$15.00	\$25.00	

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

**Container Style**

- Black Plastic  
 Terra Cotta Plastic

**Floral Arrangements**

Please specify what you would like and the size and we will email you a quote.

Flower(s) \_\_\_\_\_

Greenery *circle one*      yes    no

Height \_\_\_\_\_ Width \_\_\_\_\_

Container Type/Color \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	22" x 28" Single Sided	\$96.50	\$125.50	
	22" x 28" Double Sided	\$125.50	\$163.00	
	28" x 44" Single Sided	\$136.75	\$177.75	
	28" x 44" Double Sided	\$177.75	\$231.00	
	20" x 60" Single Sided	\$231.00	\$300.50	
	24" x 87" Single Sided	\$295.00	\$383.50	
	24" x 87" Double Sided	\$383.50	\$498.50	
	38.125" x 76" Single Sided Meter Board	\$350.00	\$455.00	
	38.125" x 76" Double Sided Meter Board	\$455.00	\$591.50	
	3' x 6' Single Sided Banner	\$300.00	\$390.00	
	3' x 6' Double Sided Banner	\$390.00	\$507.00	

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

**SIGN COPY:** (Use additional sheet of paper if more space is needed.)

\_\_\_\_\_  
\_\_\_\_\_



Vertical



Horizontal

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

**ADDITIONAL SERVICES INCLUDE:**

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks,  
Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

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## Preferred Format(s) for Incoming Graphics

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**Logos:** Vector-based files always work best to create large-format graphics and signage.

**Graphics Supplied by Client:** PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

### File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics.

Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting.

Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

### Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

### Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

### Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

### Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

### Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

### Accepted Media and Transfer Methods

CD-ROM

E-Mail for files 1mg. and smaller

1.44 MB floppy disks: Mac or PC format

**Please** submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

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**ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle**

120 VOLTS	QTY	Discount Price	Standard Price	TOTAL
501-1000 WATTS (10 AMPS)	----	130.00	169.00	----
1001-1500 WATTS (15 AMPS)	----	162.00	210.50	----
1501-2000 WATTS (20 AMPS)	----	180.75	235.00	----

**ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle**

<b>208 VOLTS SINGLE PHASE</b>				
20 AMPS	----	231.00	300.50	----
30 AMPS	----	286.00	372.00	----
60 AMPS	----	389.50	506.50	----
100 AMPS	----	444.75	578.25	----
<b>208 VOLTS THREE PHASE</b>				
20 AMPS	----	286.00	372.00	----
30 AMPS	----	325.00	422.50	----
60 AMPS	----	484.00	642.25	----
100 AMPS	----	574.75	747.25	----
<b>480 VOLTS SINGLE PHASE</b>				
30 AMPS	----	714.75	929.25	----
50 AMPS	----	902.50	1173.25	----
60 AMPS	----	1003.50	1304.50	----
<b>480 VOLTS THREE PHASE</b>				
30 AMPS	----	743.50	966.50	----
50 AMPS	----	1010.75	1314.00	----
60 AMPS	----	1075.75	1398.50	----

**LIGHTING EQUIPMENT - (Including current consumed)**

300 WATT (1) FLOOD LIGHT	----	115.50	150.25	----
300 WATT (2) FLOOD LIGHTS	----	136.50	177.50	----
POWER STRIP	----	39.00	50.50	----

**EXTENSION CORDS - (Electricity not including)**

SINGLE OUTLET any length	----	31.50	41.00	----
QUAD OUTLET/POWER STRIP	----	42.00	54.75	----

**LABOR**

ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays)	----	69.50		----
OT Mon - Fri 4:30 pm - 8.00 am (Sat. /Sun./Holidays)	----	115.50		----

Subtotal \_\_\_\_\_ + 11.5% Sales Tax = TOTAL \$ \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

**Check here for 24 hour power**  
\_\_\_\_\_  
**Double electrical rate for this service**

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/ items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

**ISLAND BOOTHS**

A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.

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**Electrical Circuit Placement Diagram and Plug Configuration**

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. *If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.*
3. Mark each circuit location with correct corresponding order on the application form. Important: The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis. .
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

**Please clearly mark the FRONT of your booth.**

Your Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth# \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_

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EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

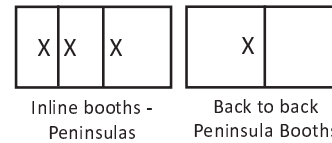
V120 PH1 Hz60 W1000	120 V Single Phase=60 cycles 1000 watts	V230 A30 PH3	230 Volts = 30 Amp 3 Phases
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**WHERE WILL MY OUTLET BE LOCATED?**

Your outlet will be located as depicted as shown ***unless***

POWER LOCATIONS: X Indicates location of outlet floor plan received indicates otherwise.

Power Locations



1. Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
2. The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

**ISLAND BOOTHS!**

One drop within booth when powersource in ceiling or one location at IMS's discretion when power source is in the floor.

***Please see Regulation #4 above.***



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10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.
13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice .
18. Exhibitor holds the electrical contractor harmless for any and all losses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism , faulty exhibitor equipment or overloads caused by exhibitor.
19. The official Electrical Contractor shall be responsible for:
  - \*All under carpet distribution of electrical wiring
  - \*All motor and equipment hook-ups requiring hardwire connections
  - \*The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - \*All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
  - \*The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - \*Zip cords or two-wire cords are ungrounded and could result in safety hazards.  
**Their use is forbidden in all convention facilities.**
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

