

Exhibitor Service Manual

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the **BKBG Annual Conference 2009**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to:

Exhibitor Service Department
CDS
3559 Belgium Lane
San Antonio, TX 78219
210.581.9220 Fax: 800.677.8191

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Buying Group Services, Inc
212 Riva Drive
Hackettstown, NJ 07840
Contact: Ginny Peterson
Phone: 908.852.8115 Fax: 908.852.7238
Email: Ginny@theBGS.com

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **Thursday, September 24, 2009** the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

BKBG Annual Conference 2009
October 8-10, 2009
Hilton Anatole - Trinity II

Online Ordering is available! It is fast, easy and convenient!

Place your orders online at:
www.conventiondecorating.com



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Hilton Anatole
 Hilton Anatole
 Hilton Anatole

Show Information

Discount Deadline: Thursday, September 24, 2009
Show Colors: Red
Show Carpet: Facility is carpeted

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 11' x 13' booth will be provided with:

- 3' tall red background drape
- 2 - 6' white skirted table
- 1 - wastebasket
- 3' tall red side dividers
- 4- chairs
- 1 - 7"x 40" ID Sign

Show Schedule - Subject to Change

Exhibitor Move In:	Thursday, October 8, 2009	12:30 pm - 4:30 pm
Show Hours:	Friday, October 9, 2009 Saturday, October 10, 2009	8:00 am - 5:45 pm 8:00 am - 6:00 pm
Exhibitor Move Out:	Saturday, October 10, 2009 Sunday, October 11, 2009	6:00 pm - 10:00 pm 7:00 am - 11:00 am
Driver Check-In By:	Sunday, October 11, 2009	10:30 am
Freight Re-Directed At:	Sunday, October 11, 2009	11:00 am

Assistance

If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **210.581.9220** or visit us online

www.conventiondecorating.com

**CDS will have a service desk in a convenient location
on show site if you require any further assistance.**

Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

▶ **HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?**

You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is **CDS Logistics**. Call 210.581.9220 for rates.

▶ **WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?**

Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **9:00 am - 3:00 pm**, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

▶ **WHEN DO I SHIP AND WHERE?**

Advance Shipping Address:

BKBG Annual Conference 2009
UPGF
c/o **CDS**
2600 E Pioneer Dr
Irving, TX 75061

Direct Shipments to Show Site:

BKBG Annual Conference 2009
Hilton Anatole - Trinity II
c/o **CDS**
2201 N. Stemmons Freeway
Dallas, TX 75207

**Advance shipments MUST be received by
Friday, October 2, 2009**

**Direct shipments to arrive NO SOONER than
Wednesday, October 7, 2009.**

**ALL SHIPMENTS MUST HAVE "C/O CDS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

▶ **HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSES?**

A **CDS** "Bill of Lading" is required on all outbound shipments. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. If you are not using **CDS**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **CDS** and the discount rate will not apply. A CDS representative will be available at show site for further questions.

▶ **HOW DO I PLACE MY ORDER?**

- Order online at www.conventiondecorating.com
- Mail in your order forms and full payment to:
CDS * 3559 Belgium Lane * San Antonio, TX 78219
- Fax in your order with the "Credit Card Authorization" form to: **800.677.8191** Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "**official suppliers**" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

Shipping Quote



Need a Quick Quote for Shipping?
Let us take the weight off your shoulders...

CDS is the official show carrier for the

BKBG Annual Conference 2009
October 8-10, 2009
Hilton Anatole - Trinity II

Fax your shipping information to CDS at 800-677-8191.
We will provide a quote today!

CDS offers competitive solutions for all of your logistics needs.
Shipments are tracked multiple times daily.
We can manage your inbound and outbound shipments.

Inbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Outbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Exhibitor Name _____

Exhibitor Email or Phone _____

Company _____

Limits of Liability

▶ **Responsibility for Labor**

- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CDS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CDS** or its subcontractors.
- **CDS**, its subcontractors, and Show Management shall not be liable to any extent 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 materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CDS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CDS** or its subcontractors more than one year after the accrual of the action.
- **CDS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CDS** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of 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.

▶ **Material Handling**

- **CDS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CDS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- **CDS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CDS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- In the event the designated carrier fails to pick up by the specified time, shipments will be rerouted by the show carrier.
- Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- **CDS** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

▶ **Payment Terms**

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the show.**

▶ **Questions and Adjustments**

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items **cancelled or changed after Thursday, September 24, 2009 will be charged 50% of the original price.**

▶ **Orders**

- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- **Orders received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- Services ordered at show site will not be processed without full payment.
- **The availability of furnishings at show-site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.**

Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

▶ **Adding Tax to Your Order**

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 8.25 Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after **Thursday, September 24, 2009** will be charged 50% of the original price.

▶ **Payment Options**

1. *Advance Payment by check...* Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:

CDS

3559 Belgium Lane • San Antonio, TX 78219

Ph: 210.581.9220 • Fax: 800.677.8191

RE: BKBG Annual Conference 2009

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **CDS** must receive this form by **Thursday, September 24, 2009** to qualify for the advanced pricing.

▶ **Show-Site Orders**

All show site orders including labor and material handling must be paid **before close of the show**. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

▶ **Advance Orders (Discount Rate)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

▶ **Third Party Orders**

If you have contracted work through a display/exhibit house and require the services of **CDS**, the payment policies stated above apply. Please forward this information to the proper parties.

▶ **International Exhibitors**

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

▶ **Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.

Credit Card Authorization

This form authorizes **CDS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order.

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .

Company Name:	
Cardholders Name:	
Credit Card #:	<input type="text"/>
Exp. Date:	<input type="text"/>
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Billing Address:	
City, State, Zip:	
Phone Number:	Fax:
Customer Signature:	

A check is being sent to cover all expenses, use card only for show-site services and remaining balances.

**If paying by check, make payable to:
Mail order forms and full payment to:**

CDS
3559 Belgium Lane
San Antonio, TX 78219
Ph: 210.581.9220 Fax: 800.677.8191
RE: BKBG Annual Conference 2009

Fax orders with full payment to: 800.677.8191 Attn: Exhibitor Service Department.

*Items cancelled or changed after Thursday, September 24, 2009 will be charged 50% of the original price.

Your signature on this form authorizes **CDS** to charge any pre-order requests, on-site order requests and all material handling charges

Third Party Payment

CDS will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the " Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **CDS**. Also the credit card information below must be completed and submitted to **CDS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CDS** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

We understand and agree 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 invoice at show-site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Fill out this form completely and return to **CDS.**

Exhibiting Company:	
Authorized Name & Title:	Authorized Signature:
Display House Name Third Party Payer:	
Authorized Name & Title:	Authorized Signature:
Complete Address:	
City, State, Zip	
Phone:	Fax:
Items being billed to Third Party: <input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other _____	
Credit Card #:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiration:	Type of Card:
Name on Card:	Signature:
Company Name:	
Billing Address:	
City, State, Zip:	
Phone:	Fax:
Email:	



Exhibitor Appointed Contractor – EAC

CDS has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) 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.

Rules and Regulations:

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **CDS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CDS** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **CDS** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

Form must be received by: Friday, October 2, 2009

If this form and the "Certificate of Insurance" are not received by Friday, October 2, 2009 the Exhibitor or EAC will be required to order labor from **CDS. Please clearly note Company Name and Show Name on the "Certificate of Insurance" form.**

Information in this box must be filled out

Exhibiting Firm: _____

Authorized Name & Title: _____ Signature: _____

Full name of EAC: _____

Address of EAC: _____

City, State, Zip: _____

Authorized EAC Name: _____ Signature: _____

Authorized EAC Title: _____ EAC Representative/Show-Site: _____

Phone: _____ Fax: _____

Type of Service being performed : _____



Order Recap

Deadline: Thursday, September 24, 2009

This form is optional

1. Please use this form to combine all of your **CDS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax your order and "Credit Card Authorization" form to **CDS** at 800.677.8191 or mail your order and payment to:

CDS
3559 Belgium Lane, San Antonio, TX 78219
PH: 210.581.9220
RE: BKBG Annual Conference 2009

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

Taxable Services

Furniture I:	\$ _____
Furniture II:	\$ _____
Booth Cleaning:	\$ _____
Sign and Banner:	\$ _____
Cartload Service:	\$ _____

Non-taxable

Labor:	\$ _____
Material Handling:	\$ _____

Subtotal:	\$ _____
Petroleum Surcharge (2% of Order Subtotal)	\$ _____
8.25 % Sales Tax:	\$ _____
GRAND TOTAL:	\$ _____

Thank you for ordering!



Furniture & Accessories I

Discount Deadline: Thursday, September 24, 2009

Skirted Display Tables - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	86.00	\$104.50	_____	\$ _____
190023	6' long 30" high	\$105.00	\$126.50	_____	\$ _____
190027	8' long 30" high	\$121.50	\$146.75	_____	\$ _____
190017	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$39.50	\$49.25	_____	\$ _____
190002	Table Skirt Only	\$63.00	\$78.75	_____	\$ _____



Counter Height (42" High)

190022	4' long 42" high	\$116.50	\$145.50	_____	\$ _____
190025	6' long 42" high	\$132.00	\$164.50	_____	\$ _____
190029	8' long 42" high	\$151.50	\$189.75	_____	\$ _____
190018	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$39.50	\$49.25	_____	\$ _____
190005	Table Skirt Only	\$63.00	\$78.75	_____	\$ _____

Table Skirt Colors	
Red	White

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____

**Please use colors as a reference only*

Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30" high	\$50.25	\$62.75	_____	\$ _____
190006	6' long 30" high	\$62.25	\$77.50	_____	\$ _____
190010	8' long 30" high	\$73.75	\$91.00	_____	\$ _____
190004	4' long 42" high	\$71.75	\$87.00	_____	\$ _____
190008	6' long 42" high	\$82.50	\$102.25	_____	\$ _____
190012	8' long 42" high	\$89.25	\$111.75	_____	\$ _____



Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$69.00	\$82.75	_____	\$ _____
190015	Cocktail Table 42" high	\$87.75	\$105.50	_____	\$ _____
190016	Coffee Table 17" high	\$69.00	\$82.75	_____	\$ _____



Total: \$ _____

Sales Tax 8.25 % \$ _____

Grand Total \$ _____

Company: _____

Contact: _____

Phone: _____

Furniture & Accessories II

Discount Deadline: Thursday, September 24, 2009

Chairs



30002

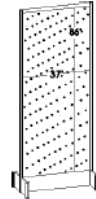


30003

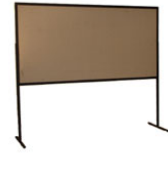


30004

Pegboard / Tack board



120003



120004

Miscellaneous Accessories



120010



120013



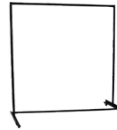
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (gray plastic)	\$46.75	\$58.75		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$74.25	\$93.00		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$66.00	\$82.50		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$186.75	\$233.50		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$167.50	\$201.00		\$
120015	2' x 8' Grid wall	\$62.25	\$77.50		
120010	Computer Pedestal	\$272.75	\$341.25		\$
120013	Easel	\$28.50	\$35.50		\$
120014	Fish Bowl	\$27.00	\$32.50		\$
120022	Wastebasket	\$15.00	\$18.00		\$
120029	Arm Light	\$57.75	\$72.00		
140002	Bag Rack	\$88.25	\$110.00		\$
140004	Garment Rack	\$88.25	\$110.00		\$
140005	Garment Rack - 2 Arm	\$88.25	\$110.00		\$
140006	Garment Rack-4 Arm (Waterfall)	\$88.25	\$110.00		\$
140007	Literature Rack I	\$97.00	\$118.50		\$
140008	Literature Rack II	\$135.00	\$162.00		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$51.75	\$64.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$62.50	\$78.25		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$73.25	\$91.75		\$

Total: \$ _____

Sales Tax 8.25 % \$ _____

Grand Total \$ _____

Company: _____

Contact: _____

Phone: _____



Cleaning Order Form



Vacuuming of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.35 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.32 =	\$ _____

Cleaning Total \$ _____

Sales Tax 8.25 % \$ _____

GRAND TOTAL \$ _____

Company: _____

Contact: _____ Phone: _____



Sign and Banner Order Form

Discount Deadline: Thursday, September 24, 2009

High-quality signs and graphics will enhance the overall image of your booth. Our graphic/sign department at **CDS** is driven to excellence and strives to produce the highest quality signs and graphics.

Signage Rates

All standard signs are digitally produced on white foam core. Standard sign price includes text/copy placement in a color specified herein on a single side.

Item #	Size	Discount	Standard	QTY	Total
170008	9" X 11"	\$40.00	\$60.00	_____	\$ _____
170002	11" X 14"	\$45.00	\$67.50	_____	\$ _____
170003	14" X 22"	\$50.00	\$75.00	_____	\$ _____
170005	28" X 44"	\$117.00	\$150.00	_____	\$ _____
170006	40" X 60"	\$150.00	\$200.00	_____	\$ _____
170010	Easel back*	\$12.00	\$12.00	_____	\$ _____
170004	22" X 28" Card Stock	\$78.00	\$106.00	_____	\$ _____
170007	7" X 40" (ID Sign) Card Stock	\$33.00	\$49.50	_____	\$ _____

*Available only up to 11"x14"

Banner Rates

(Minimum order of \$100.00)

Item #	Description	Discount	Standard	QTY	Total
170013	Four Color Vinyl banner with grommets	\$15.00 sq ft	\$19.00 sq ft	_____	\$ _____
170019	Custom Graphics Design (1 Hour Minimum)	\$75.00 per hr	\$75.00 per hr	_____	\$ _____

Please use this box to write your copy if you are not sending graphics. Indicate whether you want your sign to be horizontal or vertical.

Horizontal Vertical

Size: _____ (length) x _____ (width)

Letter Color _____
 Show card Color _____

Please call us for quotes on bio board, cortex and other sign materials.

CDS

Exhibitor Services

210-581-9200

Sign/Banner Total \$ _____

Sales Tax 8.25% \$ _____

GRAND TOTAL \$ _____

Company: _____ Contact: _____ Phone: _____



Cartload Service

CDS will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth for a **\$50.00** fee. This fee is limited to a maximum of **200lbs** that can be delivered in 1 cartload. There is a maximum of **3** cartloads; otherwise material handling fees will apply. ***This service does not include storage of your empties.***



To qualify for this service you must arrive in a personal vehicle, no company trucks/ vans and no bob-tails. You will only be allowed to park in the designated Cartload Service parking area that will be available at the dock.

This service will help expedite the process and reduce your hassles. This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions please contact our Exhibitor Service Department at 210-581-9580.

If you would like this service, please return this form with the rest of your order.

Estimated Time of Arrival: _____

IN _____ x **\$50.00** = \$ _____

OUT _____ x **\$50.00** = \$ _____

Cartload Service Total \$ _____

Sales Tax 8.25%
\$ _____

GRAND TOTAL \$ _____

Company: _____

Contact: _____

Phone: _____



Display Labor

Rates

Straight Time:	Monday-Friday	8:00 am - 4:30 pm	\$58.00
Overtime:	Monday-Friday	4:31 pm - 7:59 am	\$87.00
	Saturday & Sunday	All Day	\$87.00
Double Time:	Holidays	All Day	\$116.00

Minimum Charge: One hour per man

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

Labor ordered on-site will be subject to a 25% surcharge.

Type of Service

CDS Supervision (Exhibitor does not have to be present)

CDS will proceed with your display setup unless you instruct us otherwise.
 Work will be done on straight time, unless move-in/move-out schedule does not permit.

If using CDS Supervision, please complete the information below:

<input type="checkbox"/> Labor to Install	Number of Crates: _____	Self contained unit? Yes or No
	Set up plans attached? Yes or No	Photo enclosed? Yes or No
<input type="checkbox"/> Labor to Dismantle	Set-up plans in crate? Yes or No	Special instructions _____
	Carpet: ___ Own ___ CDS Color _____	_____
	*Carpet must be ordered with 'Carpet' Form _____	

If using CDS Supervision, please complete the "Instructions for Outbound Shipping" form and send with your order.

Exhibitor Supervision (Exhibitor must pick up labor from the CDS Service Desk)

All work to be performed ONLY under the supervision of Exhibitor Representative.
 Labor ordered and not called for by the exhibitor will be billed at a one (1) hour no-show charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Show-site representative's name and contact number: _____

Schedules (estimated number of hours)

Installation

# of men	Date	Start Time	# of hours

Dismantle

# of men	Date	Start Time	# of hours

Very Important

Please complete all outbound shipping documents at the Service Desk prior to the close of the show.

GRAND TOTAL	\$
--------------------	-----------

Company: _____ Contact: _____ Phone: _____



Outbound Shipping Instructions

Only Complete if using CDS Supervision on Dismantle Labor.

Please duplicate form for split shipments (one form for each location or one for each carrier.)

of shipping labels _____

Consign to (company name): _____ Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

Method: Air Freight _____ Next Day 2nd Day Deferred Motor Freight Other: _____
(specify level of service)

CDS reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline.

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	Other	
	TOTALS	

* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

Prepaid Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

Use CDS on your outbound shipment (s) for convenience and competitive prices.



Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **Friday, October 2, 2009** by 3:00pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **210.581.9220**. (Receiving Hours Monday-Friday **9:00 am - 3:00 pm**.)
- Shipments arriving at the warehouse after: **Friday, October 2, 2009** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____
(exhibiting company name)
For: **BKBG Annual Conference 2009**
UPGF
c/o CDS
2600 E Pioneer Dr
Irving, TX 75061

Minimum charge of 200 lbs = **\$110.00** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$55.00 per 100 lbs

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight.

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **Wednesday, October 7, 2009** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show-site receiving report will verify the total count and weight.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____
(exhibiting company name)
For: **BKBG Annual Conference 2009**
Hilton Anatole - Trinity II
c/o CDS
2201 N. Stemmons Freeway
Dallas, TX 75207

Minimum charge of 200 lbs = **\$110.00** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$55.00 per 100 lbs

- **CDS** will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight.

All shipments must be PREPAID, collect shipments will be REFUSED.

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by CDS for these shipments.

Material Handling Information (page 1 of 2)

What Is Material Handling?

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

Crated/Uncrated Shipments

Crated shipments are packed in any type of shipping container that can be unloaded at the dock, and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded.

Special Handling Shipments

◆ **Mixed Shipments**

Mixed shipments include a mix of both crated and uncrated materials.

◆ **Ground Loading/Unloading**

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.

◆ **Stacked Shipments**

Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)

◆ **Piece Loading/Unloading**

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

◆ **No Documentation**

Shipments that arrive from a small package carrier, such as FedEx, UPS and, without a Bill of Lading, which requires additional time and labor to process.

◆ **Excess of Small Shipments**

More than 11 small pieces in a shipment, via small package carriers, such as FedEx, UPS and, that must be palletized prior to delivery.

Material Handling: Money Saving Tools

Consolidate and Shrink Wrap Your Shipments

For Example:

If you send 4 Separate Shipments:

1st Shipment @ 41 lbs = **\$110.00** (200 lb. minimum)

2nd Shipment @ 44 lbs= **\$110.00** (200 lb. minimum)

3rd Shipment @ 52 lbs= **\$110.00** (200 lb. minimum)

4th Shipment @ 60 lbs= **\$110.00** (200 lb. minimum)

If you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 197 lbs (200 lb minimum)

197 lbs charged @ \$110.00

Material Handling (page 2)

THE RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND MOVE-OUT. All charges are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. CDS will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. CDS will receive direct shipments at show-site on scheduled move-in days. CDS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CDS "Bill of Lading" must be filled out at close of show.

CDS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.

ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: **Friday, October 2, 2009.** Any shipment arriving after this date will be charged a late to warehouse fee of \$25.00 per cwt, or \$50.00 minimum in addition to any other charges incurred.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$55.00	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$68.75	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$68.75	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

Small Packages: Shipments under 35 lbs (received in a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment) within the same shipment.

DIRECT SHIPMENTS TO SHOW SITE - Shipments arriving prior to **Wednesday, October 7, 2009** will be refused. Shipments will be received during the move-in periods and throughout the event.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$55.00	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$68.75	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$68.75	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

Let CDS , the preferred show carrier, assist you with your shipping requirements. Call for rates.

Material Handling Total

\$ _____

Surcharges - Based upon the Material Handling Rates quoted above, a surcharge of \$25 overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm, Saturday, Sunday, or observed union holidays.
- **Material is moved from warehouse to show-site on overtime due to show schedule.**
- **Material is moved out of show-site on overtime due to show schedule.**





EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

BKBG Annual Conference 2009

Must Arrive By: Friday, October 2, 2009

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

**UPGF
c/o CDS
2600 E Pioneer Dr
Irving, TX 75061
210.581.9220**

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

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Exhibit Material**

BKBG Annual Conference 2009

Must Arrive By: Friday, October 2, 2009

Deliver 9:00 am - 3:00 pm M-F

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TO: _____
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**UPGF
c/o CDS
2600 E Pioneer Dr
Irving, TX 75061
210.581.9220**

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

BKBG Annual Conference 2009

Must Arrive NO Sooner Than:
Wednesday, October 7, 2009

TO: _____
(Exhibiting Company Name)

**Hilton Anatole - Trinity II
c/o CDS
2201 N. Stemmons Freeway
Dallas, TX 75207**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

BKBG Annual Conference 2009

Must Arrive NO Sooner Than:
Wednesday, October 7, 2009

TO: _____
(Exhibiting Company Name)

**Hilton Anatole - Trinity II
c/o CDS
2201 N. Stemmons Freeway
Dallas, TX 75207**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

BKBG Annual Conference 2009

Must Arrive NO Sooner Than:
Wednesday, October 7, 2009

TO: _____
(Exhibiting Company Name)

**Hilton Anatole - Trinity II
c/o CDS
2201 N. Stemmons Freeway
Dallas, TX 75207**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

BKBG Annual Conference 2009

Must Arrive NO Sooner Than:
Wednesday, October 7, 2009

TO: _____
(Exhibiting Company Name)

**Hilton Anatole - Trinity II
c/o CDS
2201 N. Stemmons Freeway
Dallas, TX 75207**

Carrier: _____ **# of pcs:** _____

Electrical Service Order

Please provide the appropriate information below and turn form in to our Meeting Services Dept.

Convention Name _____	Room _____	Show Date _____
Exhibitor Name _____	Booth # _____	Date _____
On-Site Contact _____	Telephone _____	
Exhibitor's Address _____	City/State/Zip _____	

NOTICE:
The Deadline for ordering goods and services is 15 days prior to function.

RETURN TO:
Meeting Services Dept.
Hilton Anatole Hotel
2201 Stemmons Freeway
Dallas, Texas 75207
214-761-7836 Ph
214-761-7856 Fax

RATE SCHEDULE

LIGHTING	PRICE	QTY	AMOUNT
(1) 150 watt Flood Light (on one pole)	\$75.00		
(1) Track Light	75.00		
(1) Remote Dimmer Control (Chantilly, Grand, Khmer only)	75.00		
POWER	PRICE	QTY	AMOUNT
120-volt Circuit (500 watt max.)	\$100.00		
120-volt Circuit (1000 watt max.)	110.00		
120-volt Circuit (1500 watt max.)	120.00		
120-volt Circuit (2000 watt max.)	150.00		
120-volt Circuit (3000 watt max.)	180.00		
208-volt Circuit (Single Phase 20 Amp)	225.00		
208-volt Circuit (Single Phase 30 Amp)	275.00		
Add'l 208-volt Power (Single Phase) per Amp	6.00		
208-volt Circuit (Three Phase 20 Amp)	300.00		
208-volt Circuit (Three Phase 30 Amp)	450.00		
Add'l 208-volt Power (Three Phase) per Amp	7.00		
Extension Cord - 4-Gang Box (requires power)	30.00		
Extension Cord - One Outlet (requires power)	30.00		
Water (in Trinity I only - priced per request)			
Other (specify)			
Sub-Total:			
25% Late Charge (if applicable)			
20% Service Charge			
Dallas Sales Tax (@ 8.25%)			
Total:			
LABOR (2-hour minimum charge)	RATE	QTY	AMOUNT
Straight Time Labor - 7am to 4pm	\$75/hr		
Overtime Labor (before 6am, after 4pm, & Saturday)	\$125/hr		
Sunday & Holiday Labor	\$150/hr		
Hanging Banner (in meeting space - up to 4ft L x 4ft W)	\$50 flat		
Hanging Banner (in meeting space - L or W > 4ft)	\$10/l.f.		
Hanging Banner* (in public space - up to 4ft L x 4ft W)	\$100 flat		
Hanging Banner* (in public space - L or W > 4ft)	\$20/l.f.		
Hanging Banner* (Atrium II Light Pole)	\$50 flat		
<small>*Requires hotel approval and placement</small>			
Sub-Total:			
25% Late Charge (if applicable)			
Grand Total:			

The Hilton Anatole is not responsible for any damage related with electrical service provided by the hotel. All material and equipment furnished remains the property of the Hilton Anatole Hotel.

I understand the terms, conditions, and rates stated above and agree to pay all charges incurred to my exhibit(s) and on my behalf.

Exhibitor Signature _____	Printed Name _____	Date _____
Credit Card Type/Brand _____	Credit Card # _____	Exp. Date _____
Card Member Signature _____	Printed Name _____	Date _____

Prices are effective for events that occur on or before December 31, 2006 and are subject to change without notice.

HAH ESO 060327

GENERAL CONDITIONS OF RENTAL & SALES

Placement & Confirmation of Service Order

To place your order, please fax this Service Order (completed) to 214-761-7856. To confirm orders, you may call 214-761-7836 from outside the hotel, or dial ext. 2727 from any house phone while on property.

Changes or Additions to Your Order

Any changes or additions to your order must be made in person at the Service Desk. Note: The workmen are not permitted to take orders or make changes to the orders.

Adjustments to Orders/Invoices

All adjustments to orders and invoices must be made in person at the Service Desk. No adjustments to your order/invoice will be made unless reported prior to close of show.

Inventory of Services

Exhibit booths will be inventoried at the show site. Any additional materials or wattage used will be added to the final invoice and priced as "floor order" (subject to applicable rates).

Lighting Fixtures

Lighting fixture rentals include fixture, pole, and base.

Receptacles/Outlets

Wall or post receptacles are not a part of the booth space. For a booth to have electricity, a separate outlet & electrical service must be ordered.

Electric Motors

All electric motors of one (1) horsepower (HP) or larger must be equipped with a fusible switch.

Electrical Power and Service

Normal Usage: 120-volt single-phase, four- or five-wire.

120/208-volt three-phase, four- or five-wire.

Heavy Loads: Heavy loads are limited to certain locations within the building, and require advanced arrangements. Please contact our office for information.

High Voltage: 277/480-volt three-phase, four-wire power is available. Advanced arrangements are required.

Other Service: Any special requirements for electrical service not listed must be arranged prior to the agreed deadline (listed on the reverse).

"Special Work/Special Setup" Rates

All special work is charged on a Materials and Labor basis, on the following rate schedule:

Materials: Retail cost (as published in the "Trade Service" pricing book)

Labor: Priced under "Miscellaneous Services"

Late Charge: All special work required and requested after the deadline (less than 15 days prior to the function) is subject to an additional 25% late charge, regardless of when the work is done.

PAYMENT

- Payment for exhibit goods and services must be made in advance, by checks, money orders, or credit cards, and must accompany this Electrical Services Order Form.

- Purchase Orders are not accepted as a form of payment.

- A 25% Late Charge must be added for services required and requested after the deadline (less than 15 days prior to the function), regardless of when the work is done.

- Make checks or money orders payable to Hilton Anatole Hotel.

- Payment for labor and services, whether ordered by the exhibitor, display builder or other parties, shall be the responsibility of the exhibitor.

