IMPORTANT EXHIBITOR TIPS AND REMINDERS

PLEASE READ THIS ENTIRE INFORMATION SHEET AND SHARE THESE REMINDERS WITH ALL STAFF WHO WILL BE WORKING YOUR BOOTH

- **Booth Package** (included with your booth purchase/registration)**:**
  8' Draped Back Wall
  3' Draped Side Rail
  (1) 6' Draped Table
  (2) Chairs
  (1) Waste Basket w/ Liner
  (1) 7" x 44" ID Sign
- **Official Decorator:** Convention Services of the Southwest, Inc. (CSS) has been contracted to provide resources and services for the show (e.g., additional/different furnishings for your booth, labor for setting up your booth, material handling for shipments being sent to the show, etc.). You will find everything you need to order through the CSS online ordering system or in the Exhibitor Service Kit.
  - **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact CSS at esr@cssabq.com or (505) 243-9889 to obtain one.
  - **Shipments / Drayage (Material Handling):**
    - **Shipping** is the movement of freight from one city to the next (i.e., shipping items to the show or warehouse by the Exhibitor). Exhibitors may use any carrier or their choice for shipping.
      - **Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
    - **Drayage (Material Handling)** includes receiving the shipment, storing the shipment and delivering to the booth, storing the empty containers if needed during the show, and moving the pieces from the booth to the loading dock and loading on to the designated outbound carrier at the end of the show. Additional information on Material Handling is available in the Exhibitor Service Kit or from CSS.
      - CSS will receive shipments at the advanced warehouse between *Monday, September 20 – Monday, October 16, 2023,* and at the exhibit facility beginning *Wednesday, October 18, 2023*. Shipments arriving outside of these dates may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.
- **Electrical, Internet, AV, Rigging, Lead Scanning, and Catering:**
  - Forms for ordering Power, Internet, AV, Rigging, Lead Retrieval, and Catering services are also included in the exhibitor kit, although these services are not provided by CSS.
- **Assistance:** Please do not hesitate to contact us if you need help or just have a question. We want you to have a successful show. We are very grateful for your support, and we are anticipating another very successful AISES conference.
  - **Prior to the Show:**
    - Contact AISES staff for additional exhibitor support and conference information at exhibitors@aises.org or (720) 552-6123 option 5
    - CSS can provide assistance with or answer questions about the Exhibitor Service Kit ordering:
      Lorie Wrobel or Jeremy Flattley
      Email: esr@cssabq.com
      Phone: (505) 243-9889
  - **On-Site Help:**
    - AISES personnel will be available on site to help you from October 18th through the end of the conference. You may reach them at the on-site AISES registration desks.
    - CSS will also have a service desk in the exhibit hall to answer questions as you are moving in and out if you have reserved booth space. Other service providers will also have representatives present.

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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2023 AISES NATIONAL CONFERENCE
Spokane Convention Center
Spokane, Washington
Thursday, October 19 – Saturday, October 21, 2023

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- On-Line Ordering is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.

- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.

- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.

- Please include the prevailing sales tax in your order, **currently 9.0% in Spokane, Washington.** Sales tax is applicable to rentals, labor, and services (including material handling services) in the state of Washington. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889.**

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: esr@cssabq.com
1921 Bellamah Ave. NW
Albuquerque, NM 87104
Phone: (505) 243-9889
Fax: (505) 243-8197

Or visit us on the World Wide Web at http://www.cssabq.com.

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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2023 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 19, 2023	7:00AM – 5:00PM
Show Date:	Friday, October 20, 2023	9:00AM – 4:00PM
Exhibitor Move-Out:	Friday, October 20, 2023	4:30PM – 8:30PM

MARKETPLACE

Vendor Move-In:	Wednesday, October 18, 2023	12:00PM – 5:00PM
Show Dates:	Thursday, October 19, 2023	8:30AM – 6:00PM
	Friday, October 20, 2023	8:30AM – 6:00PM
	Saturday, October 21, 2023	10:00AM – 5:30PM
Vendor Move-Out:	Saturday, October 21, 2023	5:30PM – 7:00PM

Outside freight carriers must be checked in by: **Friday, October 20, 2023 @ 7:00PM**
All materials must be packed with bill(s) of lading turned in to **CSS** by: **Friday, October 20, 2023 @ 8:30PM**

SHOW LOCATION: Spokane CC • Exhibit Halls A-C • 334 West Spokane Falls Blvd • Spokane, WA 99201

STANDARD BOOTH PACKAGE: (Included with booth purchase)	**EXHIBIT HALL - 10' x 10'**	**MARKETPLACE - 10' x 10'**
	8' Hunter/Beige Draped Back Wall	8' Hunter/Beige Draped Back Wall
	3' Hunter Draped Side Rail	3' Hunter Draped Side Rail
The exhibit hall **IS NOT** carpeted.	(1) 6' Sage Draped Table	(2) 8' Sage Draped Tables
	(2) Molded Plastic Chairs	(2) Molded Plastic Chairs
Aisle Carpet color is **Safari.**	(1) Waste Basket w/ Liner	(1) Waste Basket w/ Liner
	(1) 7" x 44" ID Sign	(1) 7" x 44" ID Sign

Note to Vehicle Exhibitors:
Visqueen or other floor covering (carpet) must be under the vehicle for facility floor protection.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	**Wednesday, September 20, 2023**
Submission deadline for exhibitor appointed contractor (EAC) notification:	**Wednesday, September 20, 2023**
Last date to receive certificate of insurance for EAC:	**Wednesday, September 20, 2023**
Advance Orders and Payment Deadline:	**Friday, September 29, 2023**
Last date freight can arrive at the advance warehouse:	**Monday, October 16, 2023**
First date for direct shipments to facility:	**Wednesday, October 18, 2023**

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday - 7:00AM – 4:00PM
Wednesday, September 20 – Monday, October 16, 2023
ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2023
c/o **CSS**
ABF Freight
400 N Sycamore St
Spokane, WA 99202

FIRST DAY FOR DIRECT FREIGHT
Wednesday, October 18, 2023 --- 8:00AM – 5:00PM
Thursday, October 19, 2023 --- 8:00AM – 5:00PM
DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2023
Spokane CC – Exhibit Halls A-C
401 N Division St.
Spokane, WA 99201

1921 Bellamah NW
Albuquerque, NM 87104
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esr@cssabq.com

CREDIT CARD AUTHORIZATION
ORDER SUMMARY FORM
TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** *(There will be a $75.00 administrative fee if a credit card dispute is filed and* ***CSS*** *is awarded charges.)*

Account #: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | | **Billing Zip Code:** | | | | | |

Card Verification # (3 or 4 Digit Code on Card): | | | | |

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Rigging	
Vehicle Spotting	
Material Handling	
Cleaning / Disinfecting	
Floral	
Sign / Graphics	
Information included but ordered from a different location	
Electrical / Internet / AV	XXXXXXXX
Catering	XXXXXXXX
Lead Retrieval	XXXXXXXX
Estimated Total *(includes State Tax where applicable)*	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.

This form is intended as a tool to assist you and is not a replacement for any other form.

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email us @
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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
   a. Advance payment by **Company Check, Wire Transfer,** or **e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
      i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add $25.00 to amounts transferred to be considered paid in full.
      ii. **CSS** will add a fee of $35.00 to any order where the check payment is returned as insufficient funds.
   b. **Credit Card:** For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Friday, September 29, 2023**. *(There will be a $75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)*
2. **On-Line Ordering**
   a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.
If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**

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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Friday, September 23, 2023**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

☐ Furniture/Carpet ☐ Booth Cleaning ☐ Material Handling ☐ Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: **AISES 2023**	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:

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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Description	Advance Price	Standard Price
	DRAPED DISPLAY TABLES - 30" HIGH *(choose skirt color below)*		
	4'L X 30"H Draped Table	164	196
	6'L X 30"H Draped Table	184	220
	8'L X 30"H Draped Table	214	257
	DRAPED DISPLAY COUNTERS - 40" HIGH *(choose skirt color below)*		
	4'L X 40"H Draped Counter	187	224
	6'L X 40"H Draped Counter	225	270
	8'L X 40"H Draped Counter	246	295
	30"D X 40"H Spandex Round Highboy	211	253
	UNDRAPED DISPLAY TABLES - 30" HIGH		
	4'L X 30"H Undraped Table	94	113
	6'L X 30"H Undraped Table	108	129
	8'L X 30"H Undraped Table	137	164
	30"H Conference Table *(circle choice)* 36"D Black 36" D White 40"D Grey	295	354
	UNDRAPED DISPLAY COUNTERS - 40" HIGH		
	4'L X 40"H Undraped Counter	108	129
	6'L X 40"H Undraped Counter	125	150
	8'L X 40"H Undraped Counter	143	172
	40"H Conference Counter *(circle choice)* 36"D Black 36" D White 40"D Grey	316	378
	TABLE SKIRTING *(choose skirt color below)*		
	4th Side Table Drape for Table 30"H	92	111
	4th Side Table Drape for Counter 40"H	108	130
	Individual Table Skirt for Table 30"H	111	133
	Individual Table Skirt for Counter 40"H	128	154
	SPECIAL DRAPERY (6' minimum) *(choose drape color below)*		
	3' High Drapery/linear ft.	14	18
	8' High Drapery/linear ft.	24	28
	3' Upright w/ ½ Base	26	30
	8' Upright w/ Full Base	27	32
	Crossbar	27	32
	STANDARD FURNITURE AND ACCESSORIES		
	Grey Molded Plastic Chair	72	84
	Padded Side Chair	96	113
	Padded Arm Chair	105	122
	Upholstered Bar Stool with Back	118	138
	Bag Rack *(circle choice)* "T" waterfall	94	106
	Literature Rack *(circle choice)* flat accordion	223	249
	Aluminum Easel	44	49
	iPad Stand	253	284
	Wastebasket with Liner	30	34
	Fishbowl	42	47
	4' x 8' Board* Peg Board or Poster Board *(circle choices)* Horizontal or Vertical	204	245
	36" x 48" Double Sided Magnetic Whiteboard	204	245
	4'L X 7"H Table Riser (draped in vinyl)	79	95
	6'L X 7"H Table Riser (draped in vinyl)	103	110
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	443	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES *(please circle choice)*

Blue	Gold	Teal	Beige	Hunter Green
Black	White	Peach	Burgundy	Terra-Cotta
Red	Silver	Plum		

SPANDEX COLOR CHOICES *(please circle choice)*

Red	Black	Blue
White	Teal	Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax (9.0%)	$
TOTAL	$

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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

DRAPED TABLE
2’ W X (4’, 6’, OR 8’ L) X 30” H

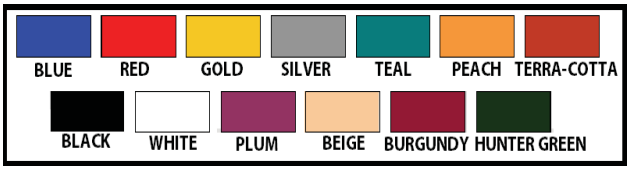
DRAPED COUNTER
2’ W X (4’, 6’, OR 8’ L) X 40” H

UNDRAPED TABLE/COUNTER
2’ W X (4’, 6’, OR 8’ L) X 30” H OR 40”H

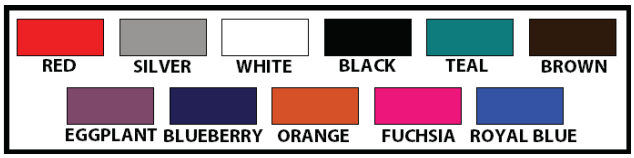
SPANDEX HIGHBOY
30” D X 40” H

ROUND CONFERENCE
TABLE/COUNTER
36” D (BLACK/WHITE) or
40” D (GREY) x 30” or 40” H

DRAPE COLORS



SPANDEX COLORS



MOLDED PLASTIC
CHAIR

PADDED SIDE CHAIR

PADDED ARM CHAIR

UPHOLSTERED
BAR STOOL

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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

T STYLE BAG RACK
50” H X 15” W X 12” L

WATERFALL BAG RACK
50” H X 15” W X 12” L

ALUMINUM EASEL
64” H X 32” W X 32” L

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

ACCORDION LITERATURE STAND
5’ HIGH

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

POSTER BOARD (HORIZONTAL)
4’ X 8’

WHITEBOARD (VERTICAL)
36”W X 48”H + FRAME

GLASS SHOW CASE
38” H X 48” W X 18” D

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	18228-0847	Blanc Sofa	$ 1,058.00	$ 1,270.00	$
	18184-0614	Blanc Loveseat	$ 1,010.00	$ 1,212.00	$
	18284-0834	Blanc Chair	$ 844.00	$ 1,013.00	$
	18024-0072	Blanc Bench Ottoman	$ 507.00	$ 608.00	$
	18184-0274	Blanc Cube	$ 177.00	$ 212.00	$
	18228-0607	Whisper White Leather Sofa	$ 1,010.00	$ 1,212.00	$
	18167-0471	Whisper White Leather Loveseat	$ 969.00	$ 1,163.00	$
	18284-0487	Whisper White Leather Chair	$ 803.00	$ 964.00	$
	18024-0003	Whisper White Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18184-0034	Whisper White Leather Square Ottoman	$ 449.00	$ 539.00	$
	18184-0038	Whisper White Leather Round Ottoman	$ 449.00	$ 539.00	$
	18284-0554	Function White Leather Armless Chair	$ 540.00	$ 648.00	$
	18066-0016	Function White Leather Corner	$ 580.00	$ 696.00	$
	18303-0006	Continental White Leather Curved Loveseat	$ 1,043.00	$ 1,252.00	$
	18304-0002	Continental White Leather Reverse Loveseat	$ 1,010.00	$ 1,212.00	$
	18296-0006	Continental White Leather Wedge Ottoman	$ 449.00	$ 539.00	$
	18184-0131	Continental White Leather Curved Bench	$ 418.50	$ 628.00	$
	18184-0284	Continental White Leather Half Moon Ottoman	$ 449.00	$ 539.00	$
	18228-0674	Sophistication White Leather Sofa	$ 1,043.00	$ 1,252.00	$
	18167-0466	Sophistication White Leather Loveseat	$ 705.00	$ 846.00	$
	18284-0563	Sophistication White Leather Chair	$ 529.00	$ 635.00	$
	18066-0017	Sophistication White Leather Corner	$ 529.00	$ 635.00	$
	18184-0130	Sophistication White Leather Ottoman	$ 398.00	$ 478.00	$
	18066-0026	Boca Black Leather Corner	$ 580.00	$ 696.00	$
	18284-0786	Boca Black Leather Armless	$ 540.00	$ 648.00	$
	18228-0602	Metro Black Leather Sofa	$ 870.00	$ 1,044.00	$
	18167-0467	Metro Black Leather Loveseat	$ 837.00	$ 1,004.00	$
	18284-0482	Metro Black Leather Chair	$ 654.00	$ 785.00	$
	18184-0179	Metro Black Leather Square Ottoman	$ 449.00	$ 539.00	$
	18024-0008	Metro Black Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18228-0085	Suave Midnight Sofa	$ 762.00	$ 914.00	$
	18167-0069	Suave Midnight Loveseat	$ 662.00	$ 794.00	$
	18284-0151	Suave Midnight Chair	$ 497.00	$ 596.00	$
	18228-0605	Grammercy Charcoal Leather Sofa	$ 969.00	$ 1,163.00	$
	18167-0469	Grammercy Charcoal Leather Loveseat	$ 884.00	$ 1,013.00	$
	18284-0485	Grammercy Charcoal Leather Chair	$ 540.00	$ 648.00	$
	18066-0015	Grammercy Charcoal Leather Corner	$ 621.00	$ 745.00	$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	$ 449.00	$ 539.00	$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	$ 449.00	$ 539.00	
	18228-0789	Parma Brown Leather Sofa	$ 870.00	$ 1,044.00	$
	18167-0577	Parma Brown Leather Loveseat	$ 837.00	$ 1,004.00	$
	18284-0710	Parma Brown Leather Chair	$ 654.00	$ 785.00	$
	18024-0061	Parma Brown Leather Bench Ottoman	$ 449.00	$ 539.00	$

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	18228-0784	Montana Mocha Sofa	$ 819.00	$ 983.00	$
	18167-0573	Montana Mocha Loveseat	$ 720.00	$ 864.00	$
	18284-0704	Montana Mocha Chair	$ 555.00	$ 666.00	$
	18228-0823	Madison Sofa	$ 1,010.00	$ 1,212.00	$
	18284-0794	Madison Chair	$ 589.00	$ 707.00	$
	18184-0256	Madison Sky Bench	$ 414.00	$ 498.00	$
	18184-0252	Madison Ottoman - Willow	$ 265.00	$ 318.00	$
	18184-0253	Madison Ottoman - Sand Dollar	$ 265.00	$ 318.00	$
	18184-0254	Madison Ottoman - Apricot	$ 265.00	$ 318.00	$
	18184-0255	Madison Ottoman - Sunflower	$ 265.00	$ 318.00	$
	18228-0795	Chandler Red Leather Sofa	$ 870.00	$ 1,044.00	$
	18167-0581	Chandler Red Leather Loveseat	$ 837.00	$ 1,004.00	$
	18284-0717	Chandler Red Leather Chair	$ 654.00	$ 785.00	$
	18024-0062	Chandler Red Leather Bench Ottoman	$ 449.00	$ 539.00	$
	13229-0007	Evoke Sofa	$ 1,314.00	$ 1,577.00	$
	13041-0015	Evoke Chair	$ 705.00	$ 846.00	$
	13054-0011	Evoke Cocktail Table	$ 449.00	$ 539.00	$
	13110-0009	Evoke End Table	$ 398.00	$ 478.00	$
	13110-0008	Evoke Cube	$ 282.00	$ 338.00	$
	18228-0858	Niko Sofa	$ 1,076.00	$ 1,291.00	$
	18167-0622	Niko Loveseat	$ 984.00	$ 1,181.00	$
	18284-0856	Niko Chair	$ 819.00	$ 983.00	$
	18284-0478	Midnight Stage Chair	$ 324.00	$ 389.00	$
	18284-0477	Chamois Stage Chair	$ 324.00	$ 389.00	$
	18284-0476	Buckskin Stage Chair	$ 324.00	$ 389.00	$
	18284-0621	Empire Chair Black Leather	$ 580.00	$ 696.00	$
	18284-0564	Empire Chair White Leather	$ 580.00	$ 696.00	$
	18284-0785	Monarch Chair - Bright White	$ 371.00	$ 445.00	$
	18184-0283	Continental White Leather Curved Bench	$ 529.00	$ 635.00	$
	18184-0179	Metro Black Leather Square Ottoman	$ 449.00	$ 539.00	$
	18184-0034	Whisper White Leather Square Ottoman	$ 449.00	$ 539.00	$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	$ 449.00	$ 539.00	$
	18024-0008	Metro Black Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18024-0003	Whisper White Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18024-0062	Chandler Red Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18024-0002	Grammercy Charcoal Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18024-0061	Parma Brown Leather Bench Ottoman	$ 449.00	$ 539.00	$
	18184-0192	Essentials White Leather Storage Ottoman	$ 621.00	$ 745.00	$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	$ 449.00	$ 539.00	$
	18184-0038	Whisper White Leather Round Ottoman	$ 449.00	$ 539.00	$
	18184-0028	Grammercy Charcoal 1/4 Round Ottoman	$ 276.00	$ 331.00	$
	18184-0030	Whisper White 1/4 Round Ottoman	$ 276.00	$ 331.00	$
	18184-0256	Madison Sky Bench	$ 415.00	$ 498.00	$

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

Choose an item.

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
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Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	18184-0252	Madison Ottoman - Willow	$ 265.00	$ 318.00	$
	18184-0253	Madison Ottoman - Sand Dollar	$ 265.00	$ 318.00	$
	18184-0254	Madison Ottoman - Apricot	$ 265.00	$ 318.00	$
	18184-0255	Madison Ottoman - Sunflower	$ 265.00	$ 318.00	$
	18011-0011	Essentials White Banquette (2 pcs)	$ 1,314.00	$ 1,577.00	$
	18011-0001	Whisper White Tufted Leather Banquette (2 pcs)	$ 1,314.00	$ 1,577.00	$
	18011-0001	Grammercy Charcoal Leather Banquette (2 pcs)	$ 1,314.00	$ 1,577.00	$
	02082-0033	Essentials White Leather Turning Bed	$ 1,580.00	$ 1,896.00	$
	18184-0294	Rubix Cube – Cherry	$ 181.00	$ 217.00	$
	18184-0295	Rubix Cube – Cromwell	$ 181.00	$ 217.00	$
	18184-0296	Rubix Cube – Grape	$ 181.00	$ 217.00	$
	18184-0293	Rubix Cube – Lemon	$ 181.00	$ 217.00	$
	18184-0297	Rubix Cube – Lime	$ 181.00	$ 217.00	$
	18184-0298	Rubix Cube – Mango	$ 181.00	$ 217.00	$
	18184-0274	Blanc Cube	$ 177.00	$ 212.00	$
	18184-0129	Whisper Cube Ottoman – White	$ 177.00	$ 212.00	$
	18184-0128	Metro Black Leather Cube Ottoman	$ 177.00	$ 212.00	$
	22100-0001	Essentials Turning Bed w/Charging Station Insert	$ 1,752.00	$ 2,102.00	$
	22051-0001	Boca Bright White Corner - Charged	$ 662.00	$ 794.00	$
	22050-0001	Boca Bright White Armless - Charged	$ 612.00	$ 734.00	$
	22001-0001	Aspen Bar Table - Charged	$ 612.00	$ 734.00	$
	22002-0002	Aspen Cocktail Table - Charged	$ 580.00	$ 696.00	$
	22200-0001	White Conference Table - Charged	$ 1,381.00	$ 1,657.00	$
	18284-0861	Patrice Tablet Chair	$ 638.00	$ 766.00	$
	22052-0001	Lincoln Bench - Charged	$ 969.00	$ 1,163.00	$
	12107-0008	Tribeca End Table	$ 315.00	$ 378.00	$
	12230-0005	Tribeca Console Table	$ 350.00	$ 420.00	$
	12055-0008	Tribeca Cocktail Table	$ 332.00	$ 398.00	$
	18024-0010	Novel End Table	$ 398.00	$ 478.00	$
	18024-0011	Novel Cocktail Table	$ 449.00	$ 539.00	$
	99-12304-05	Aria Red End Table	$ 315.00	$ 378.00	$
	99-12050-05	Aria Red Cocktail Table	$ 332.00	$ 398.00	$
	99-12304-03	Aria Green End Table	$ 315.00	$ 378.00	$
	99-12050-03	Aria Green Cocktail Table	$ 332.00	$ 398.00	$
	99-12304-06	Aria Blue End Table	$ 315.00	$ 378.00	$
	99-12050-06	Aria Blue Cocktail Table	$ 332.00	$ 398.00	$
	99-12304-04	Aria Purple End Table	$ 315.00	$ 378.00	$
	99-12050-04	Aria Purple Cocktail Table	$ 332.00	$ 398.00	$
	99-12304-01	Aria White End Table	$ 315.00	$ 378.00	$
	99-12305-01	Aria White Console Table	$ 350.00	$ 420.00	$
	99-12050-01	Aria White Cocktail Table	$ 332.00	$ 398.00	$
	99-12304-02	Aria Charcoal End Table	$ 315.00	$ 378.00	$
	99-12305-02	Aria Charcoal Console Table	$ 350.00	$ 398.00	$

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PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	99-12050-02	Aria Charcoal Cocktail Table	$ 332.00	$ 398.00	$
	12107-0512	Fuze End Table	$ 341.00	$ 409.00	$
	12230-0116	Fuze Console Table	$ 415.00	$ 498.00	$
	12055-0453	Fuze Cocktail Table	$ 382.00	$ 458.00	$
	12107-0493	London End Table	$ 341.00	$ 409.00	$
	12230-0110	London Console Table	$ 415.00	$ 498.00	$
	12055-0428	London Cocktail Table	$ 382.00	$ 458.00	$
	12107-0494	Brooklyn II Square End Table	$ 291.00	$ 349.00	$
	12107-0495	Brooklyn II Round End Table	$ 291.00	$ 349.00	$
	12055-0429	Brooklyn II Rect Cocktail Table	$ 324.00	$ 389.00	$
	12055-0430	Brooklyn II Round Cocktail Table	$ 324.00	$ 389.00	$
	12107-0282	Vivid End Table	$ 315.00	$ 378.00	$
	12230-0081	Vivid Console Table	$ 350.00	$ 420.00	$
	12055-0273	Vivid Cocktail Table	$ 332.00	$ 398.00	$
	12003-0038	Rose Table	$ 350.00	$ 420.00	$
	12003-0039	Zanzibar Table	$ 350.00	$ 420.00	$
	12107-0296	Cube, Black 24" End Table	$ 324.00	$ 389.00	$
	12107-0297	Cube, White 24" End Table	$ 324.00	$ 389.00	$
	12055-0285	Cube, Black 24" Cocktail Table	$ 315.00	$ 378.00	$
	12055-0286	Cube, White 24" Cocktail Table	$ 315.00	$ 378.00	$
	12107-0467	Hylton Tablet Table	$ 282.00	$ 338.00	$
	05012-0076	VIP Frosted Plexi Glow Bar 6'	$ 1,149.00	$ 1,379.00	$
	05012-0075	VIP Frosted Plexi Glow Bar 4'	$ 969.00	$ 1,163.00	$
	05012-0053	Black Bar - 2 Shelf	$ 529.00	$ 635.00	$
	05012-0054	White Bar - 2 Shelf	$ 529.00	$ 635.00	$
	12112-0010	Blox Bar Back	$ 662.00	$ 794.00	$
	05001-0017	Piazza Bar Back - Black	$ 621.00	$ 745.00	$
	05001-0018	Piazza Bar Back - White	$ 621.00	$ 745.00	$
	05237-0264	Vienna Stool - Gray	$ 332.00	$ 398.00	$
	05237-0263	Vienna Stool - Orange	$ 332.00	$ 398.00	$
	05237-0262	Vienna Stool - Teal	$ 332.00	$ 398.00	$
	05237-0038	Criss Cross Bar Stool - Espresso	$ 298.00	$ 358.00	$
	05237-0039	Criss Cross Bar Stool - White	$ 298.00	$ 358.00	$
	05237-0305	Colin Stool	$ 250.00	$ 300.00	$
	99-05237-01	Silk Back Bar Stool - Black	$ 282.00	$ 338.00	$
	99-05237-02	Silk Back Bar Stool - White	$ 282.00	$ 338.00	$
	99-05237-06	Silk Back Bar Stool - Blue	$ 282.00	$ 338.00	$
	99-05237-03	Silk Back Bar Stool - Green	$ 282.00	$ 338.00	$
	99-05237-04	Silk Back Bar Stool - Purple	$ 282.00	$ 338.00	$
	99-05237-05	Silk Back Bar Stool - Red	$ 282.00	$ 338.00	$
	05237-0221	Euro Bar Stool - Black	$ 282.00	$ 338.00	$
	05237-0270	Hourglass Bar Stool - Black	$ 308.00	$ 370.00	$
	05237-0271	Hourglass Bar Stool - White	$ 308.00	$ 370.00	$

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SUBTOTAL	**$**
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TOTAL	**$**

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	05237-0160	Equino Bar Stool - Black	$ 308.00	$ 370.00	$
	05237-0041	Equino Bar Stool - White	$ 308.00	$ 370.00	$
	05237-0298	Clara Stool	$ 298.00	$ 358.00	$
	05237-0215	Marcus Bar Stool - Gunmetal	$ 225.00	$ 270.00	$
	05237-0156	Regal Stool - Brown Leather	$ 308.00	$ 370.00	$
	05237-0169	Caprice Bar Stool – Black	$ 308.00	$ 370.00	$
	05237-0042	Sonic Bar Stool - Black	$ 250.00	$ 300.00	$
	05237-0300	Nexus Stool	$ 257.00	$ 308.00	$
	05035-0032	Vienna Chair - Gray	$ 209.00	$ 251.00	$
	05035-0031	Vienna Chair - Orange	$ 209.00	$ 251.00	$
	05035-0030	Vienna Chair - Teal	$ 209.00	$ 251.00	$
	99-05035-10	Silk Back Armless Chair - Black	$ 177.00	$ 212.00	$
	99-05035-11	Silk Back Armless Chair - White	$ 177.00	$ 212.00	$
	99-05035-15	Silk Back Armless Chair - Blue	$ 177.00	$ 212.00	$
	99-05035-12	Silk Back Armless Chair - Green	$ 177.00	$ 212.00	$
	99-05035-13	Silk Back Armless Chair - Purple	$ 177.00	$ 212.00	$
	99-05035-14	Silk Back Armless Chair - Red	$ 177.00	$ 212.00	$
	05035-0051	Clara Chair	$ 199.00	$ 239.00	$
	05035-0008	Leslie Chair - White	$ 157.00	$ 188.00	$
	05035-0010	Criss Cross Chair - Espresso	$ 199.00	$ 239.00	$
	05035-0011	Criss Cross Chair - White	$ 199.00	$ 239.00	$
	05035-0023	Elio Chair	$ 177.00	$ 212.00	$
	14233-0025	Caprice Chair - Black	$ 177.00	$ 212.00	$
	14233-0005	Comet Stack Arm Chair - Black	$ 242.00	$ 290.00	$
	14233-0006	Comet Stack Armless Chair - Black	$ 225.00	$ 270.00	$
	05221-0039	Regal Dining Chair - Brown	$ 250.00	$ 300.00	$
	14233-0016	Sonic Chair - Black	$ 177.00	$ 212.00	$
	05035-0050	Nexus Chair	$ 209.00	$ 251.00	$
	05035-0052	Colin Chair	$ 177.00	$ 212.00	$
	99-05245-01	Euro Bar Table Black/Black 30" Round	$ 315.00	$ 378.00	$
	99-05245-02	Euro Bar Table Black/Black 36" Round	$ 324.00	$ 389.00	$
	99-05245-04	Silk Bar Table Black/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05245-05	Silk Bar Table Black/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05245-14	City Bar Table Maple/Black 30" Round	$ 315.00	$ 378.00	$
	99-05245-15	City Bar Table Maple/Black 36" Round	$ 324.00	$ 389.00	$
	99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05245-16	Summit Bar Table White/Black 30" Round	$ 315.00	$ 378.00	$
	99-05245-17	Summit Bar Table White/Black 36" Round	$ 324.00	$ 389.00	$
	99-05245-10	Blanco Bar Table White/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05245-11	Blanco Bar Table White/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05245-22	Fuze Bar Table	$ 356.00	$ 427.00	$
	99-05245-12	Blanco Bar Table - White/Chrome 24"Square	$ 315.00	$ 378.00	$

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PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	99-05245-13	Blanco Rectangle Bar Table - White/Chrome	$ 489.00	$ 587.00	$
	99-05245-20	Spectrum Bar Table Red	$ 341.00	$ 409.00	$
	99-05245-21	Spectrum Bar Table Blue	$ 341.00	$ 409.00	$
	99-05245-18	Spectrum Bar Table Purple	$ 341.00	$ 409.00	$
	99-05245-19	Spectrum Bar Table Green	$ 341.00	$ 409.00	$
	05202-0049	Zinc Bar Table	$ 472.00	$ 566.00	$
	05204-0001	Aspen Bar Table	$ 878.00	$ 1,054.00	$
	99-05036-01	Euro Café Table Black/Black 30" Round	$ 315.00	$ 378.00	$
	99-05036-02	Euro Café Table Black/Black 36" Round	$ 324.00	$ 389.00	$
	99-05036-04	Silk Café Table Black/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05036-05	Silk Café Table Black/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05036-14	City Café Table Maple/Black 30" Round	$ 315.00	$ 378.00	$
	99-05036-15	City Café Table Maple/Black 36" Round	$ 324.00	$ 389.00	$
	99-05036-16	Summit Café Table White/Black 30" Round	$ 315.00	$ 378.00	$
	99-05036-17	Summit Café Table White/Black 36" Round	$ 324.00	$ 389.00	$
	99-05036-10	Blanco Café Table White/Chrome 30" Round	$ 315.00	$ 378.00	$
	99-05036-11	Blanco Café Table White/Chrome 36" Round	$ 324.00	$ 389.00	$
	99-05036-22	Fuze Café Table	$ 356.00	$ 427.00	$
	99-05036-12	Blanco Café Table White/Chrome 24"Square	$ 315.00	$ 378.00	$
	99-05036-13	Blanco Café Table White/Chrome Rectangle	$ 489.00	$ 587.00	$
	99-05036-20	Spectrum Café Table Red	$ 341.00	$ 409.00	$
	99-05036-21	Spectrum Café Table Blue	$ 341.00	$ 409.00	$
	99-05036-18	Spectrum Café Table Purple	$ 341.00	$ 409.00	$
	99-05036-19	Spectrum Café Table Green	$ 341.00	$ 409.00	$
	05090-0001	Aspen Dining Table	$ 753.00	$ 904.00	$
	05088-0505	Brio Dining Table	$ 1,010.00	$ 1,212.00	$
	14136-0002	Tamiri Black Leather High Back Chair	$ 398.00	$ 478.00	$
	14176-0007	Tamiri Black Leather Mid Back Chair	$ 350.00	$ 420.00	$
	14128-0002	Tamiri Black Leather Guest Chair	$ 324.00	$ 389.00	$
	14136-0081	Accord Black Leather High Back	$ 497.00	$ 596.00	$
	14136-0010	Accord White Leather High Back	$ 497.00	$ 596.00	$
	14250-0013	Goal Black Task Chair With Arms	$ 265.00	$ 318.00	$
	14250-0014	Goal Black Task Chair Armless	$ 242.00	$ 290.00	$
	14136-0080	Enterprise High Back Black Fabric ConferenceChair	$ 350.00	$ 420.00	$
	14176-0046	Enterprise Mid Back Black Fabric ConferenceChair	$ 324.00	$ 389.00	$
	14128-0096	Enterprise Guest Black Fabric ConferenceChair	$ 298.00	$ 358.00	$
	14307-0003	Goal Black Drafting Stool - Arms	$ 282.00	$ 338.00	$
	14307-0004	Goal Black Drafting Stool - Armless	$ 265.00	$ 318.00	$
	14062-0105	42" Round Conference Table - Black	$ 439.00	$ 527.00	$
	14062-0106	42" Round Conference Table - Mahogany	$ 439.00	$ 527.00	$
	14062-0297	Conference Rectangle Table 6' - Black	$ 785.00	$ 942.00	$

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14062-0303	Conference Rectangle Table 6' – Sirona	$ 785.00	$ 942.00	$
	14062-0300	Conference Rectangle Table 6' - White	$ 785.00	$ 942.00	$
	14062-0298	Conference Rectangle Table 8' - Black	$ 844.00	$ 1,013.00	$
	14062-0304	Conference Rectangle Table 8' – Sirona	$ 844.00	$ 1,013.00	$
	14062-0301	Conference Rectangle Table 8' - White	$ 844.00	$ 1,013.00	$
	14062-0299	Conference Rectangle Table 10' - Black	$ 969.00	$ 1,163.00	$
	14062-0305	Conference Rectangle Table 10' – Sirona	$ 969.00	$ 1,163.00	$
	14062-0302	Conference Rectangle Table 10' - White	$ 969.00	$ 1,163.00	$
	14309-0001	Computer Kiosk - Black	$ 646.00	$ 775.00	$
	14179-0005	Computer Kiosk - White	$ 646.00	$ 775.00	$
	14072-0108	Black Credenza	$ 580.00	$ 696.00	$
	14083-0105	Black Double Pedestal Desk	$ 662.00	$ 794.00	$
	14029-0098	5 Shelf Bookcase - Black	$ 621.00	$ 745.00	$
	14029-0091	5 Shelf Bookcase - Mahogany	$ 621.00	$ 745.00	$
	14072-0039	Genoa Kneespace Storage Credenza -Mahogany	$ 580.00	$ 696.00	$
	14083-0117	Genoa Exec. Desk - Mahogany - Double Pedestal	$ 686.00	$ 823.00	$
	14072-0038	Genoa Storage Credenza - Mahogany - 2 Drawer	$ 580.00	$ 696.00	$
	05088-0365	Vivid Café - Square Table Glass	$ 540.00	$ 648.00	$
	05088-0364	Vivid Café - Rectangle Table Glass	$ 621.00	$ 745.00	$
	05088-0498	Brooklyn II Rect Dining Table	$ 646.00	$ 775.00	$
	05088-0499	Brooklyn II Round Dining Table	$ 507.00	$ 608.00	$
	05090-0001	Aspen Dining Table	$ 753.00	$ 904.00	$
	05088-0505	Brio Dining Table	$ 1,010.00	$ 1,212.00	$
	14148-0001	2 Drawer Vertical File - Letter Size Black	$ 217.00	$ 260.00	$
	14147-0001	2 Drawer Vertical File - Legal Size Black	$ 282.00	$ 338.00	$
	14148-0002	4 Drawer Vertical File - Letter Size Black	$ 291.00	$ 349.00	$
	14147-0002	4 Drawer Vertical File - Legal Size Black	$ 324.00	$ 389.00	$
	14143-0006	2 Drawer Lateral File 18" - Black	$ 291.00	$ 349.00	$
	14143-0144	2 Drawer Lateral File 20" - Black	$ 291.00	$ 349.00	$
	14143-0008	4 Drawer Lateral File - Black	$ 356.00	$ 427.00	$
	14034-0015	Storage Cabinet - Black	$ 356.00	$ 427.00	$
	12091-0023	Display Pedestal 14" x 42" Black	$ 432.00	$ 518.00	$
	12091-0004	Display Pedestal 24" x 42" Black	$ 523.00	$ 628.00	$
	12091-0002	Display Pedestal 18" x 42" Black	$ 481.00	$ 577.00	$
	12091-0030	Display Pedestal 14" x 42" White	$ 432.00	$ 518.00	$
	12091-0024	Display Pedestal 14" x 36" Black	$ 365.00	$ 438.00	$
	12091-0034	Display Pedestal 24" x 36" Black	$ 523.00	$ 628.00	$
	12091-0031	Display Pedestal 14" x 36" White	$ 365.00	$ 438.00	$
	12091-0033	Display Pedestal 24" x 36" White	$ 523.00	$ 628.00	$
	12091-0025	Display Pedestal 14" x 30" Black	$ 341.00	$ 409.00	$
	12091-0003	Display Pedestal 24" x 30" Black	$ 497.00	$ 596.00	$
	12091-0001	Display Pedestal 18" x 30" Black	$ 350.00	$ 420.00	$
	12091-0032	Display Pedestal 14" x 30" White	$ 341.00	$ 409.00	$

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

Choose an item.

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

email us @
esr@cssabq.com

UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14309-0001	Locking Pedestal Black	$ 646.00	$ 775.00	$
	14179-0005	Locking Pedestal White	$ 646.00	$ 775.00	$
	12091-0055	Fuze Pedestal	$ 356.00	$ 427.00	$
	12091-0043	London Pedestal	$ 356.00	$ 427.00	$
	14189-0066	Stanchion Chrome	$ 100.00	$ 120.00	$
	11526-0001	Stanchion Rope - Red Velour	$ 52.00	$ 62.00	$
	14308-0009	Literature Stand - Black	$ 242.00	$ 290.00	$
	14308-0010	Literature Stand - Aluminum	$ 242.00	$ 290.00	$
	14308-0005	Literature Rack - Black Metal	$ 250.00	$ 300.00	$
	01209-0003	Compact Refrigerator White - 4.0 Cu Ft	$ 449.00	$ 539.00	$
	09392-0019	Silo Grey Floor Lamp	$ 220.00	$ 264.00	$
	09417-0037	Silo Grey Table Lamp	$ 160.00	$ 192.00	$
	09392-0018	Silo White Floor Lamp	$ 220.00	$ 264.00	$
	09417-0036	Silo White Table Lamp	$ 160.00	$ 192.00	$
	09392-0001	Neutrino Steel Floor Lamp - Steel	$ 225.00	$ 270.00	$

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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furniture rental

2023 TRADE SHOW KIT CATALOG

EFFECTIVE 3.1.2023

BLANC

Blanc Sofa
Bright White Leather
75″W x 35″D x 35″H

Blanc Loveseat
Bright White Leather
54″W x 35″D x 35″H

Blanc Chair
Bright White Leather
33″W x 35″D x 35″H

Blanc Bench Ottoman
Bright White Leather
48″W x 24″D x 18″H

Blanc Cube Ottoman
Bright White Leather
17″Square x 17″H

WHISPER

Whisper Sofa
White Leather
87″W x 37″D x 35″H

Whisper Loveseat
White Leather
61″W x 37″D x 35″H

Whisper Chair
White Leather
35″W x 37″D x 35″H

WHISPER

Whisper Bench Ottoman
White Leather
60″W x 24″D x 17″H

Whisper Square Ottoman
White Leather
40″Square x 17″H

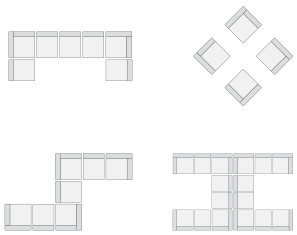
Whisper Round Ottoman
White Leather
46″Round x 17″H

FUNCTION

Modular Seating Collection

Function Armless Chair
White Leather
28″Square x 29″H

Function Corner
White Leather
28″Square x 29″H



CONTINENTAL

Modular Seating Collection

Continental Curved Loveseat
Bright White Leather
82″W x 34″D x 31″H

Continental Reverse Curved Loveseat
Bright White Leather
72″W x 34″D x 31″H

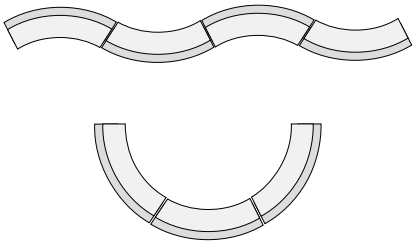
Continental Wedge Ottoman
Bright White Leather
30″W x 34″D x 19″H

CONTINENTAL

Modular Seating Collection

Continental Curved Bench
Bright White Leather
70″W x 26″D x 19″H

Continental Half Moon Ottoman
Bright White Leather
33″W x 19″D x 19″H



SOPHISTICATION

Modular Seating Collection

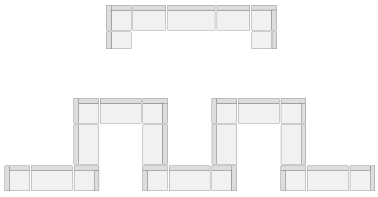
Sophistication Sofa
White Leather
72″W x 31″D x 48″H

Sophistication Loveseat
White Leather
48″W x 31″D x 48″H

Sophistication Chair
White Leather
24″W x 31″D x 48″H

Sophistication Corner
White Leather
31″Square x 48″H

Sophistication Ottoman
White Leather
31″Square x 19″H

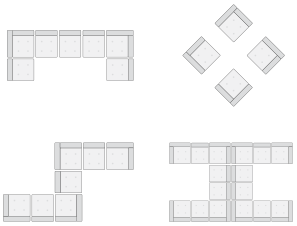


BOCA

Modular Seating Collection

Boca Corner
Black Leather
22″W x 27″D x 30″H

Boca Armless
Black Leather
27″Square x 30″H



METRO

Metro Sofa
Black Leather
85″W x 35″D x 35″H

Metro Loveseat
Black Leather
60″W x 35″D x 35″H

Metro Chair
Black Leather
35″Square x 35″H

Metro Square Ottoman
Black Leather
40″Square x 17″H

Metro Bench Ottoman
Black Leather
60″W x 24″D x 17″H

SUAVE MIDNIGHT

Suave Midnight Sofa
Midnight Suede
77"W x 36"D x 33"H

Suave Midnight Loveseat
Midnight Suede
54"W x 36"D x 33"H

Suave Midnight Chair
Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection

Grammercy Sofa
Charcoal Leather
82"W x 36"D x 36"H

Grammercy Loveseat
Charcoal Leather
57"W x 36"D x 36"H

Grammercy Chair
Charcoal Leather
28"W x 36"D x 36"H

Grammercy Corner
Charcoal Leather
36"Square x 36"H

Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

Grammercy Square Ottoman
Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA

Parma Sofa
Brown Leather
79″W x 37″D x 36″H

Parma Loveseat
Brown Leather
56″W x 37″D x 36″H

Parma Chair
Brown Leather
33″W x 37″D x 36″H

Parma Bench Ottoman
Brown Leather
60″W x 24″D x 17″H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79″W x 35″D x 34″H

Montana Mocha Loveseat
Mocha Tan Fabric
57″W x 35″D x 34″H

Montana Mocha Chair
Mocha Tan Fabric
35″Square x 34″H

MADISON

Madison Sofa
Tan Fabric
86″W x 34″D x 34″H

Madison Chair
Tan Fabric
33″W x 34″D x 34″H

Madison Sky Bench
Teal Fabric
48″W x 24″D x 17″H

Madison Ottoman - Willow
Green Fabric
24″Square x 17″H

Madison Ottoman - Sand Dollar
Tan Fabric
24″Square x 17″H

Madison Ottoman - Apricot
Orange Fabric
24″Square x 17″H

Madison Ottoman - Sunflower
Yellow Fabric
24″Square x 17″H

CHANDLER

Chandler Sofa
Red Leather
76″W x 37″D x 35″H

Chandler Loveseat
Red Leather
53″W x 37″D x 35″H

Chandler Chair
Red Leather
31″W x 37″D x 35″H

Chandler Bench Ottoman
Red Leather
60″W x 24″D x 17″H

EVOKE

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81″W x 35″D x 27″H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33″W x 35″D x 27″H

Evoke Cocktail Table
Coffee Resin Frame
48″W x 24″D x 18″H

EVOKE

Evoke End Table
Coffee Resin Frame
24″W x 28″D x 25″H

Evoke Cube Table
Coffee Resin Frame
18″Square x 18″H

NIKO

Niko Sofa
Grey Microfiber
81″W x 30″D x 38″H

Niko Loveseat
Grey Microfiber
58″W x 30″D x 38″H

Niko Chair
Grey Microfiber
31″W x 30″D x 38″H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25″W x 26″D x 37″H

Chamois Stage Chair
Beige Microfiber
25″W x 26″D x 37″H

Buckskin Stage Chair
Tan Microfiber
25″W x 26″D x 37″H

STAGE CHAIRS

Empire Chair
- ■ Black Leather
- □ White Leather

28″W x 32″D x 32″H

Monarch Chair
Bright White Leather
28″Square x 30″H

OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70″W x 26″D x 19″H

Square Ottoman
- ■ Metro Black Leather
- □ Whisper White Leather
- ■ Grammercy Charcoal Leather

40″Square x 17″H

Bench Ottoman
- ■ Metro Black Leather
- □ Whisper White Leather
- ■ Chandler Red Leather
- ■ Grammercy Charcoal Leather
- ■ Parma Brown Leather

60″W x 24″D x 17″H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48″W x 24″D x 20″H
Lock Not Included

Round Ottoman
- ■ Grammercy Charcoal Leather
- □ Whisper White Leather

46″Round x 17″H

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OTTOMANS & BENCHES

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES

Essentials Banquette
White Leather
60"Round x 48"H (2 Pieces)

Whisper Banquette
White Leather
59"Round x 38"H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS

Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS

Rubix Cube Ottomans

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

18″Square x 18″H

Blanc Cube Ottoman
Bright White Leather
17″Square x 17″H

Whisper Cube Ottoman
White Leather
18″Square x 18″H

Metro Cube Ottoman
Black Leather
18″Square x 18″H

CHARGED

Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.*
**Maximum of 1 bed per power source.*

Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*

Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*

Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*

Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*

White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*

Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*

Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES

Tribeca Tables
End Table Wood/Black
24″W x 28″D x 22″H
Console Table Wood/Black
48″W x 18″D x 30″H
Cocktail Table Wood/Black
48″W x 28″D x 19″H

Novel Tables
End Table Satin Steel
15″Square x 16″H
Cocktail Table Satin Steel
46″W x 15″D x 16″H

Aria Tables Red
End Table Red/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Red/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Green
End Table Green/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Green/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Blue
End Table Blue/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Blue/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Purple
End Table Purple/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Purple/Brushed Steel
44″W x 20″D x 18″H

Aria Tables White
End Table White/Brushed Steel
24″W x 20″D x 22″H
Console Table White/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table White/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24″W x 20″H x 22″H
Console Table Storm Grey/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table Storm Grey/Brushed Steel
44″W x 20″D x 18″H

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OCCASIONAL TABLES

Fuze Tables

End Table Chrome/Zebrawood Laminate
24″Square x 23″H

Console Table Chrome/Zebrawood Laminate
60″W x 16″D x 34″H

Cocktail Table Chrome/Zebrawood Laminate
40″Square x 16″H

London Tables

End Table Chrome/Marble
24″Square x 23″H

Console Table Chrome/Marble
60″W x 16″D x 34″H

Cocktail Table Chrome/Marble
40″Square x 16″H

Brooklyn Tables

End Table Square - Chrome
22″Square x 20″H

End Table Round - Chrome
20″Round x 20″H

Cocktail Table Rectangle - Chrome
42″W x 24″D x 16″H

Cocktail Table Round - Chrome
30″Round x 16″H

Vivid Tables

End Table - Smoked Powder Coat Finish
26″Square x 21″H

Console Table - Smoked Powder Coat Finish
50″W x 24″D x 30″H

Cocktail Table - Smoked Powder Coat Finish
50″W x 24″D x 16″H

Rose Table

17″Round x 17″H

Zanzibar Table

17″Square

Cube End Tables

■ Black 24″
□ White 24″
24″Square x 21″H

Cube Cocktail Tables

■ Black 24″
□ White 24″
24″Square x 16″H

Hylton Tablet Table

White/Brushed Steel
18″W x 12″D x 28″H

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BARS & BAR BACKS

VIP Glow Bar 6'
Frosted Plexi with Built-in Wireless LED Kit
72"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

VIP Glow Bar 4'
Frosted Plexi with Built-in Wireless LED Kit
48"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

Bar
■ Black with 2 shelves in back
□ White with 2 shelves in back
48"W x 16"D x 42"H

Blox Bar Back
Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions

Piazza Bar Back
■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)

STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

17″Square x 39″H

Criss Cross Bar Stool
- Espresso Leather
- White Leather

15″W x 19″D x 41″H

Colin Stool

Natural Maple
20″W x 19″D x 46″H

Silk Back Bar Stool
- Black
- White
- Blue
- Green
- Purple
- Red

17″W x 18″D x 42″H

Euro Bar Stool

Black
22″W x 24″D x 42″H

Hourglass Bar Stool
- Black
- White

18″W x 20″D x 43″H

Equino Stool
- Black
- White

15″W x 13″D x 35″H

STOOLS

Clara Stool
White
17″W x 21″D x 41″H

Marcus Bar Stool
Steel
17″Square (at footbase) x 29″H

Regal Stool
Brown Leather
19″W x 24″D x 45″H

Caprice Stool
Black Fabric
25″W x 26″D x 44″H

Sonic Stool
Black
22″W x 23″D x 42″H

Nexus Stool
White
19″W x 20″D x 44″H

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

21″Square x 32″H

Silk Back Chair
- Black
- White
- Blue
- Green
- Purple
- Red

17″W x 18″D x 34″H

CAFÉ CHAIRS

Clara Chair
White
18″W x 21″D x 34″H

Leslie Chair
White
17″W x 21″D x 31″H

Criss Cross Chair
■ Espresso Leather
□ White Leather
17″W x 21″D x 35″H

Elio Chair
Steel
17″Square x 33″H

Caprice Chair
Black
25″W x 24″D x 32″H

Comet Chair
Black
23″W x 22″D x 32″H (With Arms)
19″W x 22″D x 32″H (Without Arms)

Regal Dining Chair
Brown Leather
19″W x 23″D x 38″H

Sonic Chair
Black
20″W x 21″D x 32″H

Nexus Chair
White
19″W x 22″D x 32″H

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CAFÉ CHAIRS

Colin Chair
Natural Maple
22″W x 19″D x 33″H

BAR TABLES

Euro Bar Table
Black/Black 30″
30″Round x 42″H
Black/Black 36″
36″Round x 42″H

Silk Bar Table
Black/Chrome 30″
30″Round x 42″H
Black/Chrome 36″
36″Round x 42″H

City Bar Table
Maple/Black 30″
30″Round x 42″H
Maple/Black 36″
36″Round x 42″H

Park Ave Bar Table
Maple/Chrome 30″
30″Round x 42″H
Maple/Chrome 36″
36″Round x 42″H

Summit Bar Table
White/Black 30″
30″Round x 42″H
White/Black 36″
36″Round x 42″H

Blanco Round Bar Table
White/Chrome 30″
30″Round x 42″H
White/Chrome 36″
36″Round x 42″H

BAR TABLES

Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H

Blanco Square Bar Table
White/Chrome
24"Square x 42"H

Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H

Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H

Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H

Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H

Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H

Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES

Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES

Euro Café Table
Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H

Silk Café Table
Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H

Park Ave Café Table
Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H

City Café Table
Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H

Summit Café Table
White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H

Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

CAFÉ TABLES

Fuze Café Table
Zebrawood Laminate/Chrome
36″Square x 30″H

Blanco Square Café Table
White/Chrome Rectangle
24″Square x 30″H

Blanco Rectangle Café Table
White/Chrome Rectangle
72″W x 24″D x 30″H

Spectrum Café Table Red
Red/Chrome
24″Square x 30″H

Spectrum Café Table Blue
Blue/Chrome
24″Square x 30″H

Spectrum Café Table Purple
Purple/Chrome
24″Square x 30″H

Spectrum Café Table Green
Green/Chrome
24″Square x 30″H

Aspen Dining Table
White/Brushed Steel
72″W x 30″D x 30″H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96″W x 48″D x 30″H

OFFICE SEATING

Tamiri High Back Chair
Black Leather
25″W x 27″D x 45″H

Tamiri Mid Back Chair
Black Leather
25″W x 27″D x 39″H

Tamiri Guest Chair
Black Leather
25″W x 27″D x 37″H

Accord Chair
■ Black
□ White
25″Square x 44″H

Goal Task Chair
Black
25″W x 24″D x 39″H

Goal Task Chair Armless
Black
21″W x 24″D x 39″H

Enterprise High Back Conference Chair
Black Fabric
25″W x 27″D x 45″H

Enterprise Mid Back Conference Chair
Black Fabric
24″W x 26″D x 39″H

Enterprise Guest Chair
Black Fabric
25″W x 27″D x 37″H

OFFICE SEATING

Goal Drafting Stool
Black
25″W x 24″D x 48″H

Goal Drafting Stool Armless
Black
21″W x 24″D x 48″H

CONFERENCE TABLES

Conference Table Round
Black
Mahogany
42″Round x 29″H

Command 6′ Conference Table
Black
Sirona
White
72″W x 36″D x 31″H

Command 8′ Conference Table
Black
Sirona
White
96″W x 48″D x 31″H

Command 10′ Conference Table
Black
Sirona
White
120″W x 48″D x 31″H

OFFICE FURNITURE

Computer Kiosk
- Black
- White

24″Square x 42″H

Black Credenza
Black
60″W x 20″D x 29″H

Black Double Pedestal Desk
Black
60″W x 30″D x 29″H

5 Shelf Bookcase
- Black
- Mahogany

36″W x 12″D x 72″H

Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
66″W x 20″D x 29″H

Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
72″W x 36″D x 29″H

Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66″W x 20″D x 29″H

OFFICE FURNITURE

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42″Square x 30″H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60″W x 36″D x 30″H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60″W x 36″D x 30″H

Brooklyn Round Dining Table
Clear Glass/Chrome
42″Round x 30″H

Aspen Dining Table
White/Brushed Steel
72″W x 30″D x 30″H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96″W x 48″D x 30″H

METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15″W x 25″D x 29″H
Black Legal
18″W x 25″D x 29″H

4-Drawer File
Black Letter
15″W x 25″D x 52″H
Black Legal
18″W x 25″D x 52″H

2-Drawer Lateral File
Black (Pictured)
36″W x 18″D x 27″H
Black (Not Pictured)
36″W x 20″D x 29″H

4-Drawer Lateral File
Black
36″W x 18″D x 54″H

Storage Cabinet
Black
36″W x 18″D x 72″H

PEDESTALS

Display Pedestals 42″

■ Black
14″Square x 42″H
■ Black
24″Square x 42″H
■ Black
18″Square x 42″H
□ White
14″Square x 42″H

Display Pedestals 36″

■ Black
14″Square x 36″H
■ Black
24″Square x 36″H
□ White
14″Square x 36″H
□ White
24″Square x 36″H

Display Pedestals 30″

■ Black
14″Square x 30″H
■ Black
24″Square x 30″H
■ Black
18″Square x 30″H
□ White
14″Square x 30″H

Locking Pedestal

■ Black
□ White
24″Square x 42″H

Fuze Pedestal

Zebrawood Laminate/Chrome
16″Square x 44″H

London Pedestal

Marble/Chrome
16″Square x 44″H

MISCELLANEOUS ITEMS

Stanchion
Chrome
41″H

Stanchion Rope
Red Velour
6′L

Nero Literature Rack
Black
15″W x 12″D x 54″H

Argento Literature Rack
Aluminum
15″W x 12″D x 54″H

Alto Literature Rack
Black/Metal
11″W x 10″D x 57″H

Compact Refrigerator
Black 4 Cu Ft
21″W x 22″D x 32″H

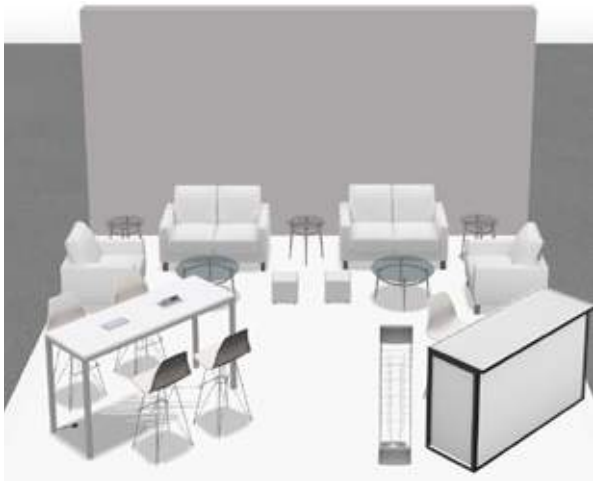
LIGHTING

Silo Grey Lamps
Table Lamp
25″H
Floor Lamp
70″H

Silo White Lamps
Table Lamp
25″H
Floor Lamp
70″H

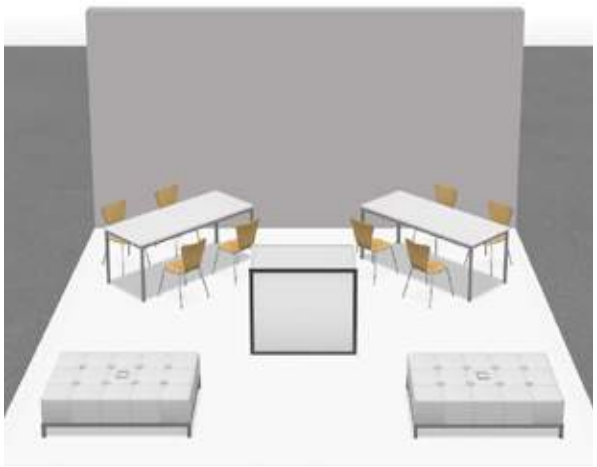
Neutrino Floor Lamp
Steel
67″H

DESIGN YOUR BOOTH SPACE ***YOUR WAY***



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
Brooklyn Round End Table • Brooklyn Cocktail Table
Aspen Bar Table - Charged • Nexus Stool
VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
Lincoln Bench - Charged • VIP Glow Bar 4'

10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
30" Round Bar Table With Tulip Base - White • Vienna Stool

20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp
Continental Curved Bench • Rose Table
Aria End Table - White • London Console Table

afr furniture rental

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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	**AISES 2023**	Advance Payment Deadline:	**Friday, September 23, 2023**	Booth # (s):
Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

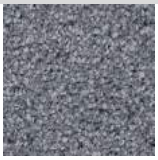
STANDARD CARPET

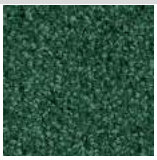
Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	245	294
	10' x 20' carpet	490	588
	10' x 30' carpet	735	882
	10' x 40' carpet	980	1,176
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	$5.44 per sq. ft.	$6.53 per sq. ft.
	Visqueen	$1.36 per sq. ft.	$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	$2.01 per sq. ft.	$2.42 per sq. ft.

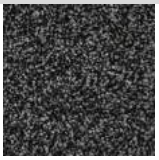
STANDARD CARPET COLOR *(please circle color choice)*

Black

Ocean


Granite


Evergreen


Madison

Ruby

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.
For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.
NO TELEPHONE ORDERS WILL BE ACCEPTED.
****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.** **

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

****ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY****

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 34 oz. plush, multi-level pile carpet

Carpet Size _____ x _____ = _____ square feet x $6.86 = $ _____ TOTAL

PRESTIGE CARPET COLOR *(please circle color choice)*

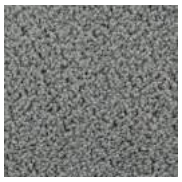
Ebony

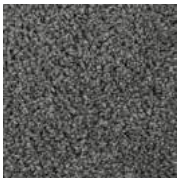
Cherry Red

Burgundy

Colony Blue

White


Gray Pearl


Charcoal

Emerald

Visqueen is available at **$1.36** (advanced price) or **$1.64** (standard price) per square foot installed

_____x _____ = _____ square feet x $1.36 or $1.64 = $_____TOTAL

Carpet Padding is available at **$2.10** (advanced) or **$2.73** (standard) per square foot installed (100 sq. ft. min charge)

_____x _____ = _____ square feet x $2.10 or $2.73 = $_____TOTAL

NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL

CONTACT CSS FOR ADDITIONAL FLOOROING OPTIONS OR NEEDS

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.
For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.
NO TELEPHONE ORDERS WILL BE ACCEPTED.
****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.** **

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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RENTAL DISPLAY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

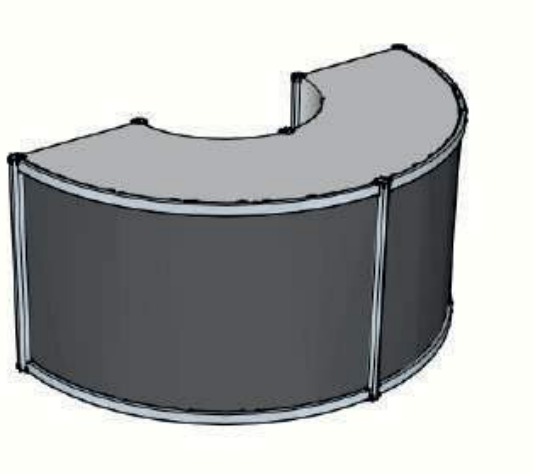
Rental Display Units

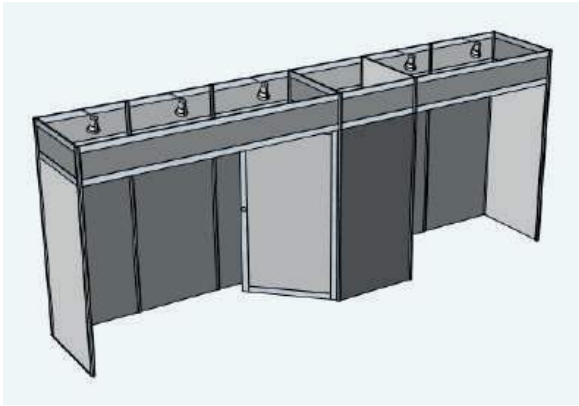
Please contact CSS Exhibitor Services Department to order Rental Display Units at

Email: esr@cssabq.com

Or

Phone: (505) 243-9889





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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in ½ hour increments with a **one-hour minimum.**

DISPLAY LABOR RATES	**Advance Price Per Person / Per Hour**	**Standard Price Per Person / Per Hour**
Straight time – 8:00AM – 4:30PM (Weekdays)	$126.90	$152.28
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	$190.35	$228.42
Sundays and Holidays	$253.80	$304.56

FORKLIFT RATES WITH OPERATOR	**Advance Price Per Person / Per Hour**	**Standard Price Per Person / Per Hour**
Straight time – 8:00AM – 4:30PM (Weekdays)	$224.50	$269.40
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	$336.75	$404.10
Sundays and Holidays	$449.00	$538.80

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

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

PLAN A - EXHIBITOR SUPERVISION ☐

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

Representative Name/Company

PLAN B – CSS SUPERVISION ☐ ***Please fill out all outbound shipping information.

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

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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CONVENTION SERVICES OF THE SOUTHWEST, INC.

UNION JURISDICTIONS FOR SPOKANE, WASHINGTON

THE FOLLOWING GUIDELINES APPLY IN SPOKANE, WASHINGTON:

To assist you in planning for your participation in your Spokane show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

LABOR SOURCE

We currently have a labor agreement with local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up without the use of power tools or ladders and is no larger than 10' X 20'. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the **CSS** Service Desk.

MATERIAL HANDLING

CSS will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. **CSS** cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

TIPPING

CSS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all **CSS** employees. Any request for such should be brought to the attention of a representative at the **CSS** Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

IN GENERAL

- Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or **CSS** Management. Direct any questions in regards to union claimed jurisdictions or practices to **CSS** Management.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of **CSS**. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

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EXHIBITOR APPOINTED CONTACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: **Wed, Sept 20, 2023**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE, AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than Wednesday, September 20, 2023.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by Wednesday, September 20, 2023. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. *(Show aisles and public space are not part of the booth area.)*
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS:	
CONTACT, TELEPHONE # & FAX:	

The EAC must notify **CSS** of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show floor. All EACs must provide insurance certificates to **CSS** and Show Management of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE:
EMAIL:	FAX:

AISES 2023

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RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CSS reserves the right to assemble, install, and dismantle hanging banners and signs (non-electrical) with approved devices and type of cable to safely hang banner or sign. **CSS** also reserves the right to use the required amount of labor to **safely** do the job.

Rigging labor will be billed in ½ hour increments with a **one-hour minimum**.

RATES FOR RIGGING	**Advance Price Per Crew / Per Hour**	**Standard Price Per Crew / Per Hour**
Straight time – 8:00AM – 4:30PM (Weekdays)	$557.00	$669.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	$835.50	$1,003.50
Sundays and Holidays	$1,114.00	$1,338.00

**Exhibitor must contract all sign hanging with the official service contractor.

If banner or sign requires assembly, installation, and/or dismantling with the use of supporting devices such as cabling, wire, crosby's, and/or turnbuckles, work will be performed on a time and material basis. Materials will be invoiced at show site.

- **If riggers are not picked up or canceled without 24-hour notice, your estimated rigging hours will be charged.**
- **If display materials have not arrived by scheduled rigging install times, your estimated rigging hours will be charged.**

Does sign need to be assembled? **YES** **NO**

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

SPECIAL INSTRUCTIONS: (Please provide information such as weight, size and shape of sign.)

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DIRECT MOBILE UNITS / MOTORIZED VEHICLES / EXHIBIT AREA

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by **CSS** to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas with **CSS** spotters, or have **CSS** supply an operator when available.

Mobile units are to have ¼ tank of gas or less and once vehicle is in place, battery is to be disconnected, gas cap locked or taped.

EXHIBIT AREA:

MOBILE UNITS $ 250 PER UNIT (Round Trip)

Number of Units: _____ Type: _____

Dimensions of Largest Unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Comments/Special Handling Requirements: _____

_____

_____

_____

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

- Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.

  - "Drayage" is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the "freight carrier" at the show-site dock.

  - "Shipping" is movement of freight from city to city on a designated carrier.

- All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS.** *(*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*

- **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**

- **All van line shipments must be accompanied by a "certified weight ticket", with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**

- All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS.** *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.

- "Off-Target" freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. *(Advance shipments only)*
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

MATERIAL HANDLING DOES NOT INCLUDE:

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.

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www.cssabq.com

email us @
esr@cssabq.com

MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABLITY

PLEASE READ:

CSS' liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to $.30 per pound, per article with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less.

CSS will 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 or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** 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 "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.

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MATERIAL HANDLING AGREEMENT
RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING **Monday – Friday - 7:00AM – 4:00PM** **Monday, September 20 – Monday, October 16, 2023** **ADVANCE SHIPPING ADDRESS**	
Ship To: Exhibitor Name and Booth # AISES 2023 c/o **CSS** ABF Freight 400 N Sycamore St Spokane, WA 99202	
Number of Pieces:	**Estimated Weight:**
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT **Wednesday, October 18, 2023 --- 8:00AM – 5:00PM** **Thursday, October 19, 2023 --- 8:00AM – 5:00PM** **DIRECT SHIPPING ADDRESS**	
Ship To: Exhibitor Name and Booth # c/o **CSS** AISES 2023 Spokane CC – Exhibit Halls A-C 401 N Division St. Spokane, WA 99201	
Number of Pieces:	**Estimated Weight:**
Inbound Freight Carrier:	

Our preferred freight carrier is: ArcBest (ABF Freight) 1-800-654-7019

****Freight will be re-routed from show floor on Friday, October 20, 2023 @ 7:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ $ 130 per cwt = $ 650

ADVANCE FREIGHT RATES: *(includes crates, skidded, and carton materials)*

$ 130 per cwt. **$ 260** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **$ 130** per cwt = $ _____

DIRECT FREIGHT RATES: *(includes crates, skidded, and carton materials)*

$ 118 per cwt. **$ 236** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **$ 118** per cwt = $ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

"Late Shipments" and **"Off Target" freight** will be charged an **additional $24 per cwt.** (200 lb. minimum applies)
"Small Package" or shipments weighing 30 lbs. or less will be charged a **$67 material handling fee.**
Banding and Shrink Wrap will be charged at **$78** per skid or crate.
Outbound Material Handling Only (freight handled at close of show only) will be charged **$65 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax (9.0%)	$
TOTAL	$

ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2023

c/o CSS
ABF Freight
400 N Sycamore St.
Spokane, WA 99202

Warehouse Hours: M-F – 7:00am – 4:00pm

MUST ARRIVE BY: *Mon., Oct. 16, 2023*

ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2023

c/o CSS
ABF Freight
400 N Sycamore St.
Spokane, WA 99202

Warehouse Hours: M-F – 7:00am – 4:00pm

MUST ARRIVE BY: *Mon., Oct. 16, 2023*

DIRECT SHIPPING LABELS

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST. INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2023

c/o CSS
Spokane CC – Exhibit Halls A-C
401 N Division St.
Spokane, WA 99201

Must NOT arrive before 10/18/23
DIRECT Shipments Received:
October 18, 2023 – 8:00am – 5:00pm
October 19, 2023 – 8:00am – 5:00pm

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST. INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2023

c/o CSS
Spokane CC – Exhibit Halls A-C
401 N Division St.
Spokane, WA 99201

Must NOT arrive before 10/18/23
DIRECT Shipments Received:
October 18, 2023 – 8:00am – 5:00pm
October 19, 2023 – 8:00am – 5:00pm

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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

SHIPPING INFORMATION (IMPORTANT: If your freight is forwarding to another show, be sure to include the show name and your booth number):

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

_____

_____

METHOD OF SHIPMENT Please specify your choice by checking the following:

☐ The preferred carrier, **ArcBest (ABF Freight),** is authorized to ship show materials to the above address. *(Exhibitor must contact ABF directly for quotes if needed at 800-654-7019 or tradeshowsupport@archb.com.)*

☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:

(Please note the Exhibitor is responsible for scheduling carriers other than the preferred Show Carrier.)

- ☐ Common Carrier _____
- ☐ Van Line _____
- ☐ Air Freight _____

NUMBER OF DESIRED SHIPPING LABELS: _____ ***(Fed Ex and UPS shipping labels are not available)***

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature in on the BOL prior to shipping out.
- Shipments without paperwork turned in will be shipped through Preferred Show Carrier at Exhibitor's expense.

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over ***100*** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

- ***Priority handling of your inbound and outbound shipments***
- ***Guaranteed expedited air and ground services***
- ***LTL Ground Transportation***
- ***International Transportation***

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®

More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company_____ Contact Name_____

Title_____ Email_____ Phone_____

SHIPPER INFORMATION

Company_____

Address_____

_____

City_____ State_____ Zip_____

Pickup Date/Time_____

FREIGHT INFORMATION

Piece Count and Type_____

Total Weight_____

Dimensions (L)_____ (W)_____ (H)_____

SHIP TO: Warehouse ◯ Show Site ◯

Show Name_____

Booth No._____

Contractor_____

Show Dates_____

Address_____

City_____ State_____ Zip_____

Delivery Date_____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? ◯ YES ◯ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916

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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**		Advance Payment Deadline: **Friday, September 23, 2023**		Booth # (s):
Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

CLEANING SERVICES *(select only one of the services below)*

SERVICES AVAILABLE		
Quantity *(# of booths)*	**Description**	**Price**
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	$ .63 per sq. ft. (One Day)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	$2.14 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.

Please bring any discrepancies regarding these services to our attention prior to show close.
CSS is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	111	134	
	Floral Arrangement 18"H x 12"W	156	188	
	Custom Designed Arrangement Color: Height: Width:	**Contact for Quote**		
	Potted Flowers *(please circle choice)* Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	102	121	
	Mums *(select color)* White Yellow Purple Rust	102	121	
	Small Ferns	64	77	
	Large Ferns	102	121	
	3 – 4 foot green plants	121	146	
	5 – 6 foot green plants	200	241	
	7 – 8 foot green plants	246	295	
			Delivery Charge	21
PLEASE READ PAYMENT POLICY			SUBTOTAL	**$**
			Tax (9.0%)	**$**
			TOTAL	**$**

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

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

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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2023**	Advance Payment Deadline: **Friday, September 23, 2023**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board *(1 meter x 8')*	Vertical *(unframed)*		468	560	
	Custom Signs	Vertical Horizontal		**Contact for Quote**		
	Banners			**Contact for Quote**		

SUBTOTAL	**$**
Tax (9.0%)	**$**
TOTAL	**$**

PLEASE READ PAYMENT POLICY.

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

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

Guidelines for Submitting Artwork:

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

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

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at ½ size. Lower resolution files will have a negative result on the image quality.

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

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:

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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST. INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a $500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devises nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.
7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The devise or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the devise or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.

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esr@cssabq.com

SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.

SPOKANE
PUBLIC FACILITIES
DISTRICT

Dear Exhibitor:

The exhibitor services link in now available for your event. The fastest and easiest way to make sure we receive your services orders and get them taken care of in a timely manner is to order online at the website below.

After that time, the rates will increase to a late ordering fee. The late ordering fee also pertains to ordering on site during move in. To order electrical or AV for the show, please follow the link below:

Exhibitor Electrical or AV Orders

This link will take you to a calendar of events. Enter the date of the exhibitor show. Find your event and click on Go To Store.

You may contact me directly with any questions msmith@spokanepfd.org or by phone at 509-279-7043.

We look forward to seeing you very soon.

Mark L Smith

Event Supervisor
Spokane Public Facilities District
Spokane Convention Center
First Interstate Center for the Arts
Spokane Veterans Memorial Arena
The Podium
***Email**: msmith@spokanepfd.org*

EXHIBITOR INFORMATION

AISES CONFRENCE

Welcome to the Spokane Convention Center!

For catering needs please contact our sales team for information & pre-orders

Ashley Pearce-Catering Sales Manager
apearce@levyrestaurants.com
or
Meridith Lambert-Area Sales & Marketing Director
Mlambert@levyrestaurants.com

Spokane Convention Center
334 W Spokane Falls BLVD

SPOKANE CONVENTION CENTER

Levy CONVENTION CENTERS

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 36 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.

Dedicated device to capture leads
Just Point & Scan

MobilePlus™

Large format device to capture leads
Just Point & Scan

iPad MiniPlus™

Use your own device to capture leads
Just Point & Scan

LeadsPlus™ App

AMERICAN TRADESHOW SERVICES

AMERICAN TRADESHOW SERVICES

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY SEPTEMBER 15, 2023

Click here to ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 36 months

MOST POPULAR

Handheld "State of the Art" Honeywell Scanner

MobilePlus™

Use our iPad & our LeadsPlus Application

iPad® Mini Plus™

Use your own IOS or Andoid Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	$ 369.00	$ 419.00	_____	$ _____
iPad Mini Plus	$ 449.00	$ 499.00	_____	$ _____
LeadsPlus App (First License)	$ 359.00	$ 409.00	_____	$ _____
LeadsPlus App (Additional License)	$ 99.00	$ 149.00	_____	$ _____
LeadsPlus App Bundles: (First License Included)				
3 Pack	$ 499.00	$ 549.00	_____	$ _____
6 Pack	$ 799.00	$ 849.00	_____	$ _____
10 Pack	$ 999.00	$ 1049.00	_____	$ _____
Mobile Plus Add-Ons:		**Post Dis. Deadline**		
			_____	$ _____
Custom Survey	$ 60.00	$ 80.00	_____	$ _____
Delivery & Setup	$ 65.00	$ 85.00	_____	$ _____
Developer Kit	$ 350.00	$ 350.00		

Click here to ORDER ONLINE

Username: AISES2023 | Password: 0915

Sub-Total = $ _____

Total Due (in US Funds)= $ _____

(PLEASE PRINT) BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER NAME:

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-240-5507 Fax: 985-809-1888
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