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Dear TxDLA 2010 Exhibitor,

The 13th Annual TxDLA conference scheduled for March 21-24, 2010 in Houston at the Westin Galleria. The conference is shaping up to be another exciting event, and we are pleased that you will join us this year. We expect over 500 representatives from public and private institutions; higher education and K-12 markets; and the corporate training, government, military, and healthcare arenas.

This year's theme, "Distance Learning... Any Time, Any Space," speaks to the multitude of timely opportunities in the distance learning technologies that exhibitors continually bring to the table. These tools and services provide valuable new and innovative solutions for distance learning practitioners to be "green" and save money. The 2010 TxDLA conference will provide you with many opportunities to showcase your company's technology and services to distance learning professionals from across Texas and surrounding states. In addition, careful consideration has been given to planning the conference program and schedule; networking and entertainment events; and exhibit hall location and hours of operation, including a total of 10 hours of exhibiting time, to give you maximum exposure to current and potential clients.

Conference highlights include:

- The **Exhibit Hall Grand Opening Reception**, scheduled for Sunday evening, March 21, 7:00 – 9:00 p.m., to kick off the conference and spotlight the exhibitors.
- **Two full conference registrations** free to each exhibitor for company staff to immerse themselves in the conference experience and develop relationships with clients. Plan to stay Tuesday evening for fun and entertainment!
- **Casual dress** is requested for all conference attendees and exhibitors. We encourage everyone to dress to enjoy the relaxed environment and celebrate the conference theme.

Convention Decorating Services (CDS) has been selected as the official service contractor for this conference. See below for some things to keep in mind in preparing to exhibit:

- An Exhibitor's Meeting is scheduled for 4:00 p.m. on Sunday, March 21, 2010. At least one representative from each company must be present at this meeting.
- You are encouraged to decorate your booth in the "Any Time, Any Space" theme.
- All **corporate** exhibitor fees include booth carpet, electricity, and Internet access. If your exhibit requires additional electricity (above 20 amp) or higher bandwidth Internet (10/100 ethernet drop) or you purchased a **nonprofit booth package**, you may complete the electrical requirements form or the internet requirements form (attached in this kit). If you have any additional questions, please contact the phone number of the hotel listed on the form. Please contact Lisa Tomsio at lisa@txdla.org or 512.479.0425, ext. 12 if you will be using videoconferencing so that we can make necessary arrangements.
- Hotel rooms are located at the Westin Galleria and Westin Oaks Hotels at \$118 single/\$168 double per night. Book your room by calling **1-888-627-8514** or **1-800-937-8461**.

As a reminder, exhibitor cancellations made prior to February 21, 2010 will result in a loss of \$100 (cancellation fee). Cancellations made after February 21, 2010, but prior to March 10, 2010, will result in a loss of 50% of total payment. **NO REFUNDS WILL BE MADE AFTER March 10, 2010.**

We look forward to seeing you at the conference. Please do not hesitate to contact us with any questions.

Best regards,

Ken Conn
2010 Exhibits Co-Chair
kconn@datapredictions.com

Lisa Tomsio
Association Manager
lisa@txdla.org

Exhibitor Service Manual

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the **13th Annual TxDLA Conference**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

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

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

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

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

Texas Distance Learning Association
823 Congress Ave, Suite 230
Austin, TX 78701
Contact: Lisa Tomsio
Phone: 512.479.0425 ext. 12
E-mail: lisa@txdla.org

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **Friday, March 5, 2010** the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

13th Annual TxDLA Conference
March 21 - 24, 2010
The Westin Galleria Houston

Visit us at:

www.conventiondecorating.com



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Show Information

Discount Deadline: Friday, March 5, 2010
Show Colors: Black, Green, & Silver
Show Carpet: Facility is carpeted

Booth Information

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

Each 10' x 10' booth will be provided with:

- 8' tall black, green, & silver background drape
- 1 - 6' silver skirted table
- 1 - wastebasket
- 3' tall black side dividers
- 2 - chairs
- 1 - 7" x 40" ID Sign

Corporate Booths ONLY 1- 20 amp electrical connection and 1-10/100 ethernet drop

Show Schedule - Subject to Change

Exhibitor Move In:	Sunday, March 21, 2010	8:00 am - 6:00 pm
Show Hours:		
	Welcome Reception: Sunday, March 21, 2010	7:00 pm - 9:00 pm
	Monday, March 22, 2010	11:30 am - 4:00 pm
	Reception: Monday, March 22, 2010	5:30 pm - 6:30 pm
	Tuesday, March 23, 2010	11:30 am - 2:00 pm
Exhibitor Move Out:	Tuesday, March 23, 2010	2:00 pm - 5:00 pm
Driver Check-In By:	Tuesday, March 23, 2010	4:00 pm
Freight Re-Directed At:	Tuesday, March 23, 2010	5:00 pm

Assistance

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

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



Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

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

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

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

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

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

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

▶ **WHEN DO I SHIP AND WHERE?**

Advance Shipping Address:

13th Annual TxDLA Conference
UPGF
c/o **CDS**
1919 Collingsworth St.
Houston, TX 77009

Direct Shipments to Show Site:

13th Annual TxDLA Conference
The Westin Galleria Houston
c/o **CDS**
5060 West Alabama
Houston, TX 77056

**Advance shipments MUST be received by
Wednesday, March 17, 2010**

**Direct shipments to arrive NO SOONER than
Saturday, March 20, 2010.**

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

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

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

▶ **HOW DO I PLACE MY ORDER?**

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

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

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

Shipping Quote



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

CDS is the official show carrier for the

13th Annual TxDLA Conference
March 21 - 24, 2010
The Westin Galleria Houston

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

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

Inbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Outbound

Pickup Zip Code **77056**

Delivery Zip Code _____

Approximate Weight _____

Exhibitor Name _____

Exhibitor Email or Phone _____

Company _____ Booth # _____

Limits of Liability

▶ Responsibility for Labor

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

▶ Material Handling

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

▶ Payment Terms

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

▶ Questions and Adjustments

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items **cancelled or changed after Friday, March 5, 2010 will be charged 50% of the original price.**

▶ Orders

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

Payment Policies

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

▶ **Adding Tax to Your Order**

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 8.25 Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after **Friday, March 5, 2010** will be charged 50% of the original price.

▶ **Payment Options**

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

CDS

3559 Belgium Lane • San Antonio, TX 78219

Ph: 210.581.9220 • Fax: 800.677.8191

RE: 13th Annual TxDLA Conference

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **CDS** must receive this form by **Friday, March 5, 2010** to qualify for the advanced pricing.

▶ **Show-Site Orders**

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

▶ **Advance Orders (Discount Rate)**

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

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

▶ **Third Party Orders**

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

▶ **International Exhibitors**

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

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

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

Credit Card Authorization

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

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

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

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

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

CDS
3559 Belgium Lane
San Antonio, TX 78219
Ph: 210.581.9220 Fax: 800.677.8191
RE: 13th Annual TxDLA Conference

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

***Items cancelled or changed after Friday, March 5, 2010 will be charged 50% of the original price.**

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

Furniture & Accessories I

Discount Deadline: Friday, March 5, 2010

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

Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30"high	\$82.00	\$99.75	_____	\$ _____
190023	6' long 30"high	\$100.00	\$120.75	_____	\$ _____
190027	8' long 30"high	\$116.00	\$140.00	_____	\$ _____
190017	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$37.75	\$47.00	_____	\$ _____
190002	Table Skirt Only	\$60.00	\$75.00	_____	\$ _____



Counter Height (42" High)

190022	4' long 42"high	\$111.00	\$138.75	_____	\$ _____
190025	6' long 42"high	\$125.75	\$157.00	_____	\$ _____
190029	8' long 42"high	\$144.50	\$181.00	_____	\$ _____
190018	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$37.75	\$47.00	_____	\$ _____
190005	Table Skirt Only	\$60.00	\$75.00	_____	\$ _____

Table Skirt Colors		
	Red	White
	Forest Green	Champagne
	Burgundy	Lime Green
	Royal Blue	Rose
	Black	Gold
	Silver	Teal
	Plum	

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

Color Choice _____

**Please use colors as a reference only*

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

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30"high	\$48.00	\$59.75	_____	\$ _____
190006	6' long 30" high	\$59.25	\$74.00	_____	\$ _____
190010	8' long 30"high	\$70.50	\$87.00	_____	\$ _____
190004	4' long 42"high	\$68.25	\$83.00	_____	\$ _____
190008	6' long 42"high	\$78.75	\$97.50	_____	\$ _____
190012	8' long 42"high	\$85.00	\$106.50	_____	\$ _____



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

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$65.75	\$79.00	_____	\$ _____
190015	Cocktail Table 42" high	\$83.75	\$100.50	_____	\$ _____



Total: \$ _____

Sales Tax 8.25% \$ _____

Grand Total \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

Furniture & Accessories II

Discount Deadline: Friday, March 5, 2010

Chairs



30002

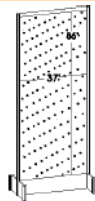


30003



30004

Pegboard / Tack board



120003



120004

Miscellaneous Accessories



120010



120013



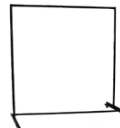
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (gray plastic)	\$44.75	\$56.00		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$71.00	\$88.75		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$63.00	\$78.75		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$178.00	\$222.50		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$159.75	\$191.75		\$
120015	2' x 8' Grid wall	\$59.25	\$74.00		\$
120010	Computer Pedestal	\$260.25	\$325.25		\$
120013	Easel	\$27.25	\$33.75		\$
120014	Fish Bowl	\$25.75	\$31.00		\$
120022	Wastebasket	\$14.25	\$17.00		\$
120029	Arm Light	\$55.00	\$68.50		\$
140002	Bag Rack	\$84.00	\$105.00		\$
140004	Garment Rack - 1 Arm	\$84.00	\$105.00		\$
140005	Garment Rack - 2 Arm	\$84.00	\$105.00		\$
140006	Garment Rack - 4 Arm (Waterfall)	\$84.00	\$105.00		\$
140007	Literature Rack I	\$92.50	\$113.00		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$49.25	\$61.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$59.50	\$74.50		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$70.00	\$87.50		\$
Total:					\$
Sales Tax 8.25%					\$
Grand Total					\$

Company: _____ Booth: _____ Contact: _____ Phone: _____



Carpet Order Form



Discount Deadline: Friday, March 5, 2010

CDS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$120.00	\$150.00	_____	\$ _____
10003	10' X 20' carpet	\$219.50	\$274.00	_____	\$ _____
10004	10' X 30' carpet	\$318.50	\$398.25	_____	\$ _____
10005	10' X 40' carpet	\$418.75	\$523.50	_____	\$ _____
10006	10' X 50' carpet	\$525.00	\$647.75	_____	\$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Red
Forest Green
Burgundy
Royal Blue
Black
Gray
Plum
Teal

Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$3.75 per SQ FT = \$ _____

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$3.75 per SQ FT = \$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Red
Forest Green
Burgundy
Navy Blue
Black
Silver Mist
Charcoal Gray
Teal

Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$0.67 sq ft	\$0.88 sq ft	_____	\$ _____
10010	Taping per linear ft Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear	\$0.67 ft	\$0.88 ft	_____	\$ _____
10011	Visqueen per sq ft	\$0.52 sq ft	\$0.62 sq ft	_____	\$ _____

Carpet Total \$ _____

Sales Tax 8.25% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Cleaning Order Form



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

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

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.33 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.31 =	\$ _____

PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____	\$122.25 =	\$ _____
_____	300—500 SQ FT	_____	\$164.75 =	\$ _____

**For booths over 500 SQ Ft please call Exhibitor Services for a quote.*

Cleaning Total \$ _____

Sales Tax 8.25% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Table-top and Free Standing Displays

Table-top and Displays are only available if ordered by Friday, March 5, 2010

10 x 10 Table-top A

6' or 8' Table-top curved wall display. 60" tall and either 60" or 90" wide. Comes with a 6' or 8' table.

10 x 10 Table-top A



10 x 10 Table-top B



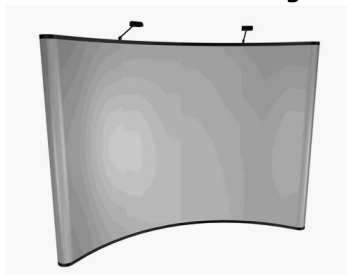
10 x 10 Table-top B

Table-top display with velcro fabric, backlit header, hardware & lights. Comes with a 6' or 8' table.

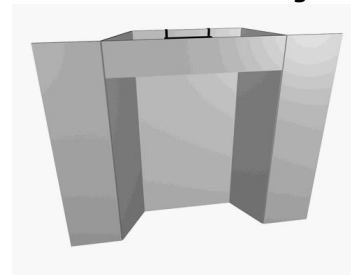
10 x 10 Free Standing C

10' curve wall display. 10' wide X 8' tall with lights.

10 x 10 Free Standing C



10 x 10 Free Standing D



10 x 10 Free Standing D

10' panel system with backlit header or spot lights. 10' wide x 90" tall.

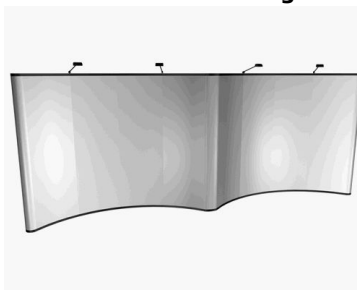
10 x 20 Free Standing E

20' gull wing configuration with lights.

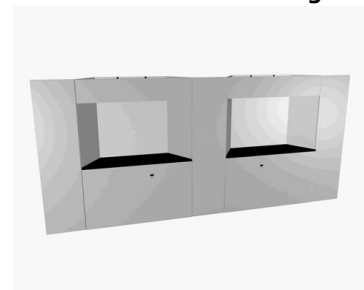
10 x 20 Free Standing F

20' multi-connect panel system with backlit headers or spot lights. Tower with bridge headers also available.

10 x 20 Free Standing E



10 x 20 Free Standing F



Please turn to the add-on and graphic pages for further options.

Free Standing Displays include: installation and dismantling, carpet and vacuuming prior to show. Back wall color is only available in black.

Rental Unit		Standard	Total
10 x 10 Table-top A	Select Table Size 6' or 8'	\$425.00	\$ _____
10 x 10 Table-top B	Select Table Size 6' or 8'	\$425.00	\$ _____
10 x 10 Free Standing C	Carpet Color _____	\$750.00	\$ _____
10 x 10 Free Standing D	Carpet Color _____	\$750.00	\$ _____
10 x 20 Free Standing E	Carpet Color _____	\$1,500.00	\$ _____
10 x 20 Free Standing F	Carpet Color _____	\$1,500.00	\$ _____

All free standing displays include carpet. Please choose from these carpet colors.

Carpet Colors	
 Red	
 Forest Green	
 Burgundy	
 Royal Blue	
 Black	
 Gray	
 Plum	
 Teal	

Total: \$ _____
 Sales Tax 8.25% \$ _____
Grand Total \$ _____

Please contact our Exhibitor Service Department at 210.581.9220 with any questions.



Graphics for Table-tops and Free Standing Displays

High-quality graphics will enhance the overall image of your booth. The graphic department at **CDS** is driven to excellence and strives to produce the highest quality signs and graphics. All requests for graphics must be emailed in .eps format or in native format to exhibitor@conventiondecorating.com. Graphics can be any size you need, as long as they do not exceed the total dimensions.

Graphics are priced at \$18 per sq ft.

Table-tops & Free Standing Displays	Header	Dimensions	\$18.00 per sq ft	Total
10 x 10 Table-top A -A standard header is included with this package. (Header dimensions: 14" h)	Yes _____ No _____	Panels (2): 5' h x 2' w 6' Total graphic space: 20 sq ft Panels (3): 5' h x 2' w 8' Total graphic space: 30 sq ft	_____ x _____	\$ _____
10 x 10 Table-top B -A standard header is included with this package. (Header dimensions: 10" h x 44" w)	Yes _____ No _____	Panels (6): 3.5' h x 1' w Total graphic space: 21 sq ft	_____ x _____	\$ _____
10 x 10 Free Standing C -A standard header is included with this package. (Header dimensions: 14" h x 120" w)	Yes _____ No _____	Panels (4): 6 h x 1' w Total graphic space: 24 sq ft	_____ x _____	\$ _____
10 x 10 Free Standing D -A standard header is included with this package. (Header dimensions: 10" h x 50" w)	Yes _____ No _____	Panels (8): 3' h x 1' w Total graphic space: 24 sq ft	_____ x _____	\$ _____
10 x 20 Free Standing E -A standard header is included with this package. (Header dimensions: 14" h x 240" w)	Yes _____ No _____	Panels (8): 6' h x 1' w Total graphic space: 48 sq ft	_____ x _____	\$ _____
10 x 20 Free Standing F -A standard header is included with this package. (Header dimensions: 10" h x 100" w)	Yes _____ No _____	Panels (16) : 3' h x 1' w Total graphic space: 48 sq ft	_____ x _____	\$ _____

Header*

Comments/Graphics

***Please Note**

All Headers Must be Special Ordered

The standard header is included in the package price, however is optional. In the space provided please indicate what is to be printed. This will be standard block lettering in black print.

Total: \$ _____

Sales Tax 8.25% \$ _____

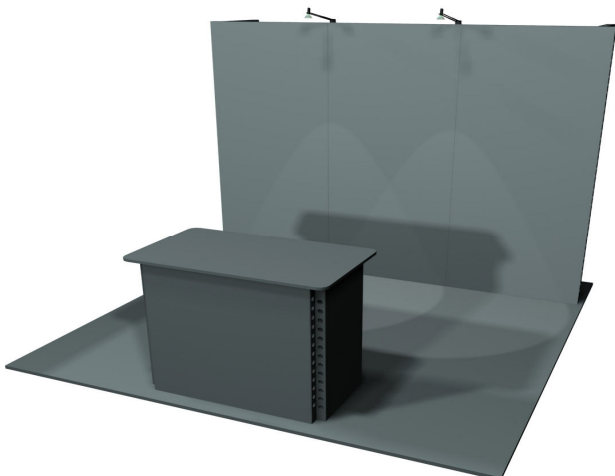
Grand Total \$ _____



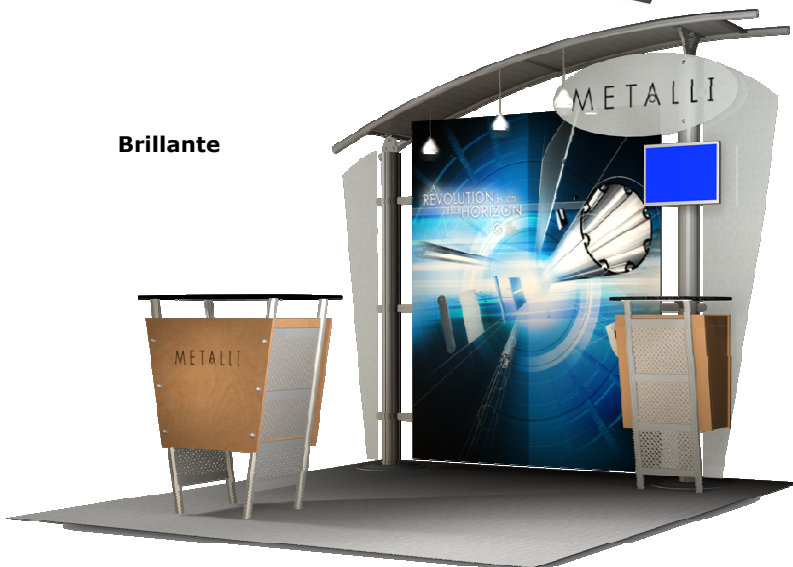
10' x 10' Units

Rental Units are only available if ordered by Friday, March 5, 2010

Omega



Brillante



Distinto



Rental Unit		Price
Omega 10' panel system with 2 lights *Please note counter is not included in package*	Carpet Color	\$1,300.00
Brillante Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy, and 3 Pendant Lights Please specify pendant light color (Red, Blue, or Green) *Please note monitor, graphics and counters are not included in package*	Carpet Color Pendant Light Color	\$2,100.00
Distinto Includes: Frame, Horizontal and Vertical Standoff Headers, and 2 Halogen Lights *Please note graphics are not included*	Carpet Color	\$1,400.00

Please turn to the add-on and graphic pages for further options. Rental Units include: installation and dismantling, carpet and vacuuming prior to show.

All rental units include carpet. Please choose from these carpet colors.

Carpet Colors

	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

Comments

Total: \$ _____

Sales Tax 8.25% \$ _____

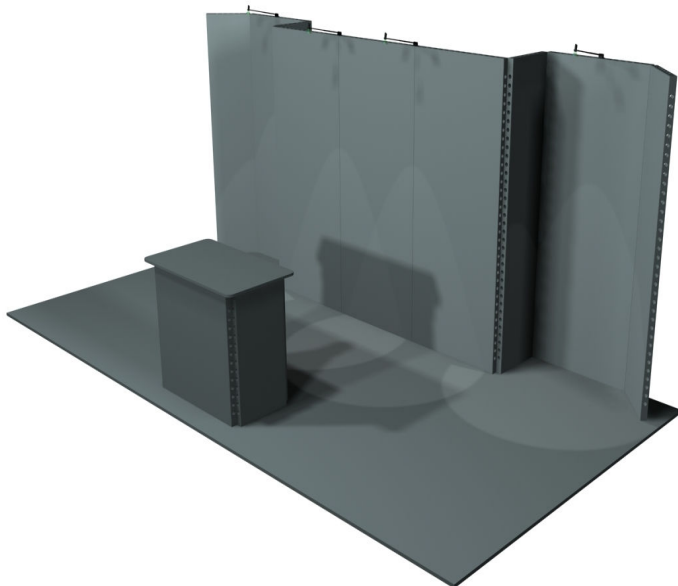
Grand Total \$ _____

Please contact our Exhibitor Service Department at 210.581.9220 with any questions.

10' x 20' Inline Units

Rental Units are only available if ordered by **Friday, March 5, 2010**

Alato



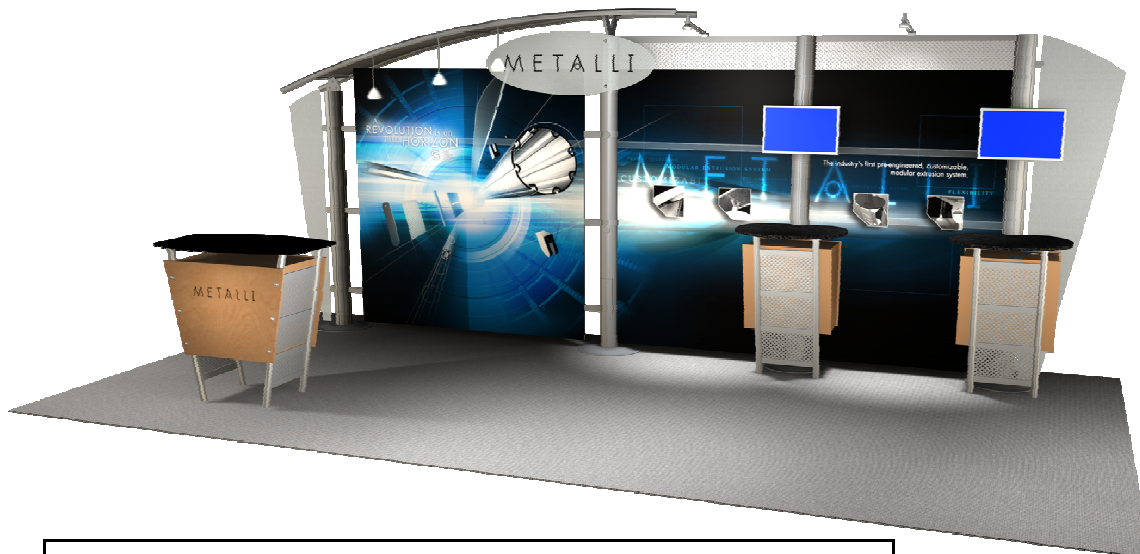
Rental Unit		Price
Alato 20' panel system with 4 lights *Please note counter is not included in package*	Carpet Color _____	\$2,900.00
Superiore Includes: Frame, 2 Fins, Oval Header, Monitor Brackets, Canopy, Perforated Metal Infills, 3 Pendant Lights and 2 additional lights Please specify pendant light color (Red, Blue, or Green) *Please note monitors, graphics and counters are not included in package*	Carpet Color _____ Pendant Light Color _____	\$3,250.00

Please turn to the add-on and graphic pages for further options. Rental Units include: installation and dismantling, carpet and vacuuming prior to show.

All rental units include carpet. Please choose from these carpet colors.

Carpet Colors	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

Superiore



Comments

Total: \$ _____

Sales Tax 8.25% \$ _____

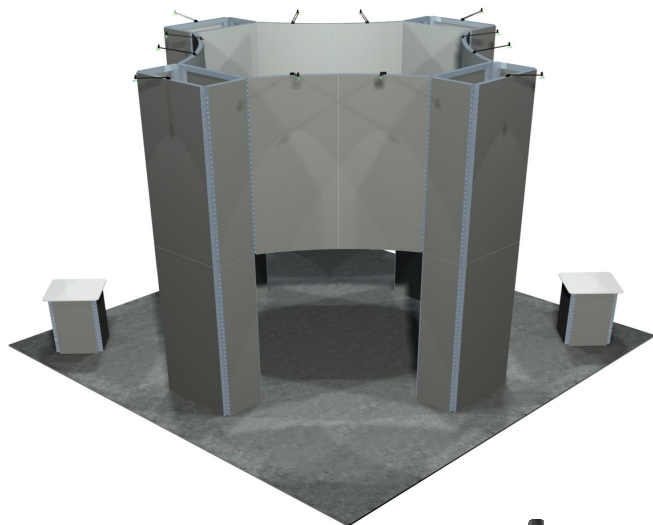
Grand Total \$ _____

Please contact our Exhibitor Service Department at 210.581.9220 with any questions.

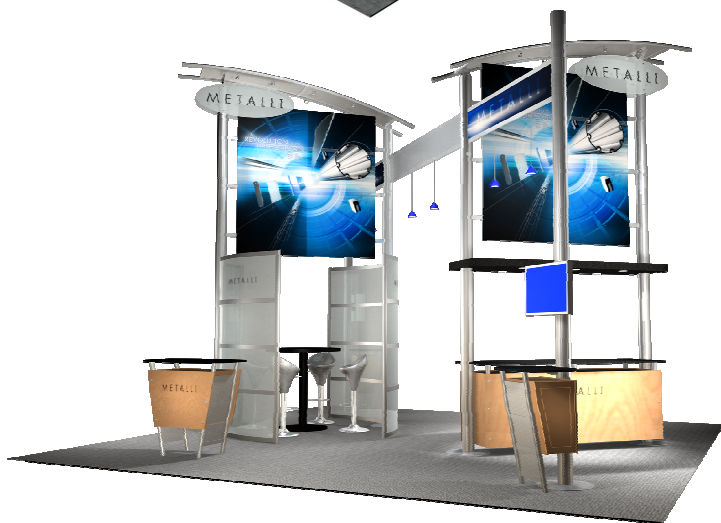
20' x 20' Island Units

Rental Units are only available if ordered by **Friday, March 5, 2010**

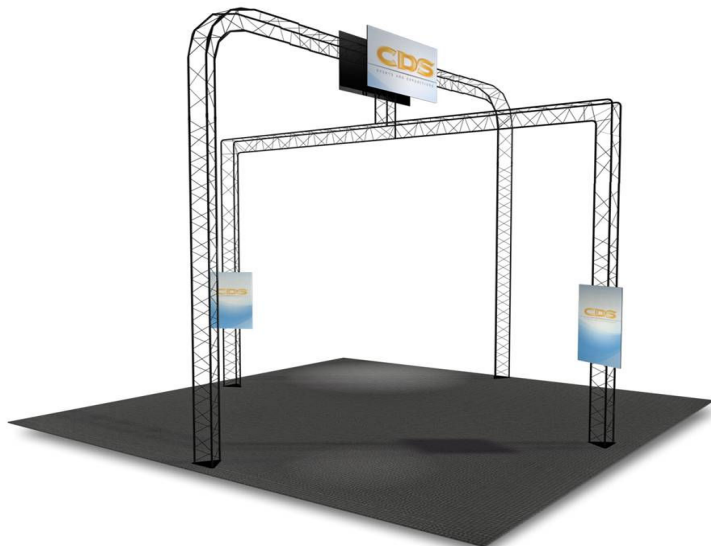
Aperto



Massimo



Truss System



Rental Unit		Price
Aperto Island Panel system with 12 lights *Please note counters are not included in package*	Carpet Color _____	\$5,200.00
Massimo Includes: Frame, Canopy, Perforated Metal Bridge, Monitor Brackets, Sintra Panels, Oval Headers, Bridge Header, Pendant Lights Please specify pendant light color (Red, Blue, or Green) *Please note soffit, monitor, conference room, graphics and counters are not included in package*	Carpet Color _____ Pendant Light Color _____	\$7,950.00
Truss System A Black, weight bearing, triangle fixed Truss, 14' high. Includes saddle with graphic options.	Carpet Color _____	\$4,500.00

Please turn to the add-on and graphic pages for further options. Rental Units include: installation and dismantling, carpet and vacuuming prior to show.

Carpet Colors

	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

All rental units include carpet. Please choose from these carpet colors.

Comments

Total: \$ _____

Sales Tax 8.25% \$ _____

Grand Total \$ _____

Please contact our Exhibitor Service Department at 210.581.9220 with any questions.

Add-on:

Add-on:

Reception Counter (with back door): Black counter top with maple sides and a stowbox, optional graphics. Dimension totals: 39" wide x 39" high x 23.5" diameter. Stowbox dimensions: 21.5" wide x 17" high x 14" diameter.

AV Counter (with side door): Black counter top with maple sides and a stowbox, optional graphics. Dimension totals: 27.5" wide x 39" high x 22.5" diameter. Stowbox dimensions: 19" wide x 19" high x 8" diameter. *Required when using a monitor*

Tabella: Optional graphics. Dimension totals: Front 38.86" wide x 38.86" high; sides 19" wide x 38.86" high.

Literature Stand:
 Collapsible stand with 6 pockets

Free Standing Monitor Kiosk: Black counter top with maple sides and a stowbox. 92" tall; counter is 28" wide and 23" deep. Includes 1 pendant light, please specify pendant light color (Red, Blue, or Green). A 17" to 22" monitor can be used (monitor is not included).

Please call exhibitor services for graphic options 210-581-9220.

Reception Counter



AV Counter



Tabella



Literature Stand



Free Standing Monitor Kiosk



Add-on		Standard	QTY	Total
Reception Counter	Can be ordered separately or added to: Omega, Brillante, Distinto, Alato, Superiore, Aperto, Massimo, or the Truss System	\$525.00		\$ _____
AV Counter	Can be added to: Brillante, Distinto, Superiore, or the Massimo	\$400.00		\$ _____
Tabella	Can be ordered separately or added to: Omega, Brillante, Distinto, Alato, Superiore, Aperto, Massimo, or the Truss System	\$300.00		\$ _____
Literature Stand	Can be ordered separately or added to: Omega, Brillante, Distinto, Alato, Superior, Aperto, Massimo, or the Truss System	\$125.00		\$ _____
Monitor Kiosk	Can be ordered separately or added to: Brillante, Distinto, Superiore, or Massimo *Pendant Light Color _____	\$800.00		\$ _____

Comments

Total: \$ _____

Sales Tax 8.25% \$ _____

Grand Total \$ _____

Graphics for Rental Units

Please contact our Exhibitor Service Department at 210.581.9220 with any questions.

10 x 10 Units	Dimensions	\$18.00 per sq ft	Total
Omega This package comes with three panels	Panels (3) Each Panel: 6.5' h x 3' w (58.5 sq ft)	_____x_____	\$ _____
Brillante This package comes with three panels, Fin (a), Fin (b), and an Oval Header	Panels (3) Each Panel: 6' h x 2' w (36 sq ft) Fin (a): 5' h x 1' w (5 sq ft) Fin (b): 7' h x 1.5' w (10.5 sq ft) Oval Header: 1.5' h x 4' w (6 sq ft)	Please contact exhibitor services at 210-581-9220 for price quotes and assistance with graphic design.	
Distinto This package comes with six panels, six side panels, horizontal standoff header, and vertical standoff header	Panels (6) Each: 7' h x 2' w (84 sq ft) Side Panels (6) Each: 7' h x 2' w (84 sq ft) Horizontal Header: 1' h x 4' w (4 sq ft) Vertical Header: 3' h x 1' w (3 sq ft)	Please contact exhibitor services at 210-581-9220 for price quotes and assistance with graphic design.	
10 x 20 Inline	Dimensions	\$18.00 per sq ft	Total
Alato This package comes with nine panels	Panels (5) Each Panel: 6.5' h x 1.5' w (48 sq ft) Panels (4) Each Panel: 6.5' h x 3' w (78 sq ft)	_____x_____	\$ _____
Superiore This package comes with seven panels, Fin (a), Fin (b), and an Oval Header	Panels (7) Each Panel: 6' h x 2' w (84 sq ft) Fin (a): 5' h x 1' w (5 sq ft) Fin (b): 7' h x 1.5' w (10.5 sq ft) Oval Header: 1.5' h x 4' w (6 sq ft)	Please contact exhibitor services at 210-581-9220 for price quotes and assistance with graphic design.	
20 x 20 Island	Dimensions	\$18.00 per sq ft	Total
Aperto This package comes with 40 panels	Panels (16): 6.5' h x 1.5' w (156 sq ft) Panels (24): 6.5' h x 3' w (468 sq ft)	_____x_____	\$ _____
Massimo This package comes with 24 Panels, four Oval Headers, and four Bridge Headers	Panels (24) Each Panel: 3.5' h x 2' w (168 sq ft) Each Oval Header (4) : 1.5' h x 4' w (24 sq ft) Each Bridge Header (4) : 1' h x 6' w (24 sq ft)	Please contact exhibitor services at 210-581-9220 for price quotes and assistance with graphic design.	
Truss System	With unlimited design possibilities, please contact exhibitor services at 210-581-9220 for price quotes and assistance with graphic design.		
Add-on	Dimensions	\$18.00 per sq ft	Total
Reception Counter	Front side: 2' h x 1' w (2 sq ft)	_____x_____	\$ _____
Tabella	Front side: 3' h x 3' w (9 sq ft) Sides: 3' h x 1' w (3 sq ft)	_____x_____	\$ _____

Comments/Graphics

Total: \$ _____

Sales Tax 8.25% \$ _____

Grand Total \$ _____



Cartload Service

CDS will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth for a **\$50.00** fee. This fee is limited to a total weight of **200 lbs** that can be delivered in a maximum of 2 cartloads; otherwise material handling fees will apply.
This service does not include storage of your empties.



To qualify for this service:

- ◆ You must arrive in a personal owned vehicle
- ◆ No company trucks/vans or bob tails

Parking will be available in a designated cartload service area at the dock.

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

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

Estimated Time of Arrival: _____

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

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

Cartload Service Total \$ _____
 Sales Tax 8.25% _____
 \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Labor Rules and Regulations

Labor Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules-Labor Regulations, we ask that you read the following:

▶ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC s, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the CDS exhibitor manual or on show site at the CDS Exhibitor Service Desk.

▶ Material Handling

Exhibitors may use a two-wheel dollie or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV s will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. CDS will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

▶ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

▶ Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. CDS cannot be responsible for injuries or falls caused by the improper use of this equipment.

Display Labor

Rates

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

Minimum Charge: One hour per man

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

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

Type of Service

CDS Supervision (Exhibitor does not have to be present)

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

If using CDS Supervision, please complete the information below:

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

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

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

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

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

Schedules (estimated number of hours)

Installation

# of men	Date	Start Time	# of hours

Dismantle

# of men	Date	Start Time	# of hours

Very Important

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

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

Company: _____ Booth: _____ Contact: _____ Phone: _____



Outbound Shipping Instructions

Only Complete if using CDS Supervision on Dismantle Labor.

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

of shipping labels _____

Consign to (company name): _____ Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

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

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

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

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

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

Prepaid Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____
(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

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



Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **Wednesday, March 17, 2010** by 3:00 pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **210.581.9220**. (Receiving Hours Monday-Friday **9:00 am - 3:00 pm**.)
- Shipments arriving at the warehouse after: **Wednesday, March 17, 2010** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

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

To: _____ Booth# _____
(exhibiting company name)
For: **13th Annual TxDLA Conference**
UPGF
c/o CDS
1919 Collingsworth St.
Houston, TX 77009

Minimum charge of 200 lbs = **\$127.50** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$63.75 per 100 lbs

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

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **Saturday, March 20, 2010** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show-site receiving report will verify the total count and weight.

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

To: _____ Booth# _____
(exhibiting company name)
For: **13th Annual TxDLA Conference**
The Westin Galleria Houston
c/o CDS
5060 West Alabama
Houston, TX 77056

Minimum charge of 200 lbs = **\$127.50** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$63.75 per 100 lbs

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

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

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

No liability will be assumed by CDS for these shipments.

Material Handling Information (page 1 of 2)

What Is Material Handling?

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

Crated/Uncrated Shipments

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

Special Handling Shipments

◆ **Mixed Shipments**

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

◆ **Ground Loading/Unloading**

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

◆ **Stacked Shipments**

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

◆ **Piece Loading/Unloading**

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

◆ **No Documentation**

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

◆ **Excess of Small Shipments**

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

Material Handling: Money Saving Tools

Consolidate and Shrink Wrap Your Shipments

Below is an example for an advance to warehouse shipment:

If you send 4 Separate Shipments:

1st Shipment @ 41 lbs = **\$127.50** (200 lb. minimum)

2nd Shipment @ 44 lbs= **\$127.50** (200 lb. minimum)

3rd Shipment @ 52 lbs= **\$127.50** (200 lb. minimum)

4th Shipment @ 60 lbs= **\$127.50** (200 lb. minimum)

If you send 1 Consolidated Shipment:

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

197 lbs charged @ \$127.50

Material Handling (page 2)

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

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

ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: **Wednesday, March 17, 2010.** Any shipment arriving after this date will be charged a late to warehouse fee of \$25.00 per cwt, or \$50.00 minimum in addition to any other charges incurred.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$63.75	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$79.69	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$79.69	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

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

DIRECT SHIPMENTS TO SHOW SITE - Shipments arriving prior to **Saturday, March 20, 2010** will be refused. Shipments will be received during the move-in periods and throughout the event.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$63.75	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$79.69	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$79.69	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

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

Material Handling Total

\$ _____

Surcharges - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) may apply.



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

13th Annual TxDLA Conference

Must Arrive By: Wednesday, March 17, 2010

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

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**UPGF
c/o CDS
1919 Collingsworth St.
Houston, TX 77009
210.581.9220**

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



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1919 Collingsworth St.
Houston, TX 77009
210.581.9220**

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



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

13th Annual TxDLA Conference

Must Arrive NO Sooner Than:
Saturday, March 20, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**The Westin Galleria Houston
c/o CDS
5060 West Alabama
Houston, TX 77056**

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



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

13th Annual TxDLA Conference

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Saturday, March 20, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**The Westin Galleria Houston
c/o CDS
5060 West Alabama
Houston, TX 77056**

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



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BOOTH #: _____

**The Westin Galleria Houston
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5060 West Alabama
Houston, TX 77056**

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

Exhibitor Services

The Westin Galleria & Westin Oaks Houston

Show Name: _____	Show Dates: _____
Organization Name: _____	Requested Delivery Date & Time _____
Address: _____	_____
City/State/Zip: _____	Requested Pick-up Date & Time _____
Phone: (____) _____	_____
Fax: (____) _____	Email: _____
On Site Contact: _____	_____

Video Support:

___ - 17" Flat Panel Monitor	\$175.00
___ - 32" LCD/HD Monitor*	\$350.00
___ - 42" Plasma Monitor*	\$750.00
___ - 50" Plasma Monitor*	\$1,000.00
___ - *Floor Stand for noted monitors	\$75.00
___ - DVD/VHS Combo Player /32" TV	\$300.00
___ - Wireless Presentation Remote	\$45.00
___ - Booth Projection Package**	\$600.00
<i>** (Includes 2000 lumens projector and 4'-6' Screen)</i>	
Total	_____

Miscellaneous:

___ - Flipchart Package	\$40.00
___ - Poster Easel	\$25.00
___ - Laser Pointer	\$45.00
Total	_____

Computer & Printers

___ - Laptop w/MS Office	\$275.00
___ - B/W Laser Printer	\$175.00
___ - Color Printer	\$300.00
Total	_____

Electrical Services:

___ - Power Strip/Multi-Outlet	\$15.00
___ - Cube Tap/Three-way	\$5.00
___ - 10'-25' Extension Cord	\$10.00
___ - Tripod Screen	\$45.00
___ - Misc. Audio/Video Cables	\$5.00
Total	_____

**(All requests for large circuit power must be made no less than 72 hours prior to connection date.)*

Audio Support:

___ - Powered Speaker	\$85.00
___ - Desktop Computer Speaker Set	\$50.00
___ - Wired Microphone	\$40.00
___ - Wireless Microphone*	\$155.00
<i>*(lavalier, handheld, or headset)</i>	
Total	_____

Labor:

___ - Standard Rate	<i>(Monday-Friday 8AM-5PM)</i>	\$50.00
___ - Overtime Rate	<i>(Weekends-Weekdays 5PM-8AM)</i>	\$65.00
Total		_____

Audio Total-	_____
Video Total-	_____
Electrical Total-	_____
Labor Total-	_____
Miscellaneous Total-	_____
Number of Rental Days-	_____
Subtotal-	\$ -
22% Service Charge-	\$ -
Subtotal-	\$ -
8.25% Sales Tax-	\$0.00

If you require an item not listed, please call and speak with one of our representatives for a complete list of available products and services.

Exhibitors Agreement- Please Read
Prices listed are DAILY RATES - charged on a per room/per day basis. All prices and availability are subject to change without notice. Repeat delivery and or pick up will result in additional labor costs. Please be present at booth at Specified Delivery Times. On site orders are subject to RUSH CHARGES.
CANCELLATIONS: Any order cancelled with less than 24 hrs. notice is subject to labor and 1 day rental charge. Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment

PREPAYMENT IS REQUIRED ON ALL ORDERS

Attached Credit Card Authorization Form must be filled out to process all orders

Grand Total **\$0.00**

Must sign Below to confirm rental order.

Authorized By: _____ Date: _____

Please return Order Form and Credit Card Authorization Form to:

PSAV® Presentation Services
The Westin Galleria & Oaks
Houston
5060 W. Alabama St.
Houston, TX 77056

➤ **Direct: 713.960.6517**
➤ **Fax: 713.960.6544**



CREDIT CARD AUTHORIZATION FORM

Please complete and sign this form (for your protection, do not e-mail this form or your credit card information).

The Westin Galleria & Westin Oaks accept the following credit cards: American Express, Master Card, Visa, Diners, Discover & JCB. I am authorizing The Westin Galleria & Westin Oaks to immediately bill my credit card for the following charges:

GUEST ROOMS ONLY

Room & Tax Only _____
 All Charges _____
 (including incidentals)

Arrival Date _____
 Departure Date _____

Name of Guest(s) _____

Confirmation #(s) _____

Fax this completed form to 713-960-6596 (Accounting Office)
 Telephone: 713-960-8100 Ext. 6657

CATERING/CONVENTION SERVICES ONLY

Group/Company Name _____
 Event/Meeting Name _____
 Function Date _____
 Estimated Charges _____
 Catering/Sales Manager _____

Please check one of the following:

Use this credit card for deposit(s) only _____

Use this credit card for deposit(s) & settlement of final balance _____

Deposit Schedule (Catering/Sales Manager's Use Only)

Date _____	Amount _____
Date _____	Amount _____
Date _____	Amount _____

Fax this completed form to 713-960-6549 (Sales and Catering Office)
 Telephone: 713-960-8100

Please fill out the following information correctly and legibly

Credit Card Holder's Signature

Today's Date

Printed Name (as it appears on credit card)

TYPE OF CREDIT CARD _____

CREDIT CARD NUMBER _____

CREDIT CARD EXPIRATION DATE _____

CARD HOLDER'S TELEPHONE NUMBER _____

CREDIT CARD BILLING ADDRESS _____

