

WESTERN EVENT SERVICE

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

CWEA 2018 Annual Conference Exhibits

Sacramento Convention Center
April 17 - 20, 2018

MEMO TO ALL EXHIBITORS:

Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please examine them carefully and select the proper forms for your needs. To avoid 30% or higher late charges, all orders must be received at least 2 weeks prior to the shows installation date. Full payment must be included with the order to take advantage of pre-order prices.

The last day we will honor Advance Order Prices for this show will be Tuesday, April 3rd.

The standard booth for this show will be 10' wide by 10' deep, with royal blue and forest green drape, with a gray booth carpet.

Each booth will include the following basic equipment:

1 - Exhibitor ID Sign	1 - 6' Draped Table
2 - Chairs	1 - Wastebasket
1 - 500 Watt Electrical Outlet	Carpeted Floor

SHOW HOURS:

Rolling Stock Move-in:	11:00 AM - 2:00 PM	Monday, April 16 th
Exhibitor Move-in:	10:00 AM - 5:00 PM	Tuesday, April 17 th
	8:00 AM - 12:30 PM	Wednesday, April 18 th
Hall Closed for Cleaning:	12:30 PM - 1:45 PM	Wednesday, April 18 th
Agency General Managers:	2:00 PM - 3:30 PM	Wednesday, April 18 th
Show open:	3:30 PM - 6:30 PM	Wednesday, April 18 th
Exhibitor Lunch:	12:00 PM - 1:00 PM	Thursday, April 19 th
Exhibits Open:	3:30 PM - 6:30 PM	Thursday, April 19 th
Dismantle complete by:	9:00 PM	Thursday, April 19 th

EXHIBITORS - Please note the following important information:

ALL ROLLING STOCK VEHICLES MUST BE MOVED IN ON MONDAY, APRIL 16th.

All other freight, vehicles, and crated exhibit materials must be moved in on Tuesday, April 17th. All booth delivery, set-up, and assembly must be completed no later than 2:00 PM, on Wednesday April 18th to allow for final exhibit hall cleaning prior to the opening of the show. If you feel you will require more time than the schedule allows for your booth setup, please contact us so that we can address your needs. Additional charges will be incurred should you need heavy freight moved in on Wednesday, April 18th.

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Exhibitor Information

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DECORATOR UNION INFORMATION:

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

INSURANCE:

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION:

YRC Freight Service will serve as the Official Freight Service Company for this show. Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to our warehouse, to be included with our delivery to the show. Western Event Service and YRC will have priority at, and control of the loading dock at all times.

Advance Freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

Western Event Service
C/o YRC Exhibit Services
3210 52nd Avenue.
Sacramento, CA 95823

Must Arrive No Later Than: Friday, April 13th.

Freight sent to the above address that arrives after **Friday, April 6th** will be accepted, but will be charged at the Late Freight handling rates.

The last date we can accept Advance Freight for this show is Friday, April 13th.

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Exhibitor Information

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Do not ship your Advance Exhibitor Freight directly to the Sacramento Convention Center. They are unable to accept and store Advance Exhibitor Freight and will refuse Exhibitor freight unless delivered during the scheduled move-in times for the show.

Please use the following address for freight sent to arrive during the move-in hours of the show:

SHOW-SITE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

c/o Sacramento Convention Center
Loading Dock
1401 K Street
Sacramento, CA 95814

TO ARRIVE NO EARLIER THAN: 4/16/2017

TEAMSTER UNION INFORMATION

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning electrical, decorating services or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. If we can be of further help please feel free to call us at (510) 430-0510.

Please visit us @ www.WesternEventService.com for additional Information.

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1970 Williams Street
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(510) 430-0510 • FAX (510) 430-0511

Booth #

Important Information & Dates

BOOTH EQUIPMENT:

Each booth is provided with the following:
8' Tall Back Drape (Blue & Forrest Green)
3' Tall Divider Drape (Blue)
1 – Booth ID Sign
1 – 6' Draped Table (White Top & Blue Skirt)
2 – Chairs
1 – Wastebasket
1 – 500 watt Electrical Outlet

TRUCK & ROLLING STOCK MOVE-IN:

11:00 AM – 2:00 PM ~ Monday, April 16th

EXHIBITOR SETUP:

10:00 AM – 5:00 PM ~ Tuesday, April 17th
8:00 AM – 12:30 PM ~ Wednesday, April 17th

EXHIBIT HALL CLOSED FOR CLEANING:

12:30 PM – 1:45 PM ~ Wednesday, April 18th

EXHIBIT HALL HOURS:

2:00 PM – 3:30 PM ~ Wednesday, April 18th - Agency General Managers
3:30 PM – 6:30 PM ~ Wednesday, April 18th
12:00 PM - 1:30 PM ~ Thursday, April 19th - Exhibitor Lunch
3:30 PM – 6:30 PM ~ Thursday, April 19th

EXHIBITOR DISMANTLE:

6:30 PM – 9:00 PM ~ Thursday, April 19th
Exhibitor dismantle & move out must be completed no later than 9:00 PM. Exhibitors using their own carriers are responsible for making arrangements to have their materials picked up within this time frame. Exhibit material will not be allowed to remain overnight for pick-up the next day.

ADVANCE FREIGHT:

Advance Freight will be accepted beginning Monday, March 12th.
Freight which arrives after Friday, April 6th will be accepted but will be charged additional Late Freight handling surcharges. The last date freight can be accepted at the Advance Warehouse is Friday, April 13th.

SHOW SITE FREIGHT:

Freight sent directly to the show site will be accepted beginning Monday, April 16th at 1:00 PM. ***All Heavy Freight, and Crated Displays must be delivered on or before the end of the day Tuesday, April 17th.***

ORDERS FROM THE EXHIBITOR SERVICE KIT:

The last day we will honor the Advance Rate for orders will be Tuesday, April 3rd. Orders received after that date will be processed at the Late Order Rates.
Some services may provided by other vendors, so please be sure to return the order forms to the correct provider.

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Union Jurisdictions

SACRAMENTO WORK RULES

To simplify show preparations, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit assembly and material handling. To help you understand the show site work rules, we ask that you read and observe the following guidelines.

EXHIBIT LABOR

Stagehands Local 50 has jurisdiction through a labor agreement with all contractors for the erection, touch-up, painting, dismantling and repair of all exhibits. This work is to include exhibit setup and dismantle, wall coverings, floor coverings, pipe & drape, painting, sign hanging, and the erection of platforms used for exhibit purposes. To secure labor for any of the above, please use the Labor Order form enclosed within this Exhibitor Service Kit.

Full-time company personnel are able to setup their own exhibits within the following guidelines. They must carry positive company identification and be willing to present it upon request. This rule prohibits the utilization of workers hired from non-union sources.

EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SETUP: “Pop-up” style exhibit booths, up to 10’ x 10’ in size, may be assembled by full time company personnel. These booths may not contain any Hard Wall structures and must be able to be assembled without the use of tools. Exhibitors may also unpack cartons of company materials, place them within the booth, clean, and or test and repair your company products for display within your booth.

FREIGHT HANDLING

Stagehands Local 50 has jurisdiction through a Labor Agreement for the loading and unloading of all trucks, trailers, common and contract carriers, as well as the handling of empty crates as, well as the operation of all materials handling equipment such as forklifts, pallet jacks, hijackers, etc. The union also has jurisdiction over the uncrating, un-skidding, leveling and re-crating of all materials and machinery to be displayed within the exhibit.

The General Contractor for the show (Western Event Service) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage the loading docks and schedule vehicles for the smooth and efficient move-in & move-out of the trade show.

An exhibitor may “Hand Carry” merchandise and “Pop-ups” only provided they do not use material handling equipment to assist them such as push carts, two or four wheel dollies, or anything with wheels. When an exhibitor chooses to “Hand Carry” their materials, they will not be allowed to utilize the loading dock area. Please see the “Hand Carry Policy” contained within this kit for further details.

Exhibitors may deliver materials to the loading dock in their own personal vehicle (POV) with the following restrictions: 1) The General Contractor has control over the loading dock at all times; 2) Exhibitors may not leave vehicles unattended at any time; 3) All materials will be handled by Union Labor and will be charge based on the materials handling rates for this show.

GRATUITIES

Western Event Service requests that Exhibitors do not tip its employees by giving money, merchandise, or other special consideration for any services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor or to our Service Desk on the show floor. By contract, our employees are paid an excellent wage for their work, and tipping is not an accepted policy.

GENERAL GUIDELINES

All Union Personnel dealing with Exhibitors are expected to provide services in a courteous and professional manner. All questions arising with regards to the Union’s jurisdiction or practices should be directed to Western Event Service at (510) 430-0510 or to orders@WesternEventService.com and we will be happy to answer any questions you may have.

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Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511 or please email them to Orders@WesternEventService.com

PLEASE TOTAL YOUR ORDER HERE:

FURNITURE	\$ _____	ELECTRIC	\$ _____	LABOR	\$ _____
CARPET	\$ _____	CLEANNG	\$ _____	PLANTS	\$ _____
FREIGHT	\$ _____	AV EQUIPMENT	\$ _____		\$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! **TOTAL DUE \$ _____**
THE LAST DATE WE WILL HONOR ADVANCE ORDER PRICING IS TUESDAY, APRIL 3^d.

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number	Expiration Date →	
Security Numbers printed on rear of card (front for AmEx) →		

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DESCREPANCIES PRIOR TO THE CLOSE OF SHOW.

- Use this account for additional services at this show. No additional people are allowed to sign on this account.
- The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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Hand Carry & Personal Vehicle (POV) Guidelines

HAND CARRY POLICY

Teamsters Local #50 has jurisdiction over the handling of materials that are transported into and out of the exhibit hall.

Exhibitors may hand carry exhibit materials as long as the following guidelines are observed:

- Only one exhibitor per booth may hand carry items.
- The exhibitor must carry the materials by hand.
- The use of wheeled carts or dollies is NOT permitted.
- The exhibitor is limited to one trip.
- The exhibitor must NOT use the loading dock or freight doors for access to the exhibit area with hand carried materials.

PERSONAL VEHICLE (POV) AND CART SERVICE POLICY & FEES

Exhibitors may deliver exhibit materials in their personal vehicle (POV), as long as they meet ALL of the following guidelines. There will be charges for this service:

- A personal vehicle (POV) is defined as a passenger car or pickup.
- You must hire a Teamster and cart to unload your vehicle.
- The entire load must weigh less than 200 pounds to qualify for POV fees.
- The entire load must fit on the 2½' x 5' flatbed cart supplied by the Teamster.
- Payment must be provided in advance or at the time of service.

If your materials meet ALL of the POV guidelines, the following charges will apply:

\$ 85.00 – Monday through Friday between 8:00 AM and 5:00 PM.

\$125.00 – All other times.

If you should choose not to wait for a Teamster and cart, but do use the loading dock or freight doors, you will still be charged the applicable Material Handling Rates for facility access.

If your POV freight is crated, skidded, requires a forklift, or requires more than one trip, Materials Handling charges will apply. Please see the enclosed Freight Service Rate forms for more information.

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LARGE VEHICLE ARRIVAL TIME SPECIAL INFORMATION

All Exhibitors Displaying Trucks, Vehicles and Trailers as part of their booth exhibit, **MUST** fill out the Vehicle Spotting form found within this Exhibitor Service Kit and return it to our office before the later Order Deadline of Tuesday, April 3rd.

Trucks, Vehicles and Trailers arriving on site without the Vehicle Spotting form on file will be assessed 50% additional charges.

- All Trucks and Trailers over 15' in Length that are to be Displayed in Your Booth Must Arrive on Monday, April 16th.
- All Exhibitors exhibiting trucks and trailers must fill out the Vehicles Spotting form included within this kit and follow all of the guidelines listed within.
- After receipt of your form we will contact you to schedule your move-in time on Monday, April 16th between 11:00 AM and 2:00 PM.
- If you miss your assigned move-in time slot, additional charges will apply and you may not be able to display your vehicle(s).
- Trailers and vehicles 15' and less in size must be brought into the exhibit hall on Tuesday, April 17th, between 12:00 PM and 5:00 PM.

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VEHICLE DISPLAY & SPOTTING FORM

All Vehicles that will be displayed on the Exhibit Hall floor must adhere to the following conditions:

- 1.) A copy of this form must be completed and returned to Western Event Service (WES) prior to Monday, April 3rd. Upon receipt of this form WES will assign a move-in time for each vehicle and will confirm that time with the Exhibitor. If a vehicle misses its assigned move-in time, it may not be possible to locate the vehicle on the Exhibit Hall floor and there will be additional charges incurred in addition to those listed below.
- 2.) All Vehicles will be charged a Vehicle Spotting fee, with a minimum charge of \$106.00.
- 3.) All vehicles displayed on the Exhibit Hall floor must have under vehicle protection for the entire vehicle, including tires, in order to protect the exhibit carpeting. This may be provided by the Exhibitor or ordered below. In either case, the placement, installation and dismantle of the carpeting protection must be performed by Union Personnel provided by Western Event Service. **Please note that the visqueen must cover the entire booth space to allow for maneuvering the vehicle into the booth.**
- 4.) Fire Marshall Regulations Regarding Vehicles on Display:
Vehicles (CFC 314.4): Liquid or gas fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
 - a) Batteries are disconnected once the vehicle is positioned in the booth.
 - b) Fuel in fuel tanks does not exceed one quarter tank or 5 gallons (19L), whichever is less.
 - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d) Vehicles are not to be fueled or de-fueled while within the building.
 - e) No ignition source is allowed within 20 feet of the vehicles. Ignition sources include, but are not limited to, candles, motors, space heaters.

Description of vehicle(s) to be displayed on the show floor, please include dimensions;

We will have _____ vehicles to be spotted in the show @ \$106.00 each = \$_____ Total Due.

- I will provide my own under vehicle protection to the decorator for install; please note that there will be a minimum 1 hour labor charge for installation of your provided materials.

Total estimated labor required @ _____ hours X \$96.00 per hour = _____ Total Due.

- I will require under vehicle protection to be provided by the decorator; please note that Visqueen will be installed, and dismantled, at the rate of \$0.75 per square foot for this service.

Total estimated square footage required _____ x \$0.75 per sq.ft. = _____ Total Due.

- Vehicles will be placed in booth numbers _____, please diagram the planned layout of your booth(s) in the following space:

Total Vehicle
Spotting Charges:

\$ _____

FOR VEHICLE SPOTTING ORDERS PLACED AT THE SHOW OR FOR VEHICLES ARRIVING WITHOUT THE PROPER PAPERWORK ON FILE, THERE WILL BE A 50% LATE ORDER SURCHARGE.

Exhibiting Company _____ Telephone _____ Date _____

Address _____ City _____ State _____ Zip _____

By (Signature) _____ Print Name _____

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Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 4' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ 6' Long Draped Table	\$96.00	\$125.00	\$ _____
_____ 6' Long Undraped Table	\$48.00	\$ 62.00	\$ _____
_____ 8' Long Draped Table	\$106.00	\$138.00	\$ _____
_____ 8' Long Undraped Table	\$53.00	\$ 69.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$25.00	\$ 30.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$ 96.00	\$125.00	\$ _____
_____ 4' Long Undraped Counter	\$ 48.00	\$ 62.00	\$ _____
_____ 6' Long Draped Counter	\$106.00	\$138.00	\$ _____
_____ 6' Long Undraped Counter	\$ 53.00	\$ 69.00	\$ _____
_____ 8' Long Draped Counter	\$116.00	\$150.00	\$ _____
_____ 8' Long Undraped Counter	\$ 58.00	\$ 75.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$ 30.00	\$ 35.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
----------	-------------	--------------	-----------

CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ Molded Side Chair	\$ 29.00	\$ 38.00	\$ _____
Color: Charcoal or White			
_____ Molded Arm Chair	\$ 32.00	\$ 42.00	\$ _____
Color: Charcoal or White			
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 40.00	\$ 52.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 48.00	\$ 62.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 58.00	\$ 76.00	\$ _____
_____ 4' x 4' Poster Board	\$ 94.00	\$122.00	\$ _____
_____ 4' x 8' Tackboard	\$156.00	\$202.00	\$ _____
_____ 4' x 8' Pegboard	\$156.00	\$202.00	\$ _____
_____ Literature Stand	\$ 42.00	\$ 54.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$156.00	\$202.00	\$ _____
_____ Velcro Panels - with lights	\$198.00	\$258.00	\$ _____
_____ Showcases (48' Wide)			
<input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

Total Due: \$ _____

**Late Order Rates Will Apply To All Orders Received
Less Than Two Weeks Prior to Exhibitor Installation**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CARPET

STANDARD CARPET

STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$150.00	\$195.00	\$ _____
_____ 9' x 20'	\$270.00	\$350.00	\$ _____
_____ 9' x 30'	\$390.00	\$506.00	\$ _____
_____ 9' x 40'	\$510.00	\$662.00	\$ _____
_____ For longer lengths, add \$120 per 10'			\$ _____

Colors (Circle One): **Blue** **Red** **Gray** **Black**
Teal **Burgundy** **Show Color**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes.

STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.
Please Note: May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$2.00 sq.ft. x _____ sq.ft. = \$ _____

CARPET PADDING

STANDARD SIZES	ADVANC ORDER	LATE ORDER	
_____ 9' x 10'	\$ 80.00	\$118.00	\$ _____
_____ 9' x 20'	\$180.00	\$234.00	\$ _____
_____ 9' x 30'	\$270.00	\$350.00	\$ _____
_____ 9 x 40'	\$360.00	\$468.00	\$ _____
_____ For longer than 40', add \$70 per 10'			\$ _____

CARPET PADDING – Custom Sizes

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$1.50 sq.ft. X _____ sq.ft. = \$ _____

VISQUEEN Carpet Covering/Protection

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$0.55 sq.ft. X _____ sq.ft. = \$ _____

DELUXE CARPET

DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$4.00 sq.ft. x _____ sq.ft. = \$ _____

DELUXE CARPET COLOR

- Berry
- Black
- Blue Mist
- Burgundy
- Crème
- Colony Blue
- Charcoal
- Emerald
- French Beige
- Grey Pearl
- Navy
- Peacock
- Plum
- Red
- Silver Cloud
- White

PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior to show opening date will be charged 100% of order.

TOTAL CARPET ORDER \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

**LATE ORDER RATES APPLY FOR ALL ORDERS
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Booth #

DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES \$ 98.00 per hour straight-time (One hour minimum per person)
\$136.00 per hour overtime (One hour minimum per person)
\$166.00 per hour double-time (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 5:00 p.m. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

O.K. TO PROCEED – *Exhibitor need not be present, please begin as soon as possible.*

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

Plans included with this order, proceed without exhibitor.

Plans with exhibit, proceed without exhibitor. Plans in case / crate # _____.

Executive supervision is available on request for an additional charge of 25% of the total labor charges.

DO NOT PROCEED – *Exhibitor will call for labor and supervise workers.*

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM - PM

PLEASE NOTE: A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: _____ Local Phone # _____

LABOR RECAP

Number of laborers to install on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to install on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to install on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Number of laborers to dismantle on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to dismantle on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to dismantle on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Total ST Hours _____ x \$ 98.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total OT Hours _____ x \$136.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total DT Hours _____ x \$166.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Your final bill will be for the total hours actually provided.

Hours will be billed in ¼ hour increments after the 1st hour.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Total Due for Labor \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

ELECTRICAL

ELECTRICAL SERVICE – Basic lighting or power outlets, includes labor.

QUANTITY		ADVANCE ORDER	LATE ORDER	
_____	Single Outlet 500 watts or less	\$106.00	\$148.00	\$ _____
_____	Single Outlet 1000 watts or less	\$158.00	\$222.00	\$ _____
_____	Single Outlet 1500 watts or less	\$194.00	\$272.00	\$ _____
_____	Single Outlet 2000 watts or less	\$238.00	\$333.00	\$ _____
_____	150 watt Floodlight on 8' upright	\$ 66.00	\$ 92.00	\$ _____
_____	Double 150 watt floodlight on 8' upright	\$116.00	\$162.00	\$ _____
_____	3 – wire x 25' Extension cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet power strip	\$ 16.00	\$ 20.00	\$ _____

POWER & MOTOR OUTLETS

Description	120 volt			208 volt Single Phase			208 volt 3 Phase			Total
	Quantity	Advance	Late	Quantity	Advance	Late	Quantity	Advance	Late	
Up to 10 Amp Service		\$160	\$224		\$180	\$234		\$234	\$304	
15 Amp Service		\$204	\$286		\$254	\$330		\$330	\$429	
20 Amp Service		\$248	\$348		\$308	\$400		\$400	\$520	
30 Amp Service	NA	NA	NA		\$355	\$460		\$460	\$598	
40 Amp Service	NA	NA	NA		\$405	\$526		\$526	\$683	
_____ Amp Service	NA	NA	NA							
Motor Connection Cord – Exhibitor Must Provide Female Plug if Required					\$30	\$40		\$30	\$40	

For above 40 Amps, add \$10 per amp for 208v single phase and \$30 per amp for 208volt three phase.

LATE ORDER RATES WILL APPLY FOR ALL ORDERS NOT RECEIVED AND PAID IN FULL 2 WEEKS PRIOR TO SHOW!

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

For outlets that require
24 hour service, add
100 % of standard rate: \$ _____

Total Electrical \$ _____

Connections requiring additional labor for installation and dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the ELECTRICAL LABOR order form for your additional labor needs.

OUTLET LOCATION AND DISTRIBUTION – You will need to designate a location for each outlet ordered. All distribution will be done on a time and materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time and materials. Designate your outlet locations on our ELECTRICAL LABOR order form.

✓ All inline booth outlets will be installed on the floor, at the rear of booth along the booth backwall drape line, unless you direct us otherwise. Any location within the booth, other than along the backwall line, will require additional Labor

✓ Island Booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.

Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. WES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and approximately 30 minutes after show close each day.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

ELECTRICAL LABOR

- NO Labor Needed** – Place Electrical Along Booth Backwall Line.
- Exhibitor Will Supervise Electrical Installation** (Do Not Proceed)
Exhibitor will call of labor at: Date: _____ Time: _____
All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.
- OK to Proceed – Complete No Later Than:** Date: _____ Time: _____
All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.

Carpet has been ordered from WES.
 Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes: _____

HOURLY RATES

- Straight-Time: \$108.00 per hour = 8:00 a.m. – 4:30 p.m. Monday through Friday.
- Overtime: \$154.00 per hour = All other times, including observed union holidays.

LABOR CALCULATOR

INSTALLATION: _____ X _____ X _____ = \$ _____
 # of Men # of Hours Hourly Rate

DISMANTLE: _____ X _____ X _____ = \$ _____
 # of Men # of Hours Hourly Rate

TOTAL ESTIMATED LABOR COST = \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 ~ (510) 430-0511 FAX

Booth #

BOOTH CLEANING SERVICE

Vacuuming of rugs, sweeping of booths and emptying of wastebaskets is not included in your space rental for this convention. If you require cleaning service for your booth, please complete and return this form along with a completed payment page. The square footage is based on the total amount of booth space occupied. *There is a minimum order of 100 square feet for any of the below listed services.*

OPTION #1 – One-time General Cleaning prior to show opening:

_____ Square footage of booth (100 sq.ft. minimum) @ \$.45 per square foot = \$ _____

OPTION #2 – Daily Booth Cleaning

STEP 1. - CHOOSE THE CLEANING SERVICE REQUIRED

- _____ Vacuuming & general cleaning \$.40 per square foot - (\$40.00 minimum).
- _____ Damp mop and wax \$.65 per square foot - (\$65.00 minimum).
- _____ Damp mop only \$.35 per square foot - (\$35.00 minimum).
- _____ Shampoo carpet \$.95 per square foot - (\$95.00 minimum).

STEP 2. - DETERMINE DAILY CLEANING COST

_____ Square footage of booth (100 square foot minimum).

(x) \$ _____ Rate from part "STEP 1" above.

(=) \$ _____ Total Cost per day.

STEP 3. - INDICATE DAYS CLEANING IS REQUIRED

Please clean booth area prior to show opening on:

Sunday ~~Monday~~ ~~Tuesday~~ Wednesday Thursday Friday ~~Saturday~~

Total number of days for cleaning service _____.

STEP 4. - CALCULATE TOTAL CLEANING CHARGES

\$ _____ (Cost per day) X _____ (Number of days) = \$ _____ TOTAL DUE
from STEP 2. from STEP 3.

PAYMENT IN FULL is required on all orders when the order is placed.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17 - 20, 2018

WESTERN EVENT SERVICE

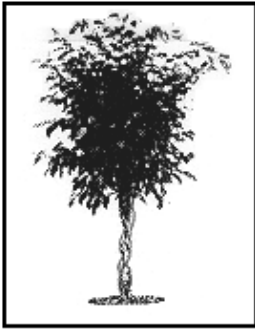
1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PLANT & FLORAL

Standing Plants in Quality Baskets:

___ Ficus ___ Philodendron ___ Kentia Palm ___ Dragon Palm



Ficus - Weeping Fig
Ficus benjamina

QUANTITY	HEIGHT	PRICE	TOTAL AMOUNT
	2' - 3'	\$60.00	
	4' - 5'	\$80.00	
	6' - 7'	\$100.00	



Split-leaf Philodendron
Monstera deliciosa

Hedging and Topiary

QUANTITY	ITEM & HEIGHT	PRICE	TOTAL AMOUNT
	Wax leaf hedge 36" tall	\$10. Per foot	
	Ficus Topiary 3 Globe 6'	\$75.00	

Table Plants

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Seasonal Potted Flowers	\$28.00	
	Chrysanthemum	\$25.00	
	Boston Fern 6"-16" spread	\$25.00	
	Boston Fern 8"-24" spread	\$30.00	



Kentia Palm
Howeia forsteriana

FLORAL

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Designer Floral Arrangement	\$50-\$200	
	Carnation Boutonniere (6 min)	\$10.00	
	Rose Corsage (6 min)	\$15.00	



Dragon Tree
Dracaena marginata

TOTAL ORDER \$ _____

30% Late Charge for orders received less than 2 weeks prior to show \$ _____

TOTAL DUE \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17 – 20, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

WATER & UTILITY SERVICE

Compressed Air - 90 – 100 Lbs. PSI

	<i>Pre-Order</i>	<i>On Site Order</i>	
_____ Service Charge for first outlet a rear of booth	\$300.00	\$390.00	\$ _____
_____ Each additional outlet	\$175.00	\$230.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____

Plumbing Contractor not responsible for moisture, oil or water in lines, or loss of flow or drop in pressure. Exhibitor must supply filters, driers or other required equipment.

Water — ½" & ¾" Connections

_____ Service Charge for first outlet a rear of booth	\$270.00	\$355.00	\$ _____
_____ Each additional outlet	\$170.00	\$220.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____
PSI Require _____	GPM Required _____		

Pressure may vary. No Guarantees can be made of minimum or maximum pressures. Exhibitor must Provide regulator valve or pressure pump if critical. Plumbing contractor not responsible for sediment.

Fill & Drain

_____ Fill & Drain	0 – 199 Gallons	\$150.00	\$195.00	\$ _____
_____ Fill & Drain	200 – 399 Gallons	\$200.00	\$260.00	\$ _____
_____ Fill & Drain	400 – Gallons and over	\$300.00	\$390.00	\$ _____

Labor – Charged in 1-hour increments, with a 1-hour minimum.

Labor as needed for connections, repairs to customers' equipment.

_____ Monday to Friday, 8:00 am – 4:00 pm (except Holidays) @ \$68.00 per hour	\$ _____
_____ All other hours, Saturday, Sunday & Holidays @ \$112.00 per hour	\$ _____

TOTAL Order \$ _____

For orders received less than 2 weeks prior to show move-in add 30% \$ _____

TOTAL DUE \$ _____

SPECIAL INSTRUCTIONS: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

AUDIO VISUAL EQUIPMENT

Quantity	EQUIPMENT	Rental	TOTAL
	18" Flat Panel LCD Monitor w/Table Stand	\$100.00	\$
	20" Flat Panel LCD Monitor w/Table Stand	\$175.00	\$
	32" Flat Panel LCD Video Monitor w/Table Stand	\$250.00	\$
	32" Flat Panel LCD Video Monitor w/DVD & Table Stand	\$ 300.00	\$
	42" Flat Panel LCD Video Monitor w/Table Stand	\$600.00	\$
	50" Plasma Display with Table Stand	\$800.00	\$
	Cobra Floor Stand for 50" Plasma Display	\$ 75.00	\$
	Sharp 1000 Lumen LCD Projector	\$300.00	\$
	Sanyo 5000 Lumen LCD Projector	\$600.00	\$
	Projection Screen (Circle Size) 4' 6' 7' 8'	\$75.00	\$
	DVD Player	\$40.00	\$
	AV Cart & Skirt - Height (circle one) - 34" 42" 48" 54"	\$ 40.00	\$

For your custom requirement or computer needs, please call or write for information and pricing.

EQUIPMENT TOTAL = \$ _____

2 Day Show Multiply x 2 = + \$ _____

3 Day Show Multiply x 2.5 = + \$ _____

FOR ORDERS PLACED LESS THAN TWO WEEKS PRIOR TO SHOW INSTALLATION
OR FOR ORDERS PLACED AT THE SHOW, ADD 30% LATE ORDER SURCHARGE + \$ _____

Orders or changes placed at show may be subject to additional labor cost.

DELIVERY + \$ **50.00**

TOTAL DUE = \$ _____

"This order for goods/services constitutes a contract of rental (Contract) between Western Event Services and customer designated below. The additional terms and conditions set-forth on the reverse side of this form are a part of this contract. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it will supersede customer's order form or Purchase Order, if any."

PAYMENT POLICY: PAYMENT IN FULL IS REQUIRED ON ALL ADVANCE AND FLOOR ORDERS WHEN THE ORDER IS PLACED.

IMPORTANT NOTE: IF ELECTRICITY IS NOT PROVIDED AS PART OF YOUR BOOTH PACKAGE, YOU MUST ORDER ELECTRICAL SERVICE FOR YOUR AV EQUIPMENT.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2016
 Santa Clara Conv Ctr
 April 26 – 28, 2016

WESTERN EVENT SERVICE

1970 Williams Street
 San Leandro, CA 94577
 (510) 430-0510 • FAX (510) 430-0511

Booth #

EXHIBIT RENTAL PACKAGES

BOOTH PACKAGES

QTY	DESCRIPTION	PRICE	COLOR	4 Color Graphic	1 Color Graphic	TOTAL
	Table Top Package # 1	\$ 475	Black Gray Blue	<input type="checkbox"/> \$ 175	<input type="checkbox"/> \$ 160	\$
	Table Top Package # 2	\$ 475	Black Gray Blue	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 120	\$
	10' Backwall Package # 1	\$1,550	Black Gray Blue	<input type="checkbox"/> \$ 250	<input type="checkbox"/> \$ 220	\$
	10' Backwall Package # 2	\$1,750	Black Gray Blue	<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 155	\$
	10' Backwall Package # 3	\$1,750	Black Gray Blue	<input type="checkbox"/> \$ 265	<input type="checkbox"/> \$ 210	\$
	10' Backwall Package # 4	\$1,550	Black Gray Blue	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 100	\$
	20' Backwall Package # 1	\$2,100	Black Gray Blue	<input type="checkbox"/> \$ 595	<input type="checkbox"/> \$ 425	\$
	20' Backwall Package # 2	\$3,100	Black Gray Blue	<input type="checkbox"/> \$ 240	<input type="checkbox"/> \$ 210	\$
	20' Backwall Package # 3	\$3,550	Black Gray Blue	<input type="checkbox"/> \$ 335	<input type="checkbox"/> \$ 265	\$
	20' Backwall Package # 4	\$3,250	Black Gray Blue	<input type="checkbox"/> \$ 525	<input type="checkbox"/> \$ 425	\$
	20' X 20' Island Booth # 1	\$5,850	Black Gray Blue	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,100	\$
	20' x 20' Island Booth # 2	\$5,850	Black Gray Blue	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,400	\$

ACCESSORIES

QTY	ITEM	PRICE	COLOR	DESCRIPTION	TOTAL
	Single Wide Counter (1m wide x 19" deep)	\$ 300	White Black Gray	<input type="checkbox"/> 40" Tall	\$
	Double Wide Counter (1m wide x 19" deep)	\$ 385	White Black Gray	<input type="checkbox"/> 40" Tall	\$
	40" Tall Monitor Pedestal	\$ 125	White Black Gray		\$
	40" Tall Monitor Pedestal	\$ 155	White Black Gray	Internal shelf for CPU	\$
	40" Tall Monitor Pedestal with Keyboard Shelf	\$ 175	White Black Gray	Internal shelf for CPU	\$
	Square Table – 40"x 40"	\$ 235	White Black Gray	<input type="checkbox"/> 20" Tall <input type="checkbox"/> 40" Tall	\$
	Square Table – 20"x 20"	\$ 85	White Black Gray	20" Tall	\$
	Tower Package #1	\$1,750		<input type="checkbox"/> AV Screen (add'l \$100)	\$
	Tower Package # 2	\$1,750		<input type="checkbox"/> AV Screen (add'l \$100)	\$
					\$

Prices include delivery to show
and setup and dismantle labor.

SUB TOTAL	
30% Rush Charge	
Total Due	\$

NOTE: Prices do not include carpet, electrical, booth cleaning, and graphic design or art preparation. All orders must be pre-paid to guarantee delivery. No COD orders accepted. Cancellations must be made 7 days prior to first day of show setup, or 100% cancellation fee applies. All graphic orders are non-refundable after order is placed. Orders received less than 14 days prior to show setup are subject to a 30% RUSH charge. Orders may not be accepted less than 7 days prior to show. Customer assumes all responsibility for display and fixtures after delivery to booth.

Exhibitor Company: _____ Tel.: _____ Date: _____
 Address: _____ City/St.: _____ Zip: _____
 By (Signature): _____ Print Name: _____

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CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / /
Advance Freight Total Weight:	lbs. @ \$ 68.00 per CWT = \$	due (\$204 minimum).
Show Site Freight Total Weight:	lbs. @ \$ 72.00 per CWT = \$	due (\$216 minimum).
Additional services:	= \$	due.

NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.

Total Freight Charges = \$

Advance Freight Western Event Service
Shipping Address: c/o YRC Freight Service
3210 52ns Street
Sacramento, CA95823

Mark for: **CWEA 2018**
Company Name
Booth Number

The last date we can receive Advance Freight for this show is: Friday, April 13st.

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.



1970 Williams Street
 San Leandro, CA 94577
 (510) 430-0510 • FAX (510) 430-0511

*CWEA Exhibits
 Sacramento Convention Center
 April 17 - 20, 2018*

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM (\$204.00)	\$68.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM (\$216.00)	\$72.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of April 16, 2018 which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A \$100.00 MINIMUM CHARGE FOR THIS SERVICE.	\$20.00

Special Services	Straight Time	Overtime
6. Material Handler.	\$96.00	\$146.00
7. Vehicle spotting charge.	\$106.00	\$156.00
8. 3,000 lb. Forklift with driver.	\$144.00	\$188.00
9. Crate or pallet banding & shrink- wrapping (per hr plus materials).	\$96.00	\$146.00
10. Carl Load service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$85.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0516

*California Water Environment Association
Sacramento Convention Center
April 17 - 20, 2018*

Machinery and Heavy Equipment Rates		Per 100 Lbs. (cwt)
1.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. THERE IS A 1000 POUND MINIMUM BILLING OF \$380.00.	\$42.00
2.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 1,001 pounds – 2,000 pounds.	\$38.00
3.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 2,001 pounds – 3,000 pounds.	\$34.00
4.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 3,001 pounds – 5,000 pounds.	\$30.00
5.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 5,001 pounds and above.	\$26.00

Special Services		Straight Time	Overtime
6.)	Additional Material Handler.	\$98.00 hr.	\$146.00 hr.
6.)	Additional Fork Lift	\$144.00 hr.	\$178.00 hr.
7.)	Slings, cables & rigging material required	\$20.00 ea.	\$20.00 ea.

The above rates do not apply to crated display materials or multiple piece shipments received on pallets or skids.

Arrangements for this service must be made in advance of freight arriving at show site. A complete Order for Service form must be completed and in our possession prior to show move-in date. Accurate size, weight and descriptions must accompany your information. The above rates apply "Per-Piece" and are not cumulative.

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

Outbound Shipping Procedures

NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

YRC Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have.

EXHIBITOR SELECTED CARRIERS

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

FEDERAL EXPRESS – Special Information

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a complete Bill of Lading. There is a minimum \$80.00 charge for having us return your materials to our Warehouse for UPS pick-up.

MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

Return Copy →

CWEA 2018
Sacramento Conv Ctr
April 17-20, 2018

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

- ✓ Official Freight Service designated for this show (**YRS Freight Service**).
- ✓ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓ Exhibitor selected carrier: _____
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:
\$16.00 per CWT (hundred pounds) with a 500-pound minimum = \$80.00 minimum charge.
Please note that your shipment must be accompanied by a complete Bill of Lading.
- ✓ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____
Representative _____
Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

NOTE: It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o: Sacramento Convention Center
1401 K Street
Sacramento, CA 95814

For: **CWEA Exhibits 2018**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier 4/16/2018

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o: Sacramento Convention Center
1401 K Street
Sacramento, CA 95814

For: **CWEA Exhibits 2018**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier 4/16/2018

ADVANCE WAREHOUSE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 52nd Avenue
Sacramento, CA 95823

For: **CWEA Exhibits 2018**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than April 13, 2018

ADVANCE WAREHOUSE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 52nd Avenue
Sacramento, CA 95823

For: **CWEA Exhibits 2018**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than April 13, 2018

Return Copy →

CWEA 2018
Sacramento Conf Ctr
April 17 – 20, 2018



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Application for Non-Official Contractor

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

Rules and Regulations for other than Official Service Contractor

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION

(Please print or type)

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: (_____) _____

Contact Number at Show Site (Mobil Phone) (_____) _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Guidelines for Exhibitor Appointed Contractors

CWEA Annual Conference - Exhibits

Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.

Official Service Contractors are appointed to:

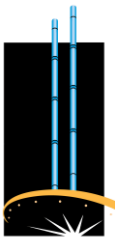
1. Insure the orderly and efficient installation and dismantle of the overall exposition.
2. Assure the distribution of labor to all Exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.



**Telecommunications, Internet & Equipment Rental Order Form
2017 Q3 Calendar Year Edition (July 2017)**



Please complete this Order Form and fax back to 1.877.996.6846
Questions? Please contact our office at 1.877.722.4108

Event: _____ Date(s): _____ Booth/Rm# _____

Company Name/Address: _____

City/State/Zip(Country): _____ Fax: _____

(On Site) Contact: _____ Phone: _____ Email: _____

COMMUNICATIONS SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate Use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
Phone Instruments & System Features • Single Line Phone Handset • Polycom Full Duplex Conference Phone		_____	\$35 \$150	
SHARED HIGH-SPEED INTERNET SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
Wired Shared High- Speed Internet Connection (Hard Line) (1) Wired 1.5Mbps Burstable, 10 Mbps Shared Internet Connection. **NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**		\$556	\$716	
Wireless Shared High-Speed Internet Connection (1) Wireless 512 Kbps burstable. 3Mbps Shared Internet Connection **NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**		\$335	\$400	
Additional Wired -or- Wireless Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional Connections <u>MAX</u>		_____	\$150	
Additional AP / SSID Title and Password (8 Character Minimum)		_____	\$350	
ANY Service Orders received 3 days or less before event start date will be charged a 15% Expedite Fee on Standard Price.				
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. Customer(s) who attempt to set up their own wireless system can interfere with the Wombo, Inc. Wireless Network. Required settings include: Pass protection via WPA/WPA2 encryption enabled, transmit on Channel 11, and lowest power setting. All Customers showcasing their wireless products must contact support@wombo.com 14 days prior to the show move-in so that we can plan an interoperating network without interference and issue a Network Pass. Misuse of any wireless service may result in service interruption to yourself or other Customers. No service refunds will be given.				
PRIVATE BANDWIDTH INTERNET SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
Group Wi-Fi Access Available (Dedicated Internet Connection Required)			<i>Call for Pricing & Quote</i>	
3Mbps Dedicated High-Speed Internet Connection (1) Private Wired 3.0Mbps Synchronous Internet Drop <i>*Suggested for > 50 Connections*</i>		\$2,796	\$3,496	
6Mbps Dedicated High-Speed Internet Connection (1) Private Wired 6.0Mbps Synchronous Internet Drop <i>*Suggested for > 100 Connections*</i>		\$4,720	\$5,900	
10Mbps Dedicated High-Speed Internet Connection (1) Private Wired 10.0Mbps Synchronous Internet Drop <i>*Suggested for > 160 Connections*</i>		\$6,280	\$7,848	
20Mbps up to 200Mbps Dedicated Networks Available			<i>Call for Pricing & Quote</i>	
VLAN Connection (Additional locations/drops for dedicated lines require a VLAN)		-----	\$750	
ANY Service Orders received 3 days or less before event start date will be charged a 15% Expedite Fee on Standard Price.				
RENTAL EQUIPMENT	# OF DAYS	ADVANCED (14 DAYS)	STANDARD	TOTAL
8 Port Switch and Cable Package (Per Day / 2 Day Maximum)		-----	\$125	
16 Port Switch and Cable Package (Per Day / 2 Day Maximum)		-----	\$150	
24 Port Switch and Cable Package (Per Day / 2 Day Maximum)		-----	\$175	
50' of Cat5 Ethernet Cable		-----	\$50	

SPECIAL SERVICES	QTY	ADVANCED (14 DAYS)	**STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Credit:				
<ul style="list-style-type: none"> Extension of 3rd Party Lines from Demark Fiber Runs & Cross Connects 		-----	CALL FOR PRICING	
COMPUTERS-TABLETS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
Computer Combination Package <i>(1-computer, 1-20" monitor, 1- keyboard and mouse)</i>		-----	\$185	
Laptop Computer <i>(call for processor and memory specs)</i>		-----	\$125	
Computer Monitors		<i>Call for Discount Pricing & Quote</i>		
Audiovisual Monitors		<i>Please contact Corporate Staging and Events</i>		
Apple iPad 16GB			\$150	
Locking iPad Kiosk <i>(Freestanding kiosk with locking enclosure, does not include iPad)</i>			\$185	
Microsoft Office 2010 <i>(Includes Word, Excel, PowerPoint, Access, & Outlook)</i>		<i>Included</i>		
Cybercafé <i>(5 or more Internet devices)</i>		<i>Call for Discount Pricing & Quote</i>		
FAXES-PRINTERS-COPIERS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
Stand Alone B/W Laser Printer		-----	\$100	
Network Laser Printer B/W		-----	\$125	
Network Color Laser Printer		-----	\$175	
All-In-One Duplex Laser Printer/Fax/Copy/Scanner B/W		-----	\$150	
Professional Office Copier		<i>Call for Pricing & Quote</i>		
MISCELLANEOUS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
Keyboard & Mouse		-----	\$25	
Speakers		-----	\$35	
AC Power Strip		-----	\$15	
10' VGA Cable		-----	\$15	
10' RCA to 1/8" Headphone Jack		-----	\$15	
FEES	QTY			
Labor Rate <i>Wired/Wireless Shared High-Speed Internet, Dedicated High Speed Internet Connection orders and Event/Show orders are all minimum 1 hour labor.</i>		-----	\$125/Hr (1 Hr minimum)	
Expedite Fee <i>All Service Orders received 3 days or less before the event please add 15% to the standard price.</i>	15%	-----	-----	
<p>*ADVANCED RATE: ALL ORDERS PLACED 14 DAYS PRIOR TP EVENT MOVE-IN DATE. **RENTAL SERVICES: PRICING IS PER DAY 2 DAY MAXIMUM CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE! CALL TODAY FOR GROUP RATE DISCOUNTING!!!</p>			GRAND TOTAL	

****ALL Service orders received **3 days** or less before the event start date will be charged a 15% Expedite Fee on Standard Price****

Signature on Terms and Conditions Required.

Please complete this contract and fax back to **1.877.996.6846**.

Should you have any questions about our services please call **1.877.722.4108**

TERMS AND CONDITIONS

WIRELESS DECLARATION

1. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
2. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
3. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

TELECOMMUNICATIONS AND INTERNET SERVICES:

4. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show.**
5. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
6. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
7. Only Wombo personnel are authorized to modify system wiring or cabling.
8. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges may be incurred for misuse or loss of equipment.
9. All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

EQUIPMENT RENTALS:

10. All Rental Orders are based on availability at time of order.
11. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
12. Only Wombo personnel are authorized to modify equipment.
13. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
14. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
15. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
16. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

17. Please provide all information requested on the form for speedy processing of your order.
18. An Onsite contact **MUST** be given to receive your items on show site.

19. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
20. Facility cannot be held liable for services provided by Wombo, Inc.
21. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
22. Any long distance charges for phone or ISDN services will be billed separately.
23. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

PAYMENT TERMS:

24. Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
25. Credit will not be given for service installed and not used.
26. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
27. There will be a \$30.00 service charge for returned checks.
28. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
29. All Wire Transfers must include Bank Transfer Fee of \$45.00
30. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

31. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
32. A \$150 cancellation fee applies to all processed orders under \$1,500. All processed orders exceeding \$1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
33. Refunds will be processed within **30 days** of show closing.
34. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION: Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving an invoice. Services and/ or equipment can only be installed after payment is received.

*Please mark your method of payment: Company Check Purchase Order Credit Card (See credit card authorization form)

Accounts Receivable Contact: _____ Phone: _____

E-mail Contact: _____ Fax : _____

Company: _____

Billing Address: _____

Signature: _____ Date: _____ / _____ / _____

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.
(Federal Tax ID # 77-0485659)



1030 15th Street, Suite 100
 Sacramento, CA 95814
 916.492.9710 main
 1877.722.4108 toll free
 1877.996.6846 fax

This form authorizes Wombo, Inc. to charge the credit card account listed below

Please Complete in PRINT and fax back to: 1877.996.6846

Credit Card Information

Credit Card Type: VISA MASTER CARD AMEX DISCOVER

Card Number: FIRST DIGIT LAST FOUR DIGIT

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice

AUTHORIZATION:

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up **DIRECTLY** with **Wombo Inc.** I agree that I will **NOT** request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I hereby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

Cardholder Name, Address, and Phone Number

Print Name

Authorized