



ASBC Annual Meeting  
June 14-17, 2015  
La Quinta Resort & Club  
Advance order deadline: May 29, 2015

Dear Exhibitor:

Innovative Expo has been selected as the Official Service/Drayage Contractor for the **ASBC Annual Meeting** on **June 14-17, 2015** at the **La Quinta Resort & Club** in **La Quinta, California**. We welcome the opportunity to assist you in every way possible to ensure a successful marketing presentation for your company.

Each **8x10** exhibit booth space will include the following:

- One Pipe and Draped Exhibit Booth Space**
- One 7"x44" Exhibitor Identification Sign**
- One Wastebasket**

Show Colors:                   Burgundy and White Booth Drape

Exhibitor Move-In:           Sunday    June 14, 2015    11:00am to 3:00pm

Exhibits Open:                Sunday    June 14, 2015    4:00pm to 6:00pm  
  Monday    June 15, 2015    12:00pm to 2:00pm  
  Tuesday   June 16, 2015    11:30am to 1:30pm

Move-Out:                      Tuesday   June 16, 2015    1:30pm to 4:00pm

**Please** consult your materials from show management for additional information, or changes to the schedule. Enclosed in this Exhibitor Kit are additional forms for rentals and services which you may desire, that are not included in your booth package.

- ◆ **Please note all deadlines as outlined in the packet to avoid additional charges.**
- ◆ **Innovative Expo does not issue credits or accept substitutions, for unused package items.**
- ◆ **Payment Authorization must accompany your order to be processed.**
- ◆ **Please email or fax your orders to [service@innovativeexpo.com](mailto:service@innovativeexpo.com) or fax 760-343-2533.**

**Questions and Adjustments:** Any discrepancy in items ordered and items received or questions concerning service, etc., must be reported to the Innovative Expo service desk at the exposition immediately upon noting the discrepancy. Any problems will be resolved and/or any valid adjustments on your account will be made at that time. Credits and adjustments will not be made based on such information received after the close of the show.

Innovative Expo believes that exhibitors are valued customers and should be treated accordingly. We are committed to handling your needs efficiently and graciously. If you should have any questions, please do not hesitate to call us.

Sincerely,

Customer Service  
[Service@innovativeexpo.com](mailto:Service@innovativeexpo.com)



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**PAYMENT POLICY AND BILLING AUTHORIZATION**

**NOTE: ORDERS WITHOUT CREDIT CARD INFORMATION WILL NOT BE PROCESSED.**

Payment must be made in full for all services ordered. **Orders without payment or placed after discount date will be charged the floor rate.** Payment may be made by check and secured with a credit card for any overages. Checks must be received prior to the "Advance Discount Rate" as shown in the upper right hand box. All rates quoted are for the duration of the show and are on a rental basis only, and remain the property of Innovative Expo. **Payment of all labor, material handling and services, whether ordered by the exhibitor, display builder, or other parties, shall be the responsibility of the exhibitor.** All charges are due and payable in US Dollars prior to the close of the show. I understand that charges incurred by my company, (pre-show, during the show, and post show) will be billed to the credit card on file. **Please print clearly or type the information.**

CONTACT THIS OFFICE IF PAYING BY CHECK PRIOR TO THE "DISCOUNT" DATE.

\_\_\_\_\_ MasterCard    \_\_\_\_\_ Visa    \_\_\_\_\_ American Express    \_\_\_\_\_ Discover

**Account #** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_ **Name On The Card:** \_\_\_\_\_

(PLEASE PRINT)

**Authorized Signature:** \_\_\_\_\_

***THIS FORM MUST ACCOMPANY ALL ORDERS PLACED WITH INNOVATIVE EXPO.  
PLEASE INDICATE BILLING ADDRESS FOR CREDIT CARD GIVEN ABOVE.***

**EXHIBITING CO:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_  
(address where invoices will be mailed to)



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**FURNITURE ORDER FORM**

Discount pricing applies to orders placed by the date shown in the box above. Payment in full of rental charges must accompany your order to qualify for Discount rates. Charges include placing in booth ready for use.

<u>SKIRTED TABLE: 30" HIGH</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ 2'X4'	\$135.00	\$178.00	\$ _____
_____ 2'X6'	\$156.00	\$198.00	\$ _____
_____ 2'X8'	\$178.00	\$215.00	\$ _____
<b><u>SKIRTED COUNTER: 40" HIGH</u></b>			
_____ 2'X4'	\$160.00	\$195.00	\$ _____
_____ 2'X6'	\$180.00	\$215.00	\$ _____
_____ 2'X8'	\$195.00	\$240.00	\$ _____
_____ Alternate Skirt Color	\$62.00	\$85.00	\$ _____
_____ 4th Side Draping (for tables or counters)	\$62.00	\$85.00	\$ _____

**CIRCLE SKIRT COLOR: WHITE BLUE BURGUNDY RED TEAL PLUM BLACK HUNTER-GREEN OR SILVER**

<u>UNSKIRTED TABLE: 30" HIGH</u>			
_____ 2'X4'	\$90.00	\$115.00	\$ _____
_____ 2'X6'	\$108.00	\$135.00	\$ _____
_____ 2'X8'	\$128.00	\$160.00	\$ _____
_____ 30" Diameter Round Pedestal Table	\$160.00	\$194.00	\$ _____

<u>UNSKIRTED COUNTER: 40" HIGH</u>			
_____ 2'x4'	\$100.00	\$125.00	\$ _____
_____ 2'x6'	\$120.00	\$145.00	\$ _____
_____ 2'x8'	\$145.00	\$180.00	\$ _____
_____ 30" Diameter Round Pedestal Table	\$185.00	\$230.00	\$ _____

<u>1 TIER RISER: (1-STEP)</u>			
_____ 4' RISER	\$76.00	\$94.00	\$ _____
_____ 6' RISER	\$86.00	\$102.00	\$ _____
_____ 8' RISER	\$96.00	\$120.00	\$ _____

**ACCESSORY ORDERS**

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____ Side Chair	\$85.00	\$110.00	\$ _____
_____ Arm Chair	\$98.00	\$115.00	\$ _____
_____ Stool (matches height of 40" counters)	\$110.00	\$140.00	\$ _____
_____ Wastebasket	\$25.00	\$35.00	\$ _____
_____ Easel	\$35.00	\$50.00	\$ _____
_____ 4'x8' Poster Board (Vertical/Horizontal)	\$210.00	\$270.00	\$ _____
_____ 2'x8' Black grid	\$95.00	\$120.00	\$ _____
_____ Garment rack	\$110.00	\$136.00	\$ _____
_____ Literature stand	\$85.00	\$125.00	\$ _____
_____ Small Refrigerator	\$200.00	\$297.50	\$ _____
_____ Bag holder	\$95.00	\$125.00	\$ _____
_____ 22" x 28" sign holder	\$89.00	\$117.00	\$ _____
_____ 6' full view showcase	\$395.00	\$495.00	\$ _____
_____ Business card collection (fishbowl)	\$25.00	\$35.00	\$ _____

**EXHIBITING COMPANY:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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**CARPETING ORDER FORM**

The exhibit area is a carpeted ballroom.

**CIRCLE CARPET COLOR:**

Amount	Size	Discount	Standard	Total
	8 or 10 x 10'	\$160.00	\$228.00	
	" x 20'	\$320.00	\$444.00	
	" x 30'	\$480.00	\$663.00	
	" x 40'	\$640.00	\$884.00	
	" x 50'	\$800.00	\$1095.00	
<b>Island Booth</b>	20 x 20'	\$640.00	\$892.00	
"	20 x 30'	\$960.00	\$1314.00	
"	20 x 40'	\$1280.00	\$1752.00	

GRAY NAVY BLUE RED TEAL BLACK  
 BURGUNDY HUNTER-GREEN

Prices include installation and taping of front edge only.

Padding Under Carpet:	\$1.45/Sq.Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Additional Taping:	\$0.97/Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Visqueen:	\$0.85/Sq.Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$

**DELUXE CARPET**

Deluxe carpet is available for one time rentals at very reasonable rates. Carpeting is 30 oz, stain resistant nylon. **(There is a minimum order of 200 square feet)**. Must be ordered no later than 2 weeks prior to move in.

**SEE ALL CUSTOM COLOR SELECTIONS AT: [www.emeraldcarpets.com/designerplus](http://www.emeraldcarpets.com/designerplus)**  
 (Rental price includes installation, poly covering, and removal)

**CARPET COLOR:** \_\_\_\_\_ **BOOTH SIZE:** \_\_\_\_\_

**Formula:** Booth size \_\_\_\_\_ x \_\_\_\_\_ = SQ. FT. @ \$4.95/SQ.FT. = \$ \_\_\_\_\_

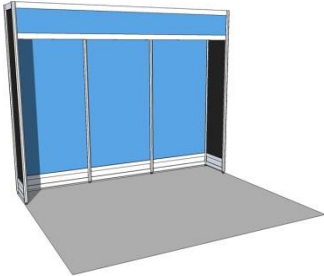
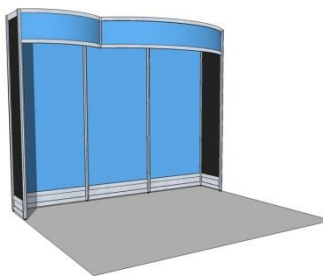
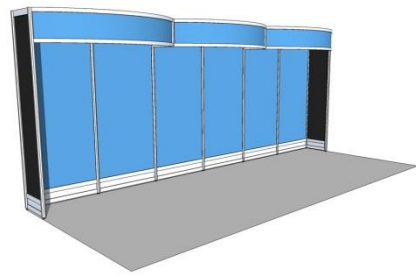
**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

# Exhibit Rentals

visit our website at [www.innovativeexpo.com](http://www.innovativeexpo.com)

<p><b>Classic 10'</b></p>  <p><input type="checkbox"/> \$1500: Header graphic only  <input type="checkbox"/> \$2700: Header plus 3 graphic panels</p>	<p><b>Curves 10'</b></p>  <p><input type="checkbox"/> \$1700: Header graphic only  <input type="checkbox"/> \$2900: Header plus 3 graphic panels</p>	<p><b>Curves 20'</b></p>  <p><input type="checkbox"/> \$3400: Header graphic only  <input type="checkbox"/> \$5800: Header plus 6 graphic panels</p>
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**Add 50% to all prices if ordered after the Advance Order Deadline**

<b>Choose filler panel color:</b>	<input type="checkbox"/> black	<input type="checkbox"/> white	<input type="checkbox"/> blue	<input type="checkbox"/> velcro-compatible fabric – add \$150/panel x _____ = _____
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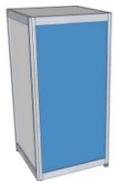
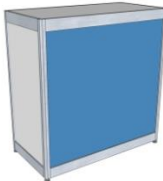
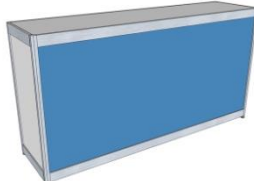
<input type="checkbox"/> shelves – additional charge: \$25/each x _____ = _____
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<b>Choose carpet color:</b>	<input type="checkbox"/> grey	<input type="checkbox"/> blue	<input type="checkbox"/> red	<input type="checkbox"/> teal	<input type="checkbox"/> black	<input type="checkbox"/> burgundy	<input type="checkbox"/> hunter green
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**All exhibit rentals include:** • Carpet • Lighting • Installation and Dismantle labor • Daily vacuuming

**Electric service must be ordered & paid directly to the electrical provider, if desired.**

**Add a matching counter:** Single and double styles have rear sliding doors and shelf.

<p><b>Square:</b> 20" x 20" x 40" tall</p>  <p>Graphic size: 18-3/8" wide x 36-7/8" tall</p>	<p><b>Single:</b> 20" x 40" x 40" tall</p>  <p>Graphic size: 38-1/8" wide x 36-7/8" tall</p>	<p><b>Double:</b> 78" x 20" x 40" tall</p>  <p>Graphic size: 77-3/8" wide x 36-7/8" tall</p>
<input type="checkbox"/> \$200	<input type="checkbox"/> \$300	<input type="checkbox"/> \$600
<input type="checkbox"/> \$289 with front graphic	<input type="checkbox"/> \$485 with front graphic	<input type="checkbox"/> \$970 with front graphic

<b>Choose side panel and door color:</b>	<input type="checkbox"/> black	<input type="checkbox"/> white	<input type="checkbox"/> blue
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**Show Name: American Society of Brewing Chemists / Advance order deadline: 5/29/15**

Company Name \_\_\_\_\_ Total for this page \$ \_\_\_\_\_

**POP-UP / TABLE TOP DISPLAY RENTAL FORM**



**10' x 8' Exhibit Pop Up**

4 panels 29-1/2" x 89-1/2"  
 ~ velcro ready ~

\$850, includes setup  
 and dismantling.

✓ color choice:

- gray    green    black

**Table Top displays**



3 panels 22" x 46" ~ velcro ready ~ \$225

- burgundy/beige (reversible)



4 panels 22" x 46" ~ velcro ready ~ \$325

- black    red/blue (reversible)

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

Authorized Contact \_\_\_\_\_

Date \_\_\_\_\_

Custom graphic design and printing available.  
 Tables not included in rental charge.

\$ \_\_\_\_\_  
 Total for this page

**BOOTH CLEANING ORDER FORM**

**Note:** Vacuuming of rugs, sweeping of booths, emptying of wastebaskets is not included in your rental. To ensure your booth is show ready please order cleaning service.



**Charges are based on gross exhibit booth area with a 100 sq. ft. minimum.**

**Advance Orders:**

Daily vacuuming, emptying wastebaskets: \$.46/sq. ft with a minimum daily cleaning charge of \$46.00.

\_\_\_\_\_ Sq. ft. x \$.46 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Cleaning ordered on-site:**

Daily vacuuming, emptying wastebaskets: \$.58/sq. ft with a minimum daily cleaning charge of \$58.00.

\_\_\_\_\_ Sq. ft x \$.58 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Note:** Carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstrations or food sampling add \$.35 per sq. ft.

To eliminate any misunderstandings regarding the invoice for this service, please bring any complaints to our immediate attention or inform show management. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night when service was to have been performed. No credits will be issued after the close of the show.

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

## Sign Order Form



Get attention with a Full Color Hanging Sign!	Qty	Size (w x h)	Price *
<b>Super Booth ID Sign Upgrade — now twice the size!</b> Full-color artwork on rigid foam board for a smooth, sharp look.		44" x 14"	\$89.00
<b>Premium Hanging Signs — Get maximum impact!</b> Full-color artwork on rigid foam board, guaranteed to get noticed. Your artwork may have full bleeds (printed to edge of panel).		6 ft x 2 ft	\$239.00
		<b>Other sizes?</b>	Call ...
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.			add 50%



Color Easel Signs generate interest "up front"	Qty	Size (w x h)	Price *
<b>Premium Easel Signs — full color for the price of black &amp; white!</b> Photo-quality prints mounted on foam board. Your artwork may have full bleeds (printed to edge of panel). Need a different size, or a special shape? Call us for a quote!		11" x 17"	\$59.00
		17" x 11"	
		22" x 28"	\$89.00
		28" x 22"	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%



Tabletop Signs with Easel Backs	Qty	Size (w x h)	Price *
<b>Make your message stand up for your visitors!</b> Mounted on foam board. Your full color artwork may have full bleeds (printed to edge of panel). Or, send us a preprinted flyer or datasheet to mount for you! Self-supporting, with a folding easel-back.		8-1/2" x 11"	\$49.00
		11" x 8-1/2"	
		11" x 17"	\$59.00
		17" x 11"	
<b>Lamination Service:</b> Recommended if you plan to reuse your sign.		<b>Any size</b>	add 50%

**Don't see exactly what you need?**  
 Many more sizes and designs of graphics are available by custom order — call us to discuss your specific needs.

**Need help with your artwork?**  
 Our in-house Graphic Designer is at your service...  
 No matter what shape your artwork is in (even if it's only a sketch), we can quickly turn it into an eye-catching graphic!



*Ordering Furniture?  
 Add full-color graphics to your Pedestal or Counter — call us for details!*

For more information and examples, visit the **Graphics and Signs** area at [www.InnovativeEXPO.com](http://www.InnovativeEXPO.com)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Total for this page

**\* ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

72-242 Watt Court, Thousand Palms, CA 92276 Ph. 760-343-2555 Fax 760-343-2533





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**DRAYAGE INFORMATION / RATES**

**In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.**

Check One:  We plan to ship our materials to the Advance Shipment Warehouse.  
 We plan to ship our materials direct to the exhibit site.

**ADVANCE SHIPMENTS TO WAREHOUSE:** Pre-paid material handling will include: receiving shipments from carriers with free storage up to 30 days prior to set-up date, delivery to booth and delivery from booth at closing of exhibits to common carrier at loading dock area. This also includes the removal, storage, and return of empty crates and cartons when necessary.

We plan to ship on (date):	<b>Number of Pieces</b>	<b>Weight (Estimated)</b>
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

Standard Service Rates Advance Shipments to Warehouse	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment	Total
Common Carrier (regular route LTL carriers)	LBS.	\$125.00	\$250.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$145.00	\$290.00	\$
Small Package (total weight under 40 Lbs.)		First Carton \$50.00	Each Additional \$15.00 each	\$
Special Handling/ Late Shipments	LBS.	\$145.00	\$290.00	\$

**SHOWSITE FREIGHT RECEIVING:** Receipt of shipments from carriers at the exhibit hall, during installation period only from outside carrier or owner's vehicle, unloading, delivery to booth, and outbound delivery from booth to carrier at loading dock. This includes loading equipment, labor, removal, storage, and return of empty crates/cartons when necessary.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bill of lading. Payment policy: All invoices must be settled at our service desk prior to the close of the show. Please return this form with your check or credit card information to Innovative Expo and

Standard Service Rates Show site Freight	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment	Total
Common Carrier (regular route LTL carriers)	LBS.	\$135.00	\$270.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$156.00	\$312.00	\$
Small Package—Same as Above				\$
Special Handling/ Late Shipments	LBS.	\$156.00	\$312.00	\$

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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La Quinta Resort & Club  
Advance order deadline: May 29, 2015

**RUSH! EXHIBIT MATERIAL**  
**Must arrive by: Thursday June 11, 2015**

TO: \_\_\_\_\_  
*Exhibitor Name*

**ADVANCE  
SHIPMENT**

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

**EVENT: ASBC Annual Meeting**  
*c/o Innovative Expo, Inc.  
72-242 Watt Court  
Thousand Palms, CA 92276*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
*This label is provided for your convenience.  
Please use it. Copies are acceptable.*

**RUSH! EXHIBIT MATERIAL**  
**Must arrive by: Thursday June 11, 2015**

TO: \_\_\_\_\_  
*Exhibitor Name*

**ADVANCE  
SHIPMENT**

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

**EVENT: ASBC Annual Meeting**  
*c/o Innovative Expo, Inc.  
72-242 Watt Court  
Thousand Palms, CA 92276*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
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**RUSH! EXHIBIT MATERIAL**  
**Shipments must NOT arrive before: Sunday June 14, 2015**

TO: \_\_\_\_\_ **DIRECT**  
*Exhibitor Name* **SHIPMENT**

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

**EVENT: ASBC Annual Meeting**  
*c/o Innovative Expo, Inc./La Quinta Resort & Club*  
*49-499 Eisenhower Drive*  
*La Quinta, California 92253*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
*This label is provided for your convenience.*  
*Please use it. Copies are acceptable.*

**RUSH! EXHIBIT MATERIAL**  
**Shipments must NOT arrive before: Sunday June 14, 2015**

TO: \_\_\_\_\_ **DIRECT**  
*Exhibitor Name* **SHIPMENT**

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

**EVENT: ASBC Annual Meeting**  
*c/o Innovative Expo, Inc./La Quinta Resort & Club*  
*49-499 Eisenhower Drive*  
*La Quinta, California 92253*

**No. \_\_\_\_\_ of \_\_\_\_\_ pieces**  
*This label is provided for your convenience.*  
*Please use it. Copies are acceptable.*

**IMPORTANT INBOUND SHIPPING INSTRUCTIONS**

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

**Warehouse Receiving:**

To: Name of Exhibiting Company & Booth Number  
For: **ASBC Annual Meeting**  
c/o Innovative Expo  
72-242 Watt Court  
Thousand Palms, CA 92276  
(760) 343-2555



Shipments must arrive at the warehouse no later than **Thursday June 11, 2015**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE HOTEL FACILITY PRIOR TO THE  
ASSIGNED DATE BELOW.**

Shipments that must be directed to show site can only arrive at the facility beginning on **Sunday June 14, 2015**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

**Facility Shipping:**

To: Name of Exhibiting Company & Booth Number  
For: **ASBC Annual Meeting**  
c/o Innovative Expo, Inc. / La Quinta Resort & Club  
49-499 Eisenhower Drive  
La Quinta, California 92253

**OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE FACILITY ADDRESS ABOVE**  
**ALL SHIPMENTS MUST BE SENT PRE-PAID.**  
**NO COD'S WILL BE ACCEPTED.**

**NOTE:** Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.

**DRAYAGE LIMITS OF LIABILITY**  
**LIMITS OF LIABILITY AND RESPONSIBILITY**

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to Innovative Expo within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 9.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES.**



ASBC Annual Meeting  
June 14-17, 2015  
La Quinta Resort & Club  
Advance order deadline: May 29, 2015

**AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES**

**If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo**

We hereby authorize INNOVATIVE EXPO to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment (s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_



ASBC Annual Meeting
June 14-17, 2015
La Quinta Resort & Club
Advance order deadline: May 29, 2015

LABOR ORDER FORM

Display labor for Installation of exhibit:
(Exhibitors must check in at the Service Desk before labor is dispatched)

DAY: DATE:

CONTRACTOR SUPERVISED: EXHIBITOR SUPERVISED: TIME:
COST ESTIMATE:

# Persons X Hours X \$ Hourly Rate = \$
(Please refer to labor rates below)

Display labor for Dismantling of exhibit:
(Exhibitors must check in at the Service Center before labor is dispatched)

DAY: DATE:

CONTRACTOR SUPERVISED: EXHIBITOR SUPERVISED: TIME:
COST ESTIMATE:

# Persons X Hours X \$ Hourly Rate = \$
(Please refer to labor rates below)

For Dismantle Labor only, Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service request.

Plans for exhibit assembly attached with order: Yes No

Number of containers:

Banding: feet @ \$2.00 per foot =

Shrink Wrapping: skids @ \$40.00 per skid =

LABOR RATES

Supervision Fee: 25% of Hourly Rate

Straight Time: \$94.00 per hour/one hour minimum per person
(All hours Monday-Friday 8:30am-4:30pm)

Overtime: \$140.00 per hour/one hour minimum per person
( All hours Monday-Friday 4:30pm-8:30pm)

Double time: \$178.00 per hour/one hour minimum per person
(All hours Monday-Friday before 8:00am, after 8:30pm and all day Saturday, Sunday & Holidays)

Failure to utilize labor at the time ordered above does not guarantee that requested labor will be available on demand. We agree that if the pre-ordered labor is not utilized for any reason, the order is cancelled and the Cancellation Policy as outlined in this kit applies.

If you are utilizing a installation/dismantle company other than Innovative Expo please supply Innovative Expo with the name of the company, and a certificate of insurance must be provided to Innovative Expo by that company.

EXHIBITOR: BOOTH #

ORDERED BY: DATE:

TOTAL FOR THIS PAGE: \$
(Labor Not Taxed)



ASBC Annual Meeting  
 June 14-17, 2015  
 La Quinta Resort & Club  
 Advance order deadline: May 29, 2015

**EXHIBITOR ORDER RECAP**

FURNITURE RENTAL TOTAL\*.....\$ \_\_\_\_\_

ACCESSORIES RENTAL\*.....\$ \_\_\_\_\_

CARPET & VISQUEEN RENTAL\*.....\$ \_\_\_\_\_

BOOTH CLEANING ..... \$ \_\_\_\_\_

SIGNAGE\* ..... \$ \_\_\_\_\_

DRAYAGE ..... \$ \_\_\_\_\_

LABOR ..... \$ \_\_\_\_\_

EXHIBIT RENTALS\* ..... \$ \_\_\_\_\_

FORKLIFT RENTAL..... \$ \_\_\_\_\_

SALES TAX \_\_\_\_\_ 8.0% \$ \_\_\_\_\_  
 (multiply taxable items marked with \* above)

**TOTAL DUE** ..... **\$** \_\_\_\_\_

I acknowledge and accept responsibility for the accuracy of the order and the payment for all services provided. I also acknowledge and agree to the terms and conditions provided herein.

**COMPANY NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Please Print)

**SIGNATURE:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_  
 \_\_\_\_\_



## **INNOVATIVE EXPO SHOW SITE WORK RULES**

To assist you in planning for your participation in the forth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### **EXHIBIT LABOR**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, performance, testing, and/or maintenance of your products.

You may install, or dismantle, your exhibit display if one person can accomplish the task in less than 1/2 hour, without the use of tools. If your exhibit installation or dismantling, requires more than 1/2 hour, you must use union personnel supplied by Innovative Expo. To secure labor, please use the Labor Order Form enclosed in your exhibitor service kit. You will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

### **FREIGHT HANDLING**

Members of this union claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Exhibitors who hand carry materials onto the show floor will not be permitted vehicle access to the loading dock and/or freight doors. All such vehicles must be parked in the designated "exhibitor parking lot".

### **HELPFUL TIPS FOR EXHIBITORS**

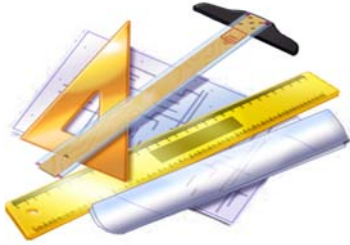
1. Place your orders with payment before the deadline to avoid "standard pricing". The deadline is strictly enforced and will not be waived for any reason.
2. Ship your exhibit materials as early as possible. We will store your materials up to 30 days prior to move-in at no charge. Please review deadlines for receiving of freight to avoid additional charges.
3. Call our office at least two working days prior to move-in to confirm the arrival of your shipments. This allows time for tracking or re-shipping before the show.
4. Innovative Expo uses Yellow Freight Systems exclusively for re-shipping material at the close of the show.
5. If you choose to use another carrier, your representative on the show floor must:

\*Provide Innovative Expo with the name of the carrier and copy of bill of lading or air bill

\*Contact the carrier to arrange pick up

\*Be aware of the time deadline for clearing the show floor to avoid forcing the shipment onto our or corresponding designated carriers. This time varies with each event, it is best to check with Innovative Expo if there is any questions.

6. Your representative must be prepared to settle any balances due at show site before the close of the show. Innovative Expo does not invoice for show rentals or services.



**NON-OFFICIAL CONTRACTOR FORM**

MAIL OR FAX WITH INSURANCE CERTIFICATE TO:  
INNOVATIVE EXPO, INC.  
72-242 Watt Court, Thousand Palms, CA 92276  
(760) 343-2533 fax

**EVENT or SHOW:** \_\_\_\_\_ **BOOTH NUMBER(S):** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

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

**ORDERED BY:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If your company plans to use a firm other than INNOVATIVE EXPO to erect or dismantle your exhibit, this form must be filled out completely and returned to Innovative Expo no later than (30) days prior to show opening.

**DEFINITION:** A Non-Official Service Contractor is any company, other than Innovative Expo, that an exhibitor wishes to use and which will require access to the exhibit hall before, during, or after the show. No permission will be given to a Non-Official Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

**EXHIBITING COMPANY CONTACT AT SHOW:** \_\_\_\_\_

**EXHIBITOR APPOINTED CONTRACTOR:** \_\_\_\_\_

**EAC CONTACT AT SHOW:** \_\_\_\_\_

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

**24 HOUR PHONE CONTACT #:** \_\_\_\_\_

**EMAIL ADDRESS FOR APPOINTED CONTRACTOR:** \_\_\_\_\_

- NOTE:**
1. Please inform your Non-Official Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least (30) days prior to show date or they will not be permitted to service your exhibit. The Certificate must name Innovative Expo, Inc. at the address above as the certificate holder.
  2. They MUST comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.
  3. It is the responsibility of the exhibiting company to see that each representative of Non-Official Contractors abides by the official rules and regulations of this event.



**FIRE DEPARTMENT REGULATIONS FOR EXHIBITORS**

**A. BOOTH DECORATIONS:**

All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo, and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

**B. VEHICLES/INTERNAL COMBUSTION ENGINES:**

Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking type gas caps or sealed with tape. The level of gas in tanks cannot exceed one gallon. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.

**C. COMBUSTIBLES:**

Literature on display shall be limited to reasonable quantities. Reserve supplies be kept in closed containers and stored in a neat and compact manner. No empty cardboard boxed or combustible materials may be stored on or near any electrical wiring in the spaces behind any display.

**D. OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction, tables, chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

**E. ELECTRICAL EXTENSIONS CORDS:**

All extension cords shall be ground fault interrupter protected and/or over current protected. No additional taps are to be in any device. All extension cords shall be of 12/3 gauge wire. All spliced wires are prohibited.

**F. COMPRESSED CYLINDERS:**

Compressed cylinders must be secured to a stand. Compressed flammable gases are prohibited inside a building, this includes acetylene, hydrogen, propane, butane, and L.P.G.

**G. COOKING AND/OR WARMING DEVICES:**

Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g. U.L., F.M. Decorative candles, oil lamps, torches, candle lamps and non-vented cooking devices are prohibited.

# HEARTY PLANTS AND MORE



Email orders to [heartyplants@gmail.com](mailto:heartyplants@gmail.com) or  
 fax orders to: (858) 451-1873

Blooming Color Plants Six Inch	Price Each	Quantity	Total
Azaleas (seasonal)	\$24.00		
Bromeliads	\$22.00		
Chrysanthemums	\$20.00		
Kalanchoes	\$18.00		

Green Plants Eight Inch	Price Each	Quantity	Total
Boston Ferns	\$20.00		
Pothos	\$20.00		

Floor Plants	Price Each	Quantity	Total
2 Foot	\$22.00		
3 Foot	\$32.00		
4 Foot	\$42.00		
5 Foot	\$52.00		
6 Foot	\$62.00		
7 Foot	\$72.00		

<b>Bubble Bowl</b>	\$15.00		
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Floral	One Sided	All Around	Quantity	Total
\$50.00				
\$75.00				
\$100.00				

Plant Containers	Mark Preferred Container
Black Pots	
Wicker Baskets	

Order Subtotal: \_\_\_\_\_

CA Sales Tax 8%: \_\_\_\_\_

Delivery Charge and Pick Up: **\$10.00**

Order Main Total: \_\_\_\_\_

**\*Form of Payment**

**Mail Checks To:** 71-601 Gardess Road, Rancho Mirage, CA 92270 \*Ph: 760-346-5592

Check  Visa  Mastercard  Discover  American Express

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

\*\*\*\*\*

Show Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



If you have a special request or need additional equipment, please call.

Video Equipment						Customer Information			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
DVD Player		\$75.00	\$90.00			Group Name:			
VHS/ DVD combo unit		\$75.00	\$90.00			Firm Name:			
Blue-Ray DVD Player		\$135.00	\$150.00			Address:			
Projection Stand		\$30.00	\$45.00						
42" Rolling Cart w/Black Drape		\$30.00	\$45.00			City:			
54" Rolling Cart w/Black Drape		\$30.00	\$55.00						
						State:		Zipcode:	
						Ordered By:		E-Mail	
						Telephone #:		Fax #:	
						Orders received <b>less than 48 hrs. prior to event</b> will be subject to the <b>ON-SITE DAILY RATE</b>			
Audio Equipment						Ordering Instructions			
	Qty	DAILY RATE		Days Used	Total	<p>⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used.</p> <p>⇒ Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.</p> <p>⇒ To guarantee the advanced rate, the order should reach us <b>10 working days prior</b> to delivery. Equipment availability is subject to change without notice.</p> <p>⇒ <b>CANCELLATIONS:</b></p> <p>A) Cancellation of equipment ordered must be received <b>24 hours prior</b> to delivery date to avoid a one day equipment charge plus Labor.</p> <p>B) If services have already been provided at the time of cancellation, <b>50% of original charges</b> will be applied.</p> <p>⇒ No extra charge for equipment rental one day prior to show opening.</p>			
		Advanced	On Site						
CD Player		\$50.00	\$65.00						
Wired Microphone: Handheld, Lavalier (circle one)		\$70.00	\$90.00						
Wireless Microphone: Handheld or Lavalier (circle one)		\$165.00	\$185.00						
Powered Speaker with stand		\$95.00	\$135.00						
Computer Equipment									
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
PC Laptop Computer		\$250.00	N/A						
PC Desktop Computer		\$300.00	N/A						
Laser Printer, HP 4000 or better		\$225.00	N/A						
Desk Jet Color Printer		\$150.00	N/A						
17" Flat Screen Computer Data Monitor		\$135.00	\$200.00						
20" Flat Screen Computer Data Monitor		\$150.00	\$250.00						
42" Plasma Screen Computer Data Monitor		\$385.00	\$500.00						
50" Plasma Screen Computer Data Monitor		\$495.00	\$700.00						
Projection Equipment									
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
LCD Data/Video Projector (3300 Lumens)		\$465.00	\$600.00						
XGA LCD Data/Video Projector 16:9 (6000 Lumens)		\$895.00	\$1,000.00						
Screens -- 5 ft., 6 ft., 7 ft., 8 ft.		\$185.00	\$240.00						
Power Needs									
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
15a Circuit Package (Power Strip and Cable)		\$100.00	\$125.00						
100amp 3 phase		\$300.00	\$900.00						
additional Extension Cord/Power Strip		\$25.00	\$35.00						
Rental Totals						Delivery Information			
PRE-PAYMENT IS REQUIRED ON ALL ORDERS									
EQUIPMENT TOTAL						On-Site Contact:			
DELIVERY/SETUP/PICKUP (REQUIRED) - 30% of line 1						Booth #:		Room #	
SUBTOTAL						Delivery Date:		Time:	
LA QUINTA SALES TAX - 8% of Subtotal line 3						Show Start Date:		Time:	
TOTAL AMOUNT DUE						Pick-up Date:		Time:	
Method of Payment						Return for Processing			
See Attached La Quinta Resort & Club Credit Card Authorization Form for Payment Details. Please email both forms for processing.						<p>La Quinta Resort &amp; Club 49-499 Eisenhower Drive Office: 760-777-4836 Fax #:760-777-5855 E-Mail to - <a href="mailto:mgaeta@psav.com">mgaeta@psav.com</a></p>			



The Waldorf-Astoria Collection

## Telecommunications Request Form -B

### Section I – Information

Request Date	
C.S.M.	
Group/Guest	
Master Acct #	

Install Date	
Install Time	
Remove Date	
Remove Time	

### Section II – Configuration

Location	Lines				Instruments				Extensions Assigned	Jack Number	
	Fax Line	D.I.D. (Unrestricted)	House (Restricted)	Modem Line	Digital Multi-Line	Poly Com - Large Speaker Phone	Poly Com - Small Speaker Phone	T-1			

### Section III – Comments or other Special Requirements

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

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### Section IV – Charges

	Qty	Each	Total
Fax Line		\$175/Day	
D.I.D. (Unrestricted) Analog		\$175/Day	
Multi-Line w/2 lines		\$185/Day	
House (Restricted)		\$75/Day	
Modem Line		\$175/Day	
Poly Com Speaker Phone - Large		\$250/Day	
Poly Com Speaker Phone - Small		\$200/Day	
T-1 - Per Computer		\$350/Computer	
Cancellation Fee: \$175/Computer		+ \$150/day	
Wireless - Up to 2 codes/users		\$350 setup fee + \$150/day	
Cable/Fiber facilities - Use of		Variable	
Bringing cust. Lines to Mtg. Rms.		\$100/Line	
Total:			

### Credit Card Authorization

Please check one:     Visa     M.C.     AMEX     Discover

Name on credit card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\*Authorized Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**\*I hereby authorize La Quinta Resort & Club to post all deposits and the required estimated payment in full to the following credit card. I also understand that if the actual total amount of the bill exceeds the total prior amount paid to the hotel, the remaining balance will also be applied to the credit card**

**\*Please include a photocopy of the front and back of the above credit card**

**Plus applicable long distance charges.**

**Fax back to 760-564-7658**

**Questions: Call 760-777-4871**



**Credit Card Payment Authorization Form**

**Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.**

FAX COMPLETED FORM TO: 760-564-5734

ATTN: \_\_\_\_\_

**HOTEL USE ONLY:**

Date: \_\_\_\_\_

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

**CARDHOLDER - Please complete the following section and sign/date below.**

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
<b>Credit Card Number:</b>	<b>Expiration Date:</b>	<b>Security Code:</b>
Credit Card Type: (Circle one)		
<input type="radio"/> Visa/MasterCard <input type="radio"/> American Express <input type="radio"/> Discover <input type="radio"/> JCB <input type="radio"/> Diners Club		
Credit Card Issuing Bank Name:	Bank Phone Number (from back of your credit card):	
I agree to cover the following categories of charges: (Please circle)		
<input type="radio"/> All Charges <input type="radio"/> Room & Tax <input type="radio"/> Food & Beverage <input type="radio"/> Retail <input type="radio"/> Recreation		
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
<b>DIRECT BILL ACCOUNT PAYMENTS ONLY:</b>		
Name on Invoice/Statement _____	Date on Invoice/Statement _____	
Invoice/Statement Number _____	Authorized Amount \$ _____	

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_