

**Mexpot 2011 – 1462 Corporate Center Drive / San Diego, CA – May 19, 2011**

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**Official Services Contractor**

Raphael's Convention Services (RCS)	Phone:	858 689 7368
8606 Miramar Road	Fax:	858 444 2525
San Diego, CA 92126	Email:	travis@rcsshows.com

**Show Information**

Backwall Drape:	Blue or White
Sidewall Drape:	Blue or White
Included with Booth:	(1) 6' table / (2) folding chairs / (1) wastebasket

**\* Venue floor is concrete. Please order booth flooring accordingly \***

**Important Dates**

5 / 12 / 11	Discount pricing deadline for furniture orders
5 / 15 / 11	Last day for arrival of advance shipments to RCS Warehouse
5 / 18 / 11	Vendor move-in 12:00 pm – 7:00 pm
5 / 19 / 11	Show open
5 / 20 / 11	First day for pick up of return shipments from RCS Warehouse

**Shipping Addresses**

<b>Advance Shipments to Warehouse</b>	c/o Raphael's Convention Services 8606 Miramar Road San Diego, CA 92126
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***\* RCS accepts no responsibility for any items shipped directly to / from venue \****

**RCS On-Site Hours**

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**Ordering Tradeshow Services**

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, contact name and...most importantly...booth number.
- Please ensure that the credit card information is complete and correct, especially the expiration date and the CVV code (last 3 digits on the back of Mastercard, Visa & Discover or 4 digits just above the account number on Amex.
- When ordering carpet or draped tables remember to choose a color.
- Please make sure that the size of the carpet you order is the appropriate size for your booth.
- Keep the total square footage of your booth space in mind when you order decorating items or furniture. Don't order more than will comfortably fit in your booth and still allow you to do business.

**Inbound / Move-In**

- Confirm your order with RCS. You should receive a confirmation of your order within 24 hours of receipt.
- Confirm target dates with RCS and communicate them to your carrier.
- Keep the phone number of your carrier with you, including weekend contacts.
- Have your hotel information available including address, phone number, etc.
- After emptying crates, place an empty label on each one to be stored by RCS during the show.

**Show Site**

- Put together a tradeshow survival kit to include in your freight or carry with you, including (but by no means limited to): small tool kit, stapler, scissors, tape, bottled water, etc.
- Familiarize yourself with the location of the show office and RCS' on-site service desk.
- Arrive as soon as possible in order provide ample time for any unforeseen circumstances.

**Outbound / Move-Out**

- Keep in mind that the return of empty containers can take some time, so coordinate your travel plans accordingly.

**Return to:** Raphael's Convention Services ♦ Fax: 858 444 2525 ♦ email: travis@rcsshows.com

All orders are governed by the RCS Terms & Conditions of Contract and Payment Policy in this Exhibitor Manual

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Company Name	Email	Booth #		
Address	City	State	Zip	Country
Phone	Fax			
Contact	Cell			

### Payment Policy

**Payment for Services** – RCS requires payment in full at the time services are ordered. RCS accepts Mastercard, Visa, Amex, Discover, cash and check, however a completed credit card authorization is required for all orders, regardless what form of payment is used.

**Discount Prices** – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Adjustments and Cancellations** – Cancellation of any order once delivered or rendered will result in a 100% cancellation fee. Additions to existing orders will be charged at the time the order is placed.

♦ If you have any questions about our payment policy, please contact us at 800 564 7755

### Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** We require credit card authorization even if you are paying by cash or check.

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--

CVV:

--	--	--	--

Cardholder's Name

Address

City

State

Zip

I agree in placing this order that I have accepted RCS payment policy and RCS Terms & Conditions of Contract.

**X**

Authorized Signature (Cardholder)

**X**

Please Print Name

/ /

Date

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**Safety is very important for everyone working in the exhibit hall, especially you!**

Raphael's Convention Services is committed to safety for everyone involved in the work that we do. We request that you make safety a priority in your activities throughout the show. If you see something unsafe or that presents a hazard, please bring it to our attention. By reporting hazardous conditions, you will help make the show safer and more enjoyable for yourself and other exhibitors.

Below, you will find a list of guidelines that we ask you to follow while at the show site. These guidelines will enhance the safety of the show and its participants and help to prevent any injuries.

- Exhibitors should treat the show area during move-in and move-out as they would a construction site. Appropriate attire includes footwear with hard soles that protect against potential injuries from site debris and limits the potential for a slip or a fall. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Stand on chairs, tables or other furniture is prohibited. The furniture is not designed to support your standing weight. Please use a ladder or ask RCS for assistance.
- RCS forklifts, boomlifts and other machinery are to be used by RCS personnel only.
- Be aware of forklifts moving throughout the aisles and around loading docks, especially while they are carrying a load.
- Never run in the exhibit hall. Watch your step in the aisles and take care while moving through the loading dock area.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check cords for damage. Notify RCS or the contracted electrical suppliers if you need assistance repairing or removing a damaged cord. Do not overload outlets.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm
- If you spill something or notice a spill, clean it up or report it to RCS immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely
- Keep aisles free and clear at all times. Please use your booth space to store and work in while preparing your booth.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured.
- Notify an RCS representative of any safety issues or concerns.

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**I. Definitions**

**RCS:** Raphael's Convention Services dba RCS and/or Edlen Electrical and their employees

**Agents:** RCS agents, subcontractors, carriers and the agents of each

**Customer:** Exhibitor or other party requesting services from RCS

**Carrier:** Motor carrier, van line, air carrier or air or surface carrier / freight forwarder

**Shipper:** Party who tenders goods to carrier for transportation

**Goods:** Exhibits, property and commodities of any type for which RCS is requested to perform services

**Cold Storage:** Holding of goods in a climate controlled area

**Accessible Storage:** Holding of goods in an area from which goods may be removed during shows

**Services:** Warehouse, transportation, drayage, supervised or unsupervised labor and/or related services

**Show Site:** The venue or place at which an exposition or event takes place

**Supervised Labor:** Union labor that is provided to a customer to install or dismantle a booth or exhibit space and is supervised and/or directed by RCS

**Unsupervised Labor:** Union labor that is provided to a customer to install or dismantle a booth or exhibit space and per customer's election is not supervised or directed by RCS. Customer assumes responsibility for the work of union labor when customer elects to use unsupervised labor

**II. Scope**

These terms and conditions shall be binding upon customer, RCS and their respective agents and representatives, including but not limited to customer contracted labor such as customer appointed contractors and Installation and Dismantle companies and any other party with an interest in the goods. Each shall have the benefit of and be bound by all provisions stated herein including but not limited to time limits and limitations of liability

**By acceptance of services from RCS or agents, customer and any other party with an interest in the goods agree to these terms and conditions.**

**III. Customer Obligations**

**Payment for Services:** Customer shall be liable for all unpaid charges for services performed by RCS or agents. Customer authorizes RCS to charge its credit card directly for services rendered on its behalf after departure, by placing an order online, via fax or phone or through work order on-site

**Credit Terms:** All charges are due before services are performed unless other arrangements have been made in advance. RCS has the right to require prepayment or guarantee of the charges at the time of requesting services. A failure to pay timely will result in customer having to pay in cash in advance for future services. If a credit card is provided to RCS, RCS is authorized to bill to such credit card any unpaid charges for services provided to customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

**IV. Mutual Obligations**

**Indemnification**

**Customer to RCS:** Except to the extent of RCS' own negligence and/or willful misconduct, customer shall defend, hold harmless and indemnify RCS from and against any claims, lawsuits, demands, liability and costs or expenses, including reasonable attorney fees and court costs resulting from an injury to or death of persons or damage to property relating to or arising from performance under this agreement. Customer agrees to indemnify and hold RCS harmless for any and all acts of its representatives and agents, including but not limited to customer appointed contractors and installation and dismantle companies, any subtenant or other user of its space or any agents or employees engaged in business on its behalf of customer or present at customers' invitation. →

**RCS to Customer:** To the extent of RCS' own negligence and/or willful misconduct subject to the limitations of liability below, RCS shall defend, hold harmless and customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorney fees and court costs resulting from any injury to or persons or damage to property other than goods. RCS assumes no liability for being resulting from customer's presence in areas which have been marked as off limit and during hours and days when exhibitors are present in the facility, prior to and after the conclusion of their space lease with show management.

**V. No Liability for Consequential Damages.**

Under no circumstances will any party be liable for special, incidental, consequential or punitive damages, including but not limited to loss of profits or income

**VI. RCS Liability for Loss or Damage to Goods**

**Negligence Standard:** RCS shall be liable, subject to limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of RCS.

**Condition of Goods:** RCS shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. RCS shall not be liable for ordinary wear and tear in handling of goods or for damage to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes or dollies. It's the customer's responsibility to ensure that goods are packaged correctly prior to shipment or movement on or off the show floor.

**Receipt of Goods:** RCS shall not be liable for goods received without receipts, freight bills or specified unit counts on receipt or freight bills. Such goods shall be delivered to booth without guarantee of piece count or condition.

**Force Majeure:** RCS shall not be liable for loss or damage that results from acts of God, weather conditions, act or default by customer, shipper or the owner of goods, inherent nature of the goods, public enemy, public authority, labor disputes and acts of terrorism or war.

**Cold Storage:** goods requiring cold storage are stored at customer's own risk. RCS assumes no liability or responsibility for cold storage

**Accessible Storage:** RCS assumes no liability for loss or damage to goods while in accessible storage. Storage charges are for the use of space and are not a form of insurance or a guarantee of security

**Unattended Goods:** RCS assumes no liability for loss or damage to unattended goods received at show site at any time from the point of receipt of inbound goods until the loading of the outbound goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own goods for any and all risk of loss

**Labor:** RCS assumes no liability for loss, damage or bodily injury arising out of customer's supervision of RCS provided union labor. If RCS supervises labor for a fee, RCS shall be liable only for actions or claims arising out of its negligent supervision. If customer elects to use unsupervised labor, then customer assumes all liability for the actions or claims that arise out of such work and shall provide RCS and show management with an indemnity, including defense costs, for any claim that results from customer supervision or failure to supervise assigned labor.

**Empty Storage:** RCS assumes no liability for loss or damage to goods or crates or the contents therein while containers are in storage. It is customer's sole responsibility to affix appropriate labels available at the RCS service desk for empty container storage. Damage that is the direct result of RCS' negligence shall be subject to the limitations of liability set forth on this document. incorrectly labeled.

*Continued on next page...*

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**Forced Freight:** RCS shall not be liable for goods not picked up by customer's chosen carrier by the show deadline. It is customer's responsibility to complete accurate paperwork for shipping and insure its goods are appropriately labeled. Customer acknowledges that it is a lessee of space and as such has an obligation to remove its goods on or before the targeted time. If goods remain on the floor after this point, RCS has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases RCS is authorized to proceed in the manner chosen by customer on the order for material handling services / straight bill of lading. Failure to select one of the provided options will result in re-routing at RCS' discretion and at customer's expense assuming the goods are labeled for return. RCS retains the right to dispose of goods left on the show floor without liability if left unattended, without labels or

**Concealed Damage:** RCS shall not be liable for concealed loss or damage, uncrated goods or improperly packaged or labeled goods.

**Unattended Booth:** RCS shall not be liable for any loss or damage occurring while goods are unattended in customer's booth at any time, including but not limited to the time the goods are delivered to the dock until the time the goods are received by customer's chosen carrier. All material handling forms and/or straight bills of lading covering outgoing goods submitted to RCS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**Measure of Damage:** RCS' liability shall be limited to the lesser of 1) the depreciated value of goods, 2) repair costs or 3) the limitation of liability. The limitation of liability shall be \$.50 (fifty cents) per pound per piece, \$100.00 per package or \$1500.00 per occurrence.

**VI. RCS Liability for Loss or Damage to Goods (cont'd)**

**Excess Declared Value:** If customer wishes a higher limitation of liability than stated above for loss or damage to property that occurs during the show, the customer may do so by declaring a value in the space provided on the RCS services order form(s) and also on the material handling order form and paying the appropriate additional charge in advance of the commencement of services by RCS. Maximum liability for damages resulting from RCS' negligence shall then be increased to the amount declared, but in no case shall it exceed the depreciated value of the goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess declared value is not for plasma screens or other fragile electronic equipment, original art or prototypes. The declared value may never exceed \$100,000 for the purpose of this provision and RCS' liability in all circumstances shall be limited to the amount of this cap.

**No Insurance:** RCS is not an insurance company and does not offer or provide insurance. It is the obligation of the customer to ensure goods are insured at all times. Loss or theft of the goods in storage or in transit to and from the show and/or while on the show floor is the sole responsibility of the customer, unless it is shown that RCS performed in a manner that constitutes gross negligence in the performance of its services for the customer.

**Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to goods must be given to RCS or its agent within 24 hours of occurrence or delivery of goods, whichever is later. →

**Filing of Claim:** Any claim for loss or damage to goods must be in writing, containing facts sufficient to identify the goods, asserting liability for alleged loss or damage and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents do not constitute filing of a claim. Claims for goods alleged to be lost, stolen or damaged at the show site must be received in writing by RCS within 60 days after the close of the show. Claims for goods alleged to be lost or damaged during transit must be received by the responsible party within 9 months of date of delivery of goods. RCS subcontracts the movement of goods to third party carriers. Claims for damage in transit should be made directly with the customer's carrier as shown on the material handling form or bill of lading. In the event of a dispute with RCS, customer will not withhold payment or any amount due RCS for services as an offset against the amount of the alleged loss or damage. Customer agrees to pay RCS prior to the close of show for all such charge and further agrees that any claim customer may have against RCS shall be pursued independently by customer as a separate action to be resolved on its own merits. RCS retains the right to pursue collection on amounts owed after show close without regard to any amount alleged to be owed for damage or loss.

**Filing of Suit:** Any action at law regarding loss or damage to goods must be filed within two years of the date of declination of any part of a claim. →

**VII. Jurisdiction / Choice of Forum**

This agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of California. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of California.

**VIII. Advanced Warehousing / Temporary Storage / Long Term Storage**

All terms and conditions relative to advanced warehousing / temporary storage / long term storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a storage agreement is not executed between the parties, the following shall apply with respect to RCS' liability for customer's goods.

The responsibility of RCS with respect to exhibit material is limited to the exercise of ordinary care and diligence in handling and storing of customer's goods. RCS shall be liable only for loss or damage to goods caused by RCS' sole negligence. RCS' liability is limited to sixty cents per pound of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. RCS is not responsible for any loss or damage to goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature as well as any other causes beyond RCS' immediate control. RCS is not responsible for the marring, scratching or breakage of glass or other fragile items. RCS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by RCS. In no event shall RCS be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by RCS as to appropriateness of the conditions for exhibitors' material. The risk of loss remains the customer's alone and RCS recommends the customer maintain insurance in amounts sufficient to cover its risk.

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**INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT**

- 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 Marshall.
- Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6" .
- Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- A Certificate of Flame Resistance shall be available for review by the Fire Marshall or on file with the Fire Marshall for all decorative materials.

**VEHICLES / INTERNAL COMBUSTION ENGINES ON DISPLAY**

- 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 five gallons or ¼ tank, whichever is less.
- Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
- All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

**COMBUSTIBLES**

- Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
- No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

**OBSTRUCTIONS**

- Aisles designated on approved show on approved show floor plans shall be kept clean and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

**ELECTRICAL EXTENSION CORDS AND MULTI PLUG ADAPTERS**

- Extension Cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
- Multi-plug adaptors must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker
- All spliced wires are illegal.

**COMPRESSED CYLINDERS**

- Compressed Cylinders must be attached to a stand if used upright or laid flat on floor.
- Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

**COOKING / 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 (ie: U.L. or F.M.) .
- Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 in. high, ¼ in. thick across the front, and down both sides of the demonstration area.
- Decorative candles are not permitted.

**HEAT PRODUCING EQUIPMENT**

- Welding, soldering or any open flame devices are prohibited.

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**How to “Handle” Material Handling (Drayage)**

**Material Handling – what is it?**

Material handling charges apply when RCS' assistance is required in moving your materials to / from your location or the venue loading dock to / from your booth. This charge is separate from the actual shipping costs, which remain between the exhibitor and their freight carrier. We accept shipments to our advance warehouse up to 30 days prior to the event and will store them for up to 30 days after the event. Shipments sent directly to / from the venue will be also be accepted / released by RCS, with transportation to / from your booth being included in the material handling charges. Please note, however, that RCS is not a shipper and does not make the shipping arrangements for exhibitors.

**STEP BY STEP: HOW TO FACILITATE THE DELIVERY / RETURN SHIPMENT OF MATERIALS**

**Shipping to RCS Advance Warehouse**

1. Materials will be accepted up to 30 days prior to the show and delivered by RCS directly to your booth.
2. Complete both the Material Handling Order Form & the Credit Card Authorization Form and fax / email to RCS.
3. Ensure your materials are properly labelled with show name, company name & booth number.
4. *Shipments received without a completed material handling order will not be delivered until payment is received.*

**Shipping Direct to Venue**

1. See show information page in this exhibitor packet or call RCS for acceptable dates & times for direct shipments.
2. Complete both the Material Handling Order Form & the Credit Card Authorization Form and fax / email to RCS.
3. Ensure your materials are properly labelled with show name, company name & booth numbers.
4. *Shipments received without a completed material handling order will not be delivered until payment is received.*
5. RCS is responsible only for direct shipments that we personally receive on the accepted dates / times.

**Return Shipping from RCS Advance Warehouse**

1. See show information page in this exhibitor packet for acceptable dates / times for scheduling the pick up of materials from our Warehouse.
2. Ensure your shipment is properly labelled with destination name and address.
3. Attain a completed Bill of Lading or appropriate pre-paid shipping label (UPS / FedEx) from your freight carrier. Attach 1 copy to your shipment and provide 1 copy to RCS. RCS will have blank Bills of Lading available on-site if needed. We are not responsible for unlabelled materials or materials left without a Bill of Lading.
4. RCS will pick up your shipment from the booth and transport to our warehouse.
5. Call your freight carrier and schedule the pick up. RCS does not make these arrangements.
6. Ensure that your carrier knows whose items they are picking up (your company name) when they arrive at RCS' warehouse. Materials will not be released to a carrier without this information.

**Return Shipping from Venue**

1. See show information page in this exhibitor packet or call RCS for acceptable dates & times for direct pick ups
2. Ensure your shipment is properly labelled with destination name and address.
3. Attain a completed Bill of Lading or appropriate pre-paid shipping label (UPS / FedEx) from your freight carrier. Attach 1 copy to your shipment and provide 1 copy to RCS. RCS will have blank Bills of Lading available on-site if needed. We are not responsible for unlabelled materials or materials left without a Bill of Lading.
4. RCS will pick up your shipment from the booth and release to your freight carrier.

**\* RCS IS NOT RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR \***



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**Use these shipping labels to expedite handling . Copies of these labels are acceptable if additional labels are required.**

**LABELS ARE FOR USE IF ADVANCE SHIPPING TO THE RCS WAREHOUSE ONLY.**

-----  
**FROM:**

**ADVANCE SHIPMENT**

**TO:**

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

\_\_\_\_\_  
Show Name

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

**C/O Raphael's Convention Services  
8606 Miramar Road  
San Diego, CA 92126**

-----  
**FROM:**

**ADVANCE SHIPMENT**

**TO:**

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

\_\_\_\_\_  
Show Name

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

**C/O Raphael's Convention Services  
8606 Miramar Road  
San Diego, CA 92126**

Return to: Raphael's Convention Services ♦ Fax: 858 444 2525 ♦ email: travis@rcsshows.com

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Company	Email	Booth #
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**\*Discount Price is valid until one week prior to show date.**

QTY	Description	Disc. Price	Show Price	Total
<b><u>CHAIRS</u></b>				
_____	Plastic Folding Chair	\$6.00	\$12.00	_____
_____	Blue Ballroom Chair	\$17.00	\$23.00	_____
_____	Director Chair	\$23.00	\$28.00	_____
_____	Wood Barstool	\$17.00	\$23.00	_____
_____	Black Swivel Barstool	\$23.00	\$28.00	_____
_____	Black / Chrome Barstool	\$23.00	\$28.00	_____

<b><u>MISCELLANEOUS</u></b>				
_____	Table Skirt	\$28.00	\$34.00	_____
_____	Velon Table Cover	\$6.00	\$9.00	_____
_____	Aluminum Easel	\$17.00	\$23.00	_____
_____	Brass Easel	\$34.00	\$40.00	_____
_____	Wastebasket	\$6.00	\$12.00	_____
_____	8 x 10 Drape Wall	\$45.00	\$55.00	_____

<b><u>FLOORING</u></b>				
_____	10 x 10 Carpet	\$95.00	\$110.00	_____
_____	10 x 20 Carpet	\$195.00	\$220.00	_____
_____	10 x 30 Carpet	\$290.00	\$325.00	_____

**CHOOSE CARPET COLOR:**

Black  Blue  Red  Gray

_____	10 x 10 AstroTurf	\$40.00	\$50.00	_____
_____	10 x 20 AstroTurf	\$80.00	\$105.00	_____
_____	10 x 30 AstroTurf	\$120.00	\$155.00	_____

**CHOOSE TURF COLOR**

Black  Green  Tan  Red  Blue/Black

_____	Carpet Padding (sq. ft)	\$ .95	\$ 1.10	_____
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QTY	Description	Disc. Price	Show Price	Total
<b><u>TABLES (L x W x H)</u></b>				
_____	4' x 30" x 30" Table	\$45.00	\$55.00	_____
_____	5' x 30" x 30" Table	\$50.00	\$60.00	_____
_____	6' x 30" x 30" Table	\$55.00	\$70.00	_____
_____	8' x 30" x 30" Table	\$60.00	\$75.00	_____
_____	4' x 30" x 40" Table	\$55.00	\$70.00	_____
_____	6' x 30" x 40" Table	\$65.00	\$80.00	_____
_____	8' x 30" x 40" Table	\$70.00	\$85.00	_____
_____	6 x 18" x 30" Table	\$60.00	\$70.00	_____
_____	8 x 18" x 30" Table	\$65.00	\$75.00	_____

**SPECIFY SKIRT COLOR (INCLUDED W/ TABLE)**

White  Black  Red  Blue  Purple  Teal

\* Tables are available without skirt or cover at half of listed price.

\* If no skirt color is chosen, table will be provided with a white skirt. Any swaps as a result will be at a 100% cancellation fee.

<b><u>ROUND TABLES</u></b>				
_____	24" Round	\$37.00	\$45.00	_____
_____	36" Round	\$45.00	\$50.00	_____
_____	24" Belly Bar (40" high)	\$45.00	\$50.00	_____
_____	36" Belly Bar (40" high)	\$50.00	\$55.00	_____

**TABLECLOTH**

_____	90" Round	\$30.00	\$35.00	_____
_____	120" Round	\$35.00	\$40.00	_____
_____	130" Round	\$48.00	\$54.00	_____
_____	60 x 120 Banquet	\$30.00	\$35.00	_____
_____	90 x 132 Banquet	\$35.00	\$40.00	_____
_____	90 x 156 Banquet	\$48.00	\$54.00	_____

**TOTAL: \$ \_\_\_\_\_**

**MISCELLANEOUS ITEMS (If you don't see what you need here, please call for more info. This is only a partial catalogue)**

QTY	DESCRIPTION	PRICE

**Customer is responsible for rental items from the time they are delivered until they are picked up by RCS**

**Mexport 2011 – 1462 Corporate Center Drive / San Diego, CA – May 19, 2011**

**Save Money & Conserve Electricity**

RCS is working with the **VENUE** on an energy conservation plan. We are requesting that you please turn off the electrical devices in your booth at the end of the show each day. VENUE will be shutting off the power in the exhibit hall approximately 30 minutes after the published show hours and turning the power on about 20 minutes prior to show opening.

If you have not ordered 24 hour power and require your power to be continuous you should order it immediately at the RCS Service Desk. If your booth happens to be in the same circuit as another customer that has ordered 24 hour power and you have not shut down the power in your booth, you will be charged for 24 hour power as well.

If you do not require 24 hour power, please turn off your electrical devices at the end of each show day. As part of this conservation plan, we will be strictly enforcing the 24 hour power policy. Please help us and save the added expense if you don't require the extra electricity. Thank you.

**ELECTRICAL ORDER CHECKLIST:**

- Check Rating Plates on your equipment to ensure that you will have the proper power to operate your booth
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display
- Order 24 hour power if required for refrigeration, computer systems, water pump, heaters, etc
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the electrical order form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power locations and distribution locations. You may use the Booth Layout Form for this purpose or provide your own floor plan
- Avoid code violations. Check the electrical code requirements on this information sheet
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish and within the booth.
- Place your order before the discount rate deadline and save on your electrical order
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

**ELECTRICAL CODE:**

Electrical Requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirement of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures is prohibited by order of fire prevention bureaus at trade shows and conventions
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

**Return to:** Raphael's Convention Services ♦ Fax: 858 444 2525 ♦ email: travis@rcsshows.com

All orders are governed by the RCS Terms & Conditions of Contract and Payment Policy in this Exhibitor Manual

**Mexport 2011 – 1462 Corporate Center Drive / San Diego, CA – May 19, 2011**

Company	Email	Booth #
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### PRICE LIST

### IMPORTANT INFORMATION

Description	Disc. Price	Show Price
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**120V MOTOR & EQUIPMENT OUTLETS**

5 Amp / 500 Watts	\$80.00	\$90.00
10 Amp / 1000 Watts	\$105.00	\$115.00
20 Amp / 2000 Watts	\$140.00	\$150.00
30 Amp		

**1Ø 208v MOTOR & EQUIPMENT OUTLETS**

10 Amp
20 Amp
30 Amp
60 Amp
100 Amp
200 Amp

**3Ø 208V MOTOR & EQUIPMENT OUTLETS**

10 Amp
20 Amp
30 Amp
60 Amp
100 Amp
200 Amp

**3Ø 480V MOTOR & EQUIPMENT OUTLETS**

20 Amp
30 Amp
60 Amp
100 Amp
200 Amp

**TRANSFORMERS**

Used to boost 208V to 230V – circle outlets requiring boost

Boost Amp (20 Amp minimum)

- Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.

- RCS 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. All electrical installations and connections to all electrical service should be made by an RCS electrician. RCS will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by persons other than an RCS electrician.

- Electricity will be turned on 30 minutes prior to show opening and shut down approximately 30 minutes after show close.

- **OUTLET LOCATION / DISTRIBUTION:** All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.

\* Please include Booth Layout Form for placement of outlets

**PLACE ORDER HERE:**

Description	Price	QTY	Total
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			\$
			\$
			\$
<b>Total All Items:</b>			

**To receive the discount rate, the booth layout form or a scaled plan for electrical distribution must be attached to this form or emailed to: travis@rcsshows.com**

I agree in placing this order that I have accepted RCS Payment Policy and Terms & Conditions of Contract

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

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

**Return to:** Raphael's Convention Services ♦ Fax: 858 444 2525 ♦ email: travis@rcsshow.com

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Company	Email	Booth #
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**Please complete this form if you need assistance installing or dismantling your booth or loading / unloading your vehicle. Additional labor services may be offered at your show. Please call for any requests that do not seem to be covered here.**

**INDICATE SERVICES NEEDED**

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> INSTALL  | <input type="checkbox"/> DISMANTLE |
| <input type="checkbox"/> LOAD     | <input type="checkbox"/> UNLOAD    |
| <input type="checkbox"/> FORKLIFT |                                    |

**PLACE ORDER HERE**

Date	Start Time	End Time	Total Hours	Total Workers	Labor Rate (per hour)	Total
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
					<b>TOTAL LABOR ORDERED</b>	\$

**I agree in placing this order that I have accepted RCS Payment Policy and RCS Terms & Conditions of Contract.**

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

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