



TEX EXPO
TEXAS EXPOSITION SERVICES

2018 EXHIBITOR KIT



CLINICAL ORTHOPAEDIC SOCIETY

SHERATON AUSTIN HOTEL AT THE CAPITAL
SEPTEMBER 27-28, 2018



Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Show Location: Sheraton Austin Hotel At The Capital

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

EXHIBITOR MOVE-IN

WEDNESDAY SEPTEMBER 26, 2018 4:00 PM - 5:00 PM

SHOW HOURS

THURSDAY SEPTEMBER 27, 2018 6:30 AM - 4:45 PM

FRIDAY SEPTEMBER 28, 2018 6:30 AM - 3:20 PM

EXHIBITOR MOVE-OUT

FRIDAY SEPTEMBER 28, 2018 3:30 PM - 5:00 PM

Move-Out Note: All carriers must check in no later than **4:00 PM on Friday, September 28, 2018** or freight will be shipped via Liberty^{cfs} Inc's terms/7 business day standard ground service.

BOOTH EQUIPMENT:

Each booth will be provided with an 8' BLACK background drape and 42" BLACK side divider drapes, a wastebasket and booth ID sign.

CARPET COLOR:

The booth and aisle areas will be carpeted HOTEL MULTI-COLORED carpet. You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

ADVANCE WAREHOUSE:

Texas Exposition Services
Clinical Orthopaedic Society
Exhibiting Company Name / Booth Number
5544 Armour Dr. Houston, TX. 77020

No delivery appointment required. Warehouse hours: 9:00 AM - 3:00 PM

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN Wednesday, September 19, 2018**. Any shipments received more than 30-days prior to the Move-In or after **Wednesday, September 19, 2018** will incur additional charges.

DIRECTLY TO FACILITY:

Sheraton Austin Hotel At The Capital
Clinical Orthopaedic Society
Exhibiting Company Name / Booth Number
c/o Texas Exposition Services
701 E. 11th St. Austin, TX. 78701

Shipments will be received at the exhibit facility **ONLY on: Wednesday, September 26, 2018 between 4:00 PM - 5:00 PM**

ASSISTANCE:

If you have any questions or would like assistance, please call our office at (713) 675-1690.





TEX EXPO
TEXAS EXPOSITION SERVICES

OFFICIAL SUPPLIERS

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

TEXAS EXPOSITION SERVICES

Administrative Offices
5544 Armour Drive
Houston, Texas 77020
Phone: (713) 675-1690
Fax: (713) 675-1680
orders@aexservices.com

**AIR, GROUND & VAN LINE
FREIGHT SERVICES**

LibertyCFS NV, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092

SHOW MANAGEMENT

Clinical Orthopaedic Society
110 West Road, Suite 227
Towson, MD. 21204
Phone: (410) 494-4994 x 248
Fax: (410) 494-0515
Email: LLacy@datatrace.com

SPECIALTY FURNITURE SERVICE

Administrative Offices
5544 Armour Drive
Houston, Texas 77020
Phone: (713) 675-1690
Fax: (713) 675-1680

**ELECTRICAL SERVICE/
TELEPHONE SERVICE/PSAV**

Sheraton Austin Hotel At The Capital
701 E. 11th St.
Austin, TX. 78701
Phone: (512) 404-6947
Fax: (512) 479-6458





TEX EXPO
TEXAS EXPOSITION SERVICES

Authorization and Agreement

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

Personal Credit Card

Corporate Credit Card

PRINT Name on Card: _____

PRINT Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____ Fax Number: () _____

Account Number: *Charge to:* AMEX VISA MASTERCARD DISCOVER

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Exp. Month & Year: _____ / _____

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled before set-up will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact Texas Exposition Services for removal. Booth inventory is conducted daily and items not rented from Texas Exposition Services will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an **"estimated"** total \$ _____

Confirm via:

E-mail: _____

You must sign the Authorized Signature line below for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including Texas Exposition Services Limits & Liabilities and Terms & Conditions.

Company Name: _____ Booth#: _____

Authorized Signature: _____



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY

The terms and conditions set forth below become a part of the Contract between Texas Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

Exhibitor's Materials are delivered to Texas Exposition Services' Advance Warehouse or to an Event site for which it is the contractor.

The Payment Authorization Form is accepted or signed.

An order for labor, services and/or rental equipment is placed by Exhibitor with Texas Exposition Services, Inc.

Work is performed on behalf of Exhibitor by labor secured through Texas Exposition Services, Inc.

DEFINITIONS

For purposes of this Contract, Texas Exposition Services, Inc., D/B/A Tex Expo ("Tex Expo") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Tex Expo may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Tex Expo except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. A 50% restocking fee will be applied to all Tex Expo rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If services have already been provided at the time of cancellation, price will remain at 100% of original charge. If the show or event is canceled because of reasons beyond Tex Expo's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Tex Expo will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise Tex Expo of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Tex Expo requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Tex Expo requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Texas upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Tex Expo shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of Texas. In the event of any dispute between the Exhibitor and Tex Expo relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Tex Expo for its services, as an offset against the amount of any alleged loss or damages. Any claim against Tex Expo shall be considered a separate transaction, and shall be resolved on its own merits. Tex Expo reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Tex Expo may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Tex Expo hereby provides notice that it reserves the right, and Exhibitor authorizes Tex Expo, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF Tex Expo – RESPONSIBILITIES:

Tex Expo shall be responsible for the performance of labor provided under this option. Tex Expo does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Tex Expo's direct supervision and control. In no event shall Tex Expo be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Tex Expo shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Tex Expo's reasonable control.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Tex Expo in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Tex Expo's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with Tex Expo representative to pick up/signout labor and to Tex Expo Representative to release/sign in labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Tex Expo from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Tex Expo employees, and/or property damage arising out of work performed by labor provided by Tex Expo but supervised by Exhibitor. Further, the Exhibitor's indemnification of Tex Expo includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Tex Expo to work in a manner that violates any of the above rules, regulations, and/or ordinances.

FREIGHT

1. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Tex Expo will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s booth at show site. Tex Expo highly recommends the securing of security services from facility or show management.
2. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Tex Expo will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials before same have been picked up for reloading at the conclusion of the event. Tex Expo highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Tex Expo by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Tex Expo and the actual count of such items in the booth at the time of pickup.
3. **PACKAGING & CRATES** – Tex Expo shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Tex Expo shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
4. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed or obliterated. Tex Expo assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Tex Expo labels; improper information on the empty labels. Tex Expo will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
5. **DELIVERY TO THE CARRIER FOR RELOADING** – Tex Expo assumes no responsibility for loss, damages, theft, or disappearance of Exhibitor’s materials after same have been delivered to exhibitor’s appointed contractor, shipper, or agent for transportation after the conclusion of the show. Tex Expo loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Tex Expo assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that arises out of improperly loaded materials.
6. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Tex Expo shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Tex Expo be responsible for any loss resulting from such rerouting designation.
7. **Tex Expo’S RESPONSIBILITIES** – Tex Expo shall be responsible only for those services which it directly provides. Tex Expo assumes no responsibility for any persons, parties, or other contracting firms not under Tex Expo’s direct supervision and control. Tex Expo’s performance hereunder is subject to, and Tex Expo shall not be responsible for loss, delay, or damages due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Tex Expo’s reasonable control, nor for ordinary wear and tear in the handling of materials.
8. **INSURANCE** – It is understood that Tex Expo is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide Tex Expo with a release of subrogation to the extent of any insurance settlement received.
9. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Tex Expo immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the “conclusion” of the show shall be construed as the time when Exhibitor’s materials are delivered to the carrier for transportation from the show site of from Tex Expo’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Tex Expo more than one (1) year after the date of loss or damage occurred.
 - a) **Maximum Recovery.** If found liable for any loss, Tex Expo’s sole and exclusive maximum liability for loss or damage to Exhibitor’s materials and Exhibitor’s sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

b) **Breach of Contract and/or Negligence only.** Tex Expo's liability shall be limited to any loss or damage which results solely from Tex Expo's negligence in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Tex Expo be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of Tex Expo or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if Tex Expo has been advised or had notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

c) **Lien.** Exhibitor grants Tex Expo a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of Tex Expo and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Tex Expo on its behalf, services performed, materials and/or labor from time to time provided by Tex Expo to or for the benefit of Exhibitor ("Obligations"). Tex Expo shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Tex Expo is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Tex Expo may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

10. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Tex Expo's liability stated herein. Tex Expo will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions neither to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

11. JURISDICTION / ARBITRATION - This contract shall be construed under the laws of the State of Texas without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Atlantic County, Texas. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless Tex Expo and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Tex Expo, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Tex Expo's equipment.
- Exhibitor's violation of Federal, State, County or Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

13. DRIVER LIABILITY WAIVER in consideration of Tex Expo permitting entrance to the premises you, your employer, the owner of the truck and/or equipment that you are operating (Truckowner) and you as agent of your employer and the truckowner, hereby assume all risk of injury or harm to yourself and others and damage to your property and property belonging to your employer or others arising from your activities while being permitted to enter the premises. You agree to enter at your own risk. You have full knowledge of any risk involved in this activity. You recognize the hazards and are aware of all the rules for safe operation. Your employer, the truckowner, and you agree to indemnify and hold harmless Tex Expo, its employees, officers, directors, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, and damages of any kind whatsoever arising from your activities while being permitted to enter the premise.

14. WAIVER & RELEASE - Exhibitor, as a material part of the consideration to Tex Expo for all rentals & services, including material handling services, waives and releases all claims against Tex Expo with respect to all matters for which Tex Expo has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

16. NO ORAL MODIFICATION OR WAIVERS. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.



FURNITURE RENTAL ORDER FORM

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$41.75	\$58.50	_____	_____
Padded Arm Chair	\$63.00	\$88.25	_____	_____
Padded Counter Stool	\$72.75	\$102.00	_____	_____
Cocktail Table 18" H	\$77.75	\$109.00	_____	_____
Cocktail Table 30" H	\$100.00	\$140.00	_____	_____
Cocktail Table 42" H	\$118.00	\$165.25	_____	_____
Literature Rack	\$90.50	\$126.75	_____	_____
Security Cage	\$307.20	\$430.25	_____	_____
Wastebasket	\$16.50	\$23.25	_____	_____
Easel	\$20.50	\$28.75	_____	_____
Chrome Sign Frame (22" W x 28" H)	\$73.75	\$103.25	_____	_____
Waterfall Bag Rack	\$82.50	\$115.50	_____	_____
Chrome Stanchion	\$53.75	\$75.25	_____	_____
Chrome Bag Holder	\$87.00	\$122.00	_____	_____
Chrome Clothes Tree	\$87.00	\$122.00	_____	_____
White/Silver Plastic Chain(/ft.)	\$4.50	\$6.50	_____	_____

DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$92.25	\$129.25	_____	_____
4' L x 24" W x 42" H	\$125.75	\$176.00	_____	_____
6' L x 24" W x 30" H	\$105.50	\$147.75	_____	_____
6' L x 24" W x 42" H	\$143.25	\$200.50	_____	_____
8' L x 24" W x 30" H	\$127.25	\$179.00	_____	_____
8' L x 24" W x 42" H	\$162.75	\$228.00	_____	_____
4th Side Drape 30"	\$31.25	\$43.75	_____	_____
4th Side Drape 42"	\$35.00	\$49.00	_____	_____

- Please select color:**
- Burgundy
 - Blue
 - Teal
 - Black
 - Purple
 - Show Color
 - Gray
 - Gold
 - Green
 - White
 - Red

Undraped Tables are 25% off of draped rate. (Circle size above)

TABLETOP RISERS -12" w x 8" h (Covered in white plastic)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step	\$39.50	\$55.50	_____	_____
6' Long, Single Step	\$59.25	\$83.00	_____	_____

- Please select color:**
(For background & side rail drape only)
- Burgundy
 - Blue
 - Teal
 - Black
 - Purple
 - Gray
 - Gold
 - Green
 - White
 - Red

DRAPES (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 42"	\$14.50	\$20.50	_____	_____
8' Background Drape	\$16.50	\$23.25	_____	_____

ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____






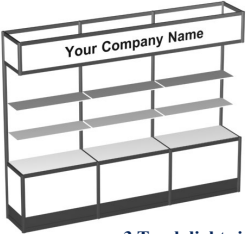
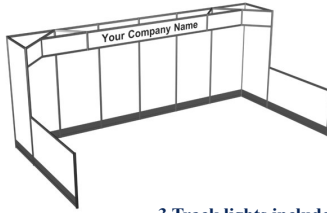
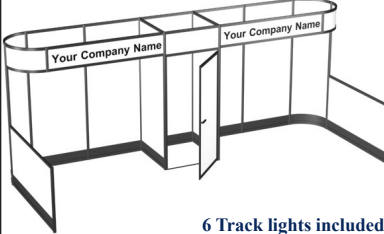
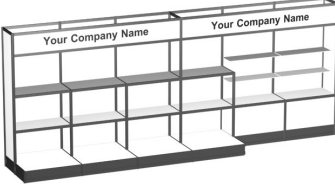
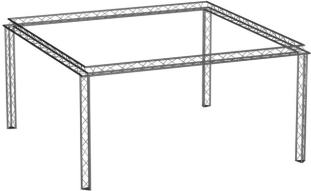
STANDARD MODULAR EXHIBIT RENTAL ORDER FORM

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

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<p>(#1) Curved Tabletop Pop-up</p>  <p>\$615.50</p> <p>Silver Velcro Compatible with (1) spotlight. Table Not Included.</p>	<p>(#2) Pop-up Display</p>  <p>\$1,168.50</p> <p>10' wide x 8' high Velcro Compatible with (2) spotlights</p>	<p>(#3) 10' x 10' Hard Wall Exhibit</p>  <p>\$2,080.75</p> <p>3 Track lights included</p>	<p>(#4) 10' x 10' Counter Exhibit</p>  <p>\$2,212.00</p> <p>3 Track lights included</p>
<p>(#5) 10' x 20' Exhibit</p>  <p>\$3,513.50</p> <p>3 Track lights included</p>	<p>(#6) 10' x 20' Curved Exhibit</p>  <p>\$4,105.75</p> <p>6 Track lights included</p>	<p>(#7) 10' x 20' Shelf Exhibit</p>  <p>\$4,169.50</p> <p>6 Track lights included</p>	<p>(#8) 20' x 20' Truss Unit</p>  <p>\$5,468.25</p> <p>Truss Available in Various Sizes and Configurations</p>

NOTE: Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- ❖ **Additional Lights** Qty. _____ Light @ \$80.50 each = \$ _____
- ❖ **Additional Hardware Shelves** Qty. _____ Shelves @ \$40.00 each = \$ _____
- ❖ **Slatwall Per Panel** Qty. _____ Slatwall @ \$131.25 each = \$ _____
- ❖ **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. _____ Colored panels @ \$13.75 each = \$ _____
- Qty. _____ Velcro panels @ \$32.75 each = \$ _____
- ❖ **Matching counters 42"H x 21"L x 40"W** Qty. _____ Counters @ \$150.25 each = \$ _____
- ❖ **Standard signage is black letters on a white background.**

PRINT SIGN TEXT BELOW:

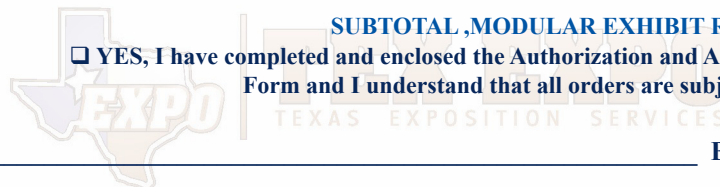
- ❖ **If you require a Custom Exhibit Design not shown above, please call (713) 675-1690**
- ❖ **Electric service IS NOT included. Please make arrangements in advance with exhibit facility.**

Unit# _____ Unit Price \$ _____

Add 30% if ordered after deadline \$ _____

SUBTOTAL, MODULAR EXHIBIT RENTAL ORDER \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.



Company Name: _____ Booth#: _____



Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay carpet below.)

Description	Discount	Standard	Total
9' x 10'	\$139.75	\$195.75	\$ _____
9' x 20'	\$279.50	\$391.50	\$ _____
9' x 30'	\$419.25	\$587.00	\$ _____
9' x 40'	\$559.00	\$782.75	\$ _____

Please select color:

Black Gray Burgundy

Teal Purple Green

Blue Red

Over 9' x 40' available pro rata.

This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see cut & lay section below.

- Add padding with the purchase of Rental Carpet for \$62.25 per 10' x 10' booth space.
- Add protective plastic covering with the purchase of Rental Carpet for \$51.00 per 10' x 10' booth space.

Number of 10' x 10' Booth Space(s) _____ x \$62.25 = _____

Number of 10' x 10' Booth Space(s) _____ x \$51.00 = _____

CUT & LAY CARPET (100 sq. ft. Minimum Order)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Discount	Standard	Total
\$4.00/sq.ft.	\$5.75/sq.ft. =	\$ _____

Please select color:

Black Gray Burgundy

Teal Purple Green

Blue Red

DECORATIONS PLUSH CARPET (Subject to availability)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Description	Discount	Standard	Total
34 oz.	\$5.50/sq.ft.	\$7.75/sq.ft. =	\$ _____
50 oz.	\$7.25/sq.ft.	\$10.25/sq.ft. =	\$ _____

Please select color:

Dusty Rose Light Teal Toast

Ivory Cream Sandstone

Baby Blue Sky Blue Navy

Misty Gray Silver Mist Gun Metal

Cherry Red Burgundy

Ebony Forest Green

Order must be received at least four weeks prior to the show.
Custom carpet is a luxurious 34 oz. or 50 oz. Carpet available in assorted decorator colors.
Swatches will be sent to you upon your request. Minimum order for decorators plush carpet is 200 sq. ft.

(All prices include installation and removal) SUBTOTAL CARPET RENTAL ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ Booth#: _____



PEGBOARD/TACKBOARD RENTAL ORDER FORM

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

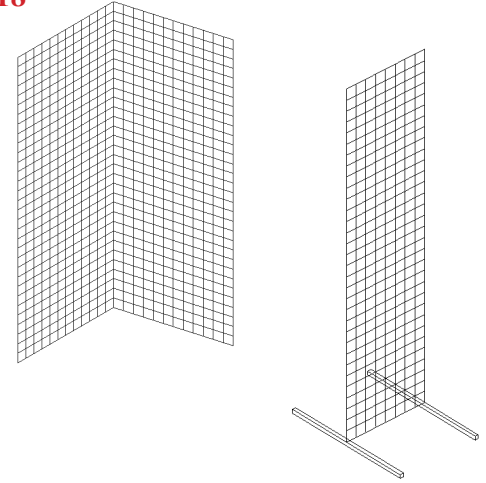
Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

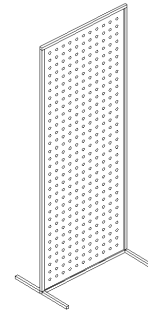
At least two panels are needed to be free standing without the use of feet.



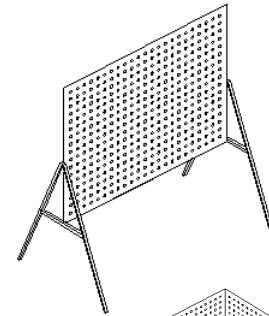
Description	Discount	Standard		Total
_____ 2' x 8'	\$89.25	\$125.00	each =	\$ _____
_____ Pair of feet	\$35.00	\$49.00	each =	\$ _____

WHITE PEG BOARD *(Shown on the right)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$81.50	\$114.25	_____	\$ _____
Style A - 4' w x 8' h Panel	\$153.50	\$215.00	_____	\$ _____
Style B - 8' w x 2' h Panel	\$81.50	\$114.25	_____	\$ _____
Style B - 8' w x 4' h Panel	\$153.50	\$215.00	_____	\$ _____
Style C - 10' w x 8' h Panel	\$551.25	\$771.75	_____	\$ _____
Peg Board Shelving 4' long	\$34.00	\$47.75	_____	\$ _____



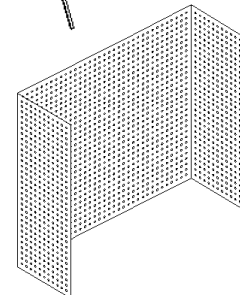
Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)

WHITE TACK BOARD *(Not displayed)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$81.50	\$114.25	_____	\$ _____
Style A - 4' w x 8' h Panel	\$153.50	\$215.00	_____	\$ _____
Style B - 8' w x 2' h Panel	\$81.50	\$114.25	_____	\$ _____
Style B - 8' w x 4' h Panel	\$153.50	\$215.00	_____	\$ _____
Style C - 10' w x 8' h Panel	\$551.25	\$771.75	_____	\$ _____



Style C
2' Returns

TOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.



Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society
Show Dates: September 27-28, 2018

CART RATE!!



(2' wide x 6' long x 3' high)

\$56.00

(PER CART, PER TRIP)

(For Personally Owned Vehicles: cars, station wagons, regular size 4x4s, and mini vans at a 200 lbs MAXIMUM weight. NO COMMERCIAL VEHICLES WILL BE ELIGIBLE FOR THIS SPECIAL RATE.)

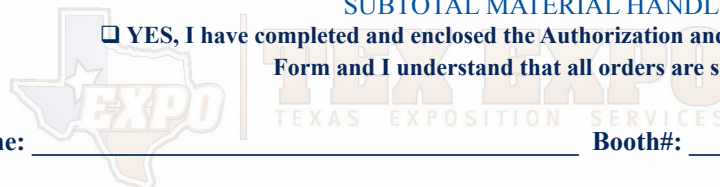
TEX EXPO HAS COME UP WITH A NEW COST EFFECTIVE METHOD TO HELP YOU IN THESE HARD ECONOMIC TIMES. BY USING THE CART RATE YOU WILL EXPERIENCE A SUBSTANTIAL SAVING OVER THE STANDARD MODE OF SHOWSITE DELIVERY.

Estimated charges for cart rate..... _____ cart loads x _____ = \$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ Booth#: _____





Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society
Show Dates: September 27-28, 2018

**MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).
SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE TEXAS EXPOSITION SERVICES' ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 Lb. MIN.)

Description	Receiving	S.T. In / S.T. Out	Overtime In or Out	(CWT = 100 lbs.)
				O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$54.75 per cwt. \$109.50 minimum	\$82.25 per cwt. \$164.50 minimum	\$109.50per cwt. \$219.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance Warehouse	\$82.00 per cwt. \$164.00 minimum	\$123.00 per cwt. \$246.00 minimum	\$164.00 per cwt. \$328.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$54.00 per cwt. \$108.00 minimum	\$81.00 per cwt. \$162.00 minimum	\$108.00 per cwt. \$216.00 minimum
B2 - VAN LINES and loose and uncrated shipments cwt.(Irregular route carrier)	Convention Site	\$82.00 per cwt. \$164.00 minimum	\$123.00 per cwt. \$246.00 minimum	\$164.00 per cwt. \$328.00 minimum
CART RATE PER TRIP (Small flat cart 32" wide x 48" long x 28" high Fee is per trip on a per load basis)	Convention Site	\$56.00 Per Trip, Per Load		

(S.T. = Straight Time / O.T. =Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to Texas Exposition Service's Warehouse to be picked-up by outside carriers. This fee of \$125.00 will apply for all shipments going to Texas Exposition Service's Warehouse to be shipped via UPS (Texas Exposition Service's account only)

Overtime Rates will apply if: • Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
• Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
• Warehouse freight is moved to the event floor on overtime due to scheduling.

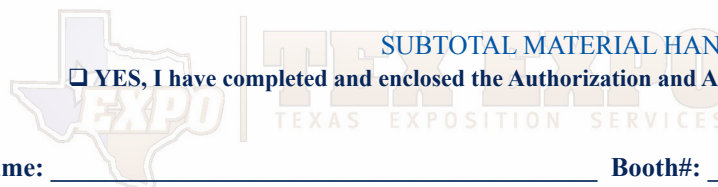
A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling

_____ lbs. x _____ per cwt. = \$ _____
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form.





TEX EXPO
TEXAS EXPOSITION SERVICES

ADVANCE WAREHOUSE SHIPPING

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Clinical Orthopaedic Society
C/O TEXAS EXPOSITION SERVICES
5544 ARMOUR DRIVE
HOUSTON, TX. 77020**

Deliver NO LATER than: **Wednesday, September 19, 2018**

Receiving 9:00 AM - 3:00 PM, Monday-Friday
Check In by 2pm





TEX EXPO
TEXAS EXPOSITION SERVICES

DIRECT SHIPMENT

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

DIRECT SHIPMENT TO Sheraton Austin Hotel

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Sheraton Austin Hotel At The Capital
Clinical Orthopaedic Society
C/O TEXAS EXPOSITION SERVICES
701 E. 11th St.
Austin, TX. 78701**

Deliver ONLY on:

Wednesday, September 26, 2018 between 4:00 PM - 5:00 PM





Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: Wednesday, September 12, 2018

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the information on the back of this form. Our cost for this service is 35% of your total labor bill (\$35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the Texas Exposition Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the Texas Exposition Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER
PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

	Discount	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$70.00 per hour	\$98.00 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$105.00 per hour	\$147.00 per hour
<u>Double Time</u> (Anytime on Holidays)	\$140.00 per hour	\$196.00 per hour

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

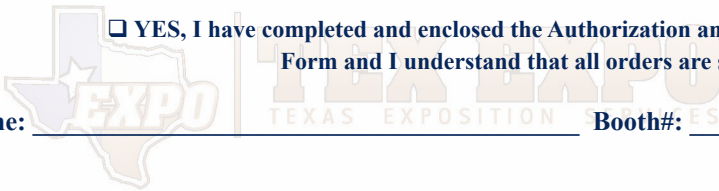
	Estimated Hours	Start Date	Start Time	Estimated Finish Time	# of Laborers	Rate	TexExpo Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ Booth#: _____





SUPERVISED INSTALLATION & DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: **Wednesday, September 12, 2018**

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at Warehouse Show Site Loading Dock
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
of Crates: _____ # of Cartons: _____ Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? Yes No
Set-up instructions: Attached to this order With display

RETURN SHIPPING:

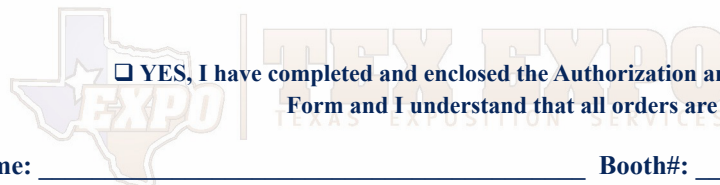
Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. _____ Re-route via contractors choice. 2. _____ Transfer to warehouse at exhibitor's expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____
Hotel: _____ Telephone: _____



YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.



Please Mail or Fax Completed Form to: TEXAS Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: **Wednesday, September 12, 2018**

USE THIS FORM TO ORDER LABOR FOR HANGING SIGNS & BANNERS FROM CEILING

TEXAS Exposition Services reserves the right to assemble, install and dismantle non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely hand the banner.

- All Signs & Banners will be approved by Show Management, TEXAS Exposition Services and the exhibit facility, prior to hanging.
- All Signs & Banners Hanging Orders must be received by the Deadline Date. Orders received after the deadline or at the Service Desk are subject to availability and a 50% surcharge.
- Complete plans for hanging must be provided and forwarded to TEXAS Exposition Services with this "Overhead Sign Labor Order Form" completed.
- If you sign requires electrical connections, please contact the electrical department for instructions.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF YOUR BANNER:

Date Required: _____

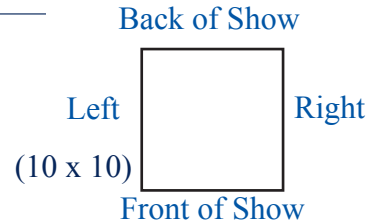
Type of Sign: Wood Metal Cloth Banner Other _____

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: Square Rectangle Circle Triangle Other _____

NUMBER OF FEET FROM FLOOR TO BOTTOM OF SIGN: _____

All Wire is Hung with 18 Gauge wire
 Any signs requiring additional supplies will be billed accordingly.
 Please draw dimensions to where you would like your sign, in the box to the left



RATES FOR HANGING SIGNS & BANNERS:

Charges are for a 1 hour minimum per crew for installation and a 1 hour minimum charge per crew for dismantle, with billing in 1 hour increments thereafter.

If a Sign or Banner requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be performed on a Time & Material basis.

	<u>Discount</u>	<u>Standard</u>
Straight time (8:00 am to 4:30 pm, Monday through Friday): _____	\$295.75 hr/crew	\$414.25 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am): _____	\$443.75 hr/crew	\$621.25 hr/crew
Double Overtime (Anytime on Holidays): _____	\$591.50 hr/crew	\$828.25 hr/crew

	Start Date	Start Time	Estimated Finish Time	Rate	Estimated Total Cost
Installation					
Dismantle					

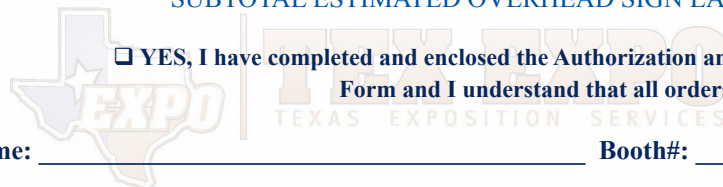
SHIPPING:

See "Material Handling Order Form" for shipping addresses and other information.

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ **Booth#:** _____





FORKLIFT AND RIGGING CREW ORDER FORM

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: **Wednesday, September 12, 2018**

Please Mail or Fax Completed Form to: TEXAS Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

**ONLY USE THIS FORM IF HEAVY OR LARGE ITEMS MUST BE EXACTLY PLACED
WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT**

(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

Please complete the Material Handling Form for unloading and moving freight to your booth.

ORDER FOR FORKLIFT AND RIGGING CREW

A Rigging Crew consists of a fork lift, operator, rigger and helper.

**PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)
LET US DO THE WORK FOR YOU - YOU WALK AWAY!**

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

All work is done under the direction of TEXAS Exposition Services. Our charge for this service is 35% of your total labor bill. This service provides our expert supervision and saves the expense and productive time of your own personnel.

Please note: Our liability for damages, for whatever reason, is limited to our bill cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the TEXAS Exposition Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the TEXAS Exposition Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). **ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.**

LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

	<u>Discount</u>	<u>Standard</u>
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$295.75 hr/crew	\$414.25 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$443.75 hr/crew	\$621.25 hr/crew
Double Overtime (Anytime on Holidays):	\$591.50 hr/crew	\$828.25 hr/crew

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

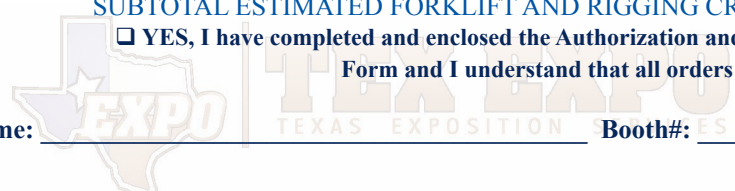
	# of Rigging Crews	Start Date	Start Time	Estimated Finish Time	Estimated Hours	Rate	Texas Expo Supervision	Estimated Total
Installation							35%	
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ **Booth#:** _____





CLEANING SERVICE ORDER FORM

Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: **Wednesday, September 12, 2018**

Please Mail or Fax Completed Form to: TEXAS Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from AEX Convention Services are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

			Discount	Standard
<input type="radio"/>	One Time	Vacuum carpet before initial opening of event	\$.35/sq. ft.	\$.49/sq. ft.
<input type="radio"/>	Daily	Vacuum carpet before initial opening of event and daily thereafter	\$.30/sq. ft./day	\$.41/sq. ft./day

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	\$162.75	\$228.00

Please check preference below:

Daily Once (Specify Day) _____ Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ **Booth#:** _____





Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

Deadline Date To Receive Discounted Rates: **Wednesday, September 12, 2018**

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1688
Email: orders@tex-expo.com

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics

Full-Service Graphic Production

Looking for trade show graphics that will get you noticed? Why ship graphic materials to your show? We have full service graphic production capabilities that can meet your design and production needs and deliver the final product right to your booth! We'd be glad to take your graphic order and make it quick, make it easy and of course, make it big!

For more information call Texas Exposition Services at 713-675-1690.

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR DIGITAL SIGNAGE

Description	Discount	Standard	Qty.	Total
14" x 22" Poster	\$28.00	\$39.25	_____	_____
14" x 44" Poster	\$50.50	\$70.75	_____	_____
22" x 28" Poster	\$55.75	\$73.50	_____	_____
28" x 44" Poster	\$100.75	\$141.00	_____	_____

FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$165.00	\$231.00	_____	_____
3' x 8'	\$222.00	\$311.00	_____	_____
4' x 8'	\$284.50	\$398.50	_____	_____
Grommets	\$2.25	\$3.25	_____	_____
Pole Pockets	\$6.25	\$8.75	_____	_____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	_____

COPY AND LAYOUT SPECIFICATIONS

Indicate: _____ Vertical or _____ Horizontal (Please attach a layout to this for if necessary)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 10 days prior to the first day of installation)

- E-mail graphic files to orders@tex-expo.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ **Booth#:** _____



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Show Name: Clinical Orthopaedic Society

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To: Tex Expo Services

Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the Sheraton Austin Hotel At The Capital.

Third Party/Display House:

Address: _____

City : _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Your Name: _____ Your Signature: _____

Date: _____

Display house must also provide a Certificate of Insurance to Tex Expo

	Exhibitor will pay	Third Party will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

Acceptance of this third party billing is contingent upon:

An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: _____ **Booth#:** _____





Show Name: Clinical Orthopaedic Society

Show Dates: September 27-28, 2018

UNION REGULATION

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

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the “Labor Order Form” in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas Exposition Services request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas Exposition Services employees. Any request for such should be brought to the attention of an Texas Exposition Services representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the “Labor Order Form” and the necessary ladders and/or tools will be provided.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide air and sea freight forwarding services that are 100 % devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping needs, be it across town, or across the continent

Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

Exhibitor Services

Pre-Show Support

- Liberty will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”



Transportation Services



LibertyCFS NV, Inc.

Order Form

Tel: (905) 338-3993 Fax: (905) 338-1092

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation Customs Only Transportation Only **Return Only**

Pick-up Location	Company			Destination	Exhibitor		Booth		
	IRS # Tax ID				Show Name				
	Address 1				Address 1				
	Address 2				Address 2				
	City	State	Zip		Address 3				
	Contact				City	State	Zip		
	Phone		Fax		On-site Contact			Cell	

<input type="checkbox"/> Shipper	Other:			<input type="checkbox"/> Shipper	Other:			
Billing Address	Address 1			Return Freight to	Address 1			
	Address 2				Address 2			
	City	State	Zip		City	State	Zip	
	Contact				Contact			Phone
	Phone		Fax		PU Date		Arrive by	

Credit Card	Card Number:			Charge to:			<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Expiry Date:		Security Code:		E-mail Address:				
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.					Card Holder Name			
						Signature			

Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

- Express Economy LTL 5-7 Day Overseas
 Inside Pickup Inside Delivery
 Liftgate for pickup Liftgate for delivery
 Other (Specify below)

Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ _____

FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature _____

Transportation & Customs

Please note: When shipping to a second conference, please complete a second form

Print Form



VENDOR INFORMATION

Welcome and thank you for choosing to exhibit at Clinical Orthopaedic Society

DIRECTIONS TO THE HOTEL

From North

Take Interstate 35 South towards downtown Austin. Take Exit 234C (6th - 12th Streets - State Capitol) and the hotel is located at the corner of 11th Street and the I-35 access road.

From West

Take Highway 183 South to Interstate 35 South and take Exit 234 C (6th - 12 Streets - State Capitol). The hotel is located at the corner of 11th Street and the I-35 access road.

From Austin Bergstrom International Airport

Take Presidential Boulevard to SH 71W and take Exit 183 North towards downtown. Exit 7th Street and proceed to Interstate 35 access road and turn left. Make another left turn on 11th Street. The hotel is ahead at the intersection.

From South

Take Interstate 35 North towards downtown and take Exit 234 C (6th - 12 Streets - South Capitol). The hotel is located at the corner of 11th Street and the I-35 access road.

SHIPPING / RECEIVING

Tex Expo is managing exhibitor shipping for this program.
Please refer to their shipping instructions provided in your exhibitor materials.

If you are bringing materials with you instead of shipping them ahead, all unloading and loading needs to be done via *the loading dock located on the 10th Street side of the building.*

Please do not load/unload at the front entrance of the hotel without written permission of your Convention Services Manager

BOOTH NEEDS / ORDER FORM

Attached is an order form for items you might need above and beyond what is being provided. For electrical, internet access or audio/visual support, please reference the PSAV Exhibitor Form.

In order to make your stay enjoyable and productive, our Convention Services team is standing by to assist you with your exhibiting needs. Please feel free to contact us directly at **512-404-6933** or **ekitzman@sheratonaustinhotel.com**.



SHERATON AUSTIN VENDOR REQUIREMENTS REQUEST FORM

Thank you for exhibiting at Clinical Orthopaedic Society!

Please return this form to **Elizabeth Kitzman** at **ekitzman@sheratonaustinhotel.com** or by fax to **512-479-6458**.

Vendor Number: _____
(For Hotel use only)

Conference Name: Clinical Orthopaedic Society

Date Needed: _____
(please include start time and end time)

Vendor Name (Business Name) : _____

Contact Name: _____ **Email:** _____

Address: _____

Phone: _____ **Fax:** _____

On-site Contact (if different than above): _____

Mobile Phone: _____ **Email:** _____

Billing Information

CREDIT CARD: Please provide an email address to receive a credit card authorization form

or **BILL TO GUEST ROOM NAME** _____ **CONFIRMATION NUMBER** _____

Items Required (prices are per day utilized)

_____ **Additional Chairs @ \$5 /each** (2 chairs already provided in each booth)

_____ **Additional Draped 6' x 30" Table(s) @ \$35 each**

_____ **Additional Draped 6' x 18" Table(s) @ \$35 each**

_____ **Draped Cocktail Round @ \$35/each**

_____ **Additional Table Drapes / Linens @ \$ 10 each**

All pricing subject to 24% Service Charge and 8.25% Sales Tax

All Audio Visual needs to be routed through PSAV - (512) 404-6947

Including internet access, electricity hook-up, power cords, flip charts, easels, conference phones etc...

**** THIS FORM IS ONLY FOR BASIC REQUIRMENTS: ADDITONAL REQUIREMENTS CAN BE REQUESTED, CHARGES TO BE ESTABLISHED AT THAT TIME. NO SERVICE WILL BE PROVIDED UNTIL METHOD OF PAYMENT HAS BEEN CONFIRMED.****



Office 512.404.6947

Fax 512.404.6911

Exhibitor Services Order Form

Contact Information

Exhibitor Company Name _____

Contact Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Fax Number _____

Email Address _____

Payment Terms & Conditions

- Full payment, including sales tax, is due 10 business days prior to group event. Purchase orders are not accepted.
- Cancellations less than 24 hours prior to exhibit load-in will be charged 100% of one day's rate.
- A representative must be in your booth to sign for delivery of equipment.
- The Equipment requested is for use in the exhibit area only.
- Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitor's care or control. Any additions or variances will be billed within 24 hours after close of the event program.
- A 22% Labor Fee will be applied to all AV equipment rented for set, strike & delivery for each day's use.**

Set Up Information (Please provide the requested information)

Program _____

Function Room _____ Booth # _____

Set Up Date _____ Setup Time _____

End Date _____ End Time _____

Quantity x Days = Total

Computer Display Packages

20" LCD Monitor	\$200.00	x	_____	x	_____	=	_____
32" LCD TV	\$320.00	x	_____	x	_____	=	_____
50" Plasma Display	\$500.00	x	_____	x	_____	=	_____
Projection (3300 lumen)	\$725.00	x	_____	x	_____	=	_____

Video Equipment

DVD/VCR Combo*	\$65.00	x	_____	x	_____	=	_____
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Audio Equipment

Self Powered Speaker*	\$85.00	x	_____	x	_____	=	_____
4 Channel Mixer*	\$50.00	x	_____	x	_____	=	_____
12 Channel Mixer*	\$100.00	x	_____	x	_____	=	_____
Wireless Microphone*	\$150.00	x	_____	x	_____	=	_____
CD Player*	\$65.00	x	_____	x	_____	=	_____

Accessories

Easel*	\$10.00	x	_____	x	_____	=	_____
Tripod Screen (up to 8' x 8')*	\$75.00	x	_____	x	_____	=	_____
Wireless Mouse*	\$45.00	x	_____	x	_____	=	_____
25' VGA Cable*	\$25.00	x	_____	x	_____	=	_____

Electricity

Power Package	\$45.00	x	_____	x	_____	=	_____
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(Includes: electricity, power cord, power strip and labor)

High Speed Internet

Wireless Connection (.25 Mb)	\$35.00	x	_____	x	_____	=	_____
Wired Connection (1 Mb)	\$125.00	x	_____	x	_____	=	_____

Payment Please complete the requested information		Equipment Subtotal	
Card Holder's Name		*22% Labor Fee	
Billing Address		(for applicable items)	
Card Number		8.25% Sales Tax	
Expiration Date	Verification #	Grand Total	
Card Type		Signature	