



REVISED 12/10/08-b

March 17, 2009

Dear 2009 SE States Conference Exhibitor :

We take this opportunity to welcome you to the Shreveport Convention Center – the premier convention facility in Louisiana! Our staff eagerly awaits the opportunity to serve you. Please familiarize yourself with the following guidelines under which we operate, and feel free to ask a member of our staff if you have questions regarding any of our procedures:

- Materials may not be taped, stapled, nailed, or affixed to ceilings, painted surfaces, columns, fabrics, or decorative walls in the Center.
- All banners other than those affixed to your exhibit booth pipe & drape must be hung by SCC staff. Please see banner flyer for appropriate rates. All banners must be 14' high from the floor up. This is a regulation on behalf of 2009 SE States Conference.
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- Exhibitors who manufacture, process, or distribute food in their normal course of business may distribute free food samples, provided their food samples are packaged for off-premise consumption or are not larger than one (1) ounce ("bite-size"), and beverage samples are not larger than two (2) ounce cups. Exhibitors who do not manufacture, process, or distribute food in their normal course of business and would like to distribute food from their booths must purchase from the SCC Food & Beverage Department. All food distribution must be pre-approved. Decisions made by SCC are final.
- Loading & unloading is permitted only through the loading dock located at the rear of the building. The rear door measurements are 14' tall and 19' wide.
- Forklifts and heavy equipment can be rented and may be operated by SCC personnel only. Exhibitors are allowed to bring in forklift, however proof of insurance for personal & property damages along with workmen's comp must be provided and submitted in advance of arrival. Equipment must meet all operating standards.
- Vendor access is only through the rear of the building (dock). After the first day of the show, vendors will only be permitted in the hall one (1) hour prior to show time.
- Animals and pets are not permitted in the Center, except in conjunction with a pre-approved (in writing) exhibit, display show, etc. Service dogs are permitted.
- The use of helium balloons, confetti, and/or glitter must be approved by the General Manager. Helium tanks must be tied down and secured in designated storage areas. Costs associated with the clean up of balloons, confetti or related materials are the responsibility of the exhibitor.
- All facility utilities and equipment are the property of the Center and it is prohibited to access, tamper, or otherwise utilize said utilities or equipment without prior written approval. Exhibitors are not permitted to share utilities. Please inquire with show management or facility personnel for associated costs.
- City Ordinance #37 prohibits smoking in the Center. Designated smoking areas are located outside the building and identifiable by appropriate signage.
- All fire and safety regulations must be adhered to. At no time may exit doors be blocked or obstructed. Combustible decorative material must be flame retardant.
- Adhesive backed decals and stickers may not be distributed anywhere on the premises.



REVISED 12/10/08-b

- Motorized vehicles displayed in the building must have less than 1/8 tank of fuel and one battery cable disconnected. Plastic provided by the client, must be placed under the entire length of the vehicle (after it is cooled). Wheels must be placed on carpet squares or plywood when displayed on carpeted areas. *Keys and security alarm deactivation codes must be left with the SCC Security Department.*
  
- Motorized vehicles, carts, bicycles or similar equipment may not be operated in public areas or in any carpeted area of the facility.
  
- All shipments made to SCC property must have on the shipping label: Event Name, Contact person's name, Event Manager's name (with SCC). All shipments made 24-hrs prior to move-in day is a storage fee of \$30 per 100lbs.

Failure to comply with the above or any Building Regulations can result in additional financial obligations on the part of the 2009 SE States Conference and/or the exhibitor. We look forward to a smooth and successful conference, and having you as our guest in the future.

Sincerely,

*Marla Mitchell*

Marla P. Mitchell  
Senior Event Services Manager

PO Box 1774 ▪ Shreveport, Louisiana 71166 ▪ 318/841-4000 Phone ▪ 318/841-4216 Fax



### NOTIFICATION OF INTENT TO USE THIRD-PARTY SERVICE CONTRACTOR

If your company plans to use a firm other than the SHREVEPORT CONVENTION CENTER, please complete this form and return by mail or fax to the address or fax number listed below.

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibitor Address: \_\_\_\_\_  
\_\_\_\_\_

On-Site Exhibitor Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Appointed Contractor Name: \_\_\_\_\_

Contractor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
\_\_\_\_\_

On-Site Contractor Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please advise the Non-Official Service Contractor they MUST send a current General Liability Insurance Certificate no later than one (1) month prior to the event move-in date or they will not be permitted to service your exhibit. This certificate should be sent to SHREVEPORT CONVENTION CENTER, by mail or fax, to the address or fax number listed below. It is the exhibitor's responsibility to make sure each representative abides by the rules and regulations set forth in the guidelines.

\*\*\* All requests for services must be provided no later than five (5) days prior to the event, unless otherwise agreed upon in writing.

**Deadline date to return this notification is \_\_\_\_\_.**

Please return to Shreveport Convention Center  
400 Caddo Street  
Shreveport, LA 71101  
Telephone (318) 841-4000  
Event Services Fax (318) 841-4216



REVISED 12/10/08-b

## OFFICIAL & EXHIBITOR APPOINTED CONTRACTORS

### OFFICIAL SERVICE CONTRACTORS

*Acting on behalf of all Exhibitors and in the best interest of the exposition, the Shreveport Convention Center will be your, Third-Party Contractor, to perform and provide necessary services and equipment. The Shreveport Convention Center is appointed to:*

- Insure or make necessary arrangements for the orderly and efficient installation and removal of the overall exposition.
- Assure or make necessary arrangements for the distribution of labor to all Exhibitors according to need.
- Provide or make necessary arrangements sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations.

*The Shreveport Convention Center will provide services, including labor. Exceptions are:*

- \* Supervision may be provided by the Exhibitor.
- \* The Exhibitor may appoint an exhibit installation contractor or display builder.

### EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify the Shreveport Convention Center (SCC) in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to SCC at least 10 days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the SCC.
4. For services such as electrical, cleaning and material handling, no contractor other than the SCC will be approved. This regulation is necessary of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The EAC to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
  - Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  - SCC must be named as additional insured.
6. The Exhibitor Appointed Contractor:
  - Must agree to abide by all rules and regulations of the show, including all union rules and regulations
  - Must have all business licenses, permits and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work and shall provide SCC with evidence of compliance.
  - Will share with SCC all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
  - Must furnish Show Management and SCC with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - Must confine its operations to the exhibit area or its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
  - Shall provide, if requested, evidence to SCC it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
  - Must coordinate all of its activities with SCC.
7. All information must be received in the SCC office no later than 30 days prior to the show

***Please be advised that all prices are subject to change. If you have questions, please contact your Event Coordinator.***

## **Safety First!**

### **NOTICE TO ALL EXHIBITORS**

PLEASE WATCH FOR MOVING VEHICLES SUCH AS MOTORIZED CARTS, SCOOTERS AND FORKLIFTS. THE DRIVER MAY NOT BE ABLE TO SEE YOU.

TO ENSURE THEIR SAFETY, CHILDREN ARE NOT ALLOWED ON THE SHOW FLOOR DURING MOVE-IN OR MOVE-OUT.

PER FIRE MARSHALL REGULATIONS, YOU MAY NOT PIN, STAPLE OR AFFIX ANYTHING TO THE BOOTH DRAPES OR TABLE SKIRTS.

PLEASE **DO NOT** STAND ON TABLES OR CHAIRS. LABOR IS AVAILABLE AT THE SERVICE DESK TO ASSIST YOU.

PLEASE **DO NOT** REMOVE BOOTH DRAPES, SKIRTS OR TABLES. PLEASE CONTACT SHOW DESK FOR ASSISTANCE.

ALL DAMAGE WILL BE ASSESSED AND BILLED TO THE EXHIBITOR.

SHREVEPORT CONVENTION CENTER DOES NOT LOAN EQUIPMENT, TOOLS OR DOLLIES.



REVISED 12/10/08-b

## PAYMENT & LABOR TERMS & CONDITIONS

The terms and conditions set forth below become a part of the contractual agreement between Shreveport Convention Center and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- **WHEN AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SHREVEPORT CONVENTION CENTER; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH SHREVEPORT CONVENTION CENTER.**

**Definitions:** The name "Shreveport Convention Center" shall be construed within the meaning of this contract as Shreveport Convention Center (SCC), also dba "Shreveport Convention Center", and/or its employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCC may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (EAC).

**Payment Terms:** Full payment, including any 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. or Canadian bank. The term "U.S. Funds" must be pre-printed on all Canadian Checks. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCC, except where specifically identified as a sale. All SCC rentals include delivery, installation and removal for EXHIBITOR'S booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 40% restocking fee will be applied to all SCC rental items with the exception of Plush Carpet, Custom Cut Carpet, Signs and any other custom order items, which will remain 100% of the original charge. It is the EXHIBITOR'S responsibility to advise your SCC Event Coordinator of any problems with any order and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, SCC requires an exemption certificate for the State of Louisiana. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to customers. For international EXHIBITORS, SCC requires 100% prepayment of advance orders and any other orders or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show, terms will be met, due and payment in Shreveport, LA, upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a LATE 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 will automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCC 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 LOUISIANA. In the event of any dispute between EXHIBITOR and SCC relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to SCC for its services, as an offset against the amount of any alleged loss or damage. Any claim against SCC shall be considered a separate transaction and shall be resolved on its own merits. SCC reserves the right to charge EXHIBITOR for the difference between EXHIBITOR'S estimate or charges and the actual charges incurred by EXHIBITOR, or for any charges that SCC may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

**OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF SHREVEPORT CONVENTION CENTER EVENTS RESPONSIBILITIES:** SCC shall be responsible for the performance of labor provided under this option. SCC cannot assume responsibility for any acts of, or loss to, parties and/or other contracting firms not under SCC's direct supervision and control. In no event shall SCC be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to being later than the start of the working day. SCC shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages or other causes beyond SCC's reasonable control.

**INDEMNIFICATION:** SCC agrees to indemnify, hold harmless and defend EXHIBITOR from and against any and all demands, claims, causes of actions, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury to SCC employees, or property damage arising out of work performed by labor provided by and supervised by SCC, except when EXHIBITOR exercises direction and/or control over the work being performed.

**OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:** EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through the SCC 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 SCC guidelines and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor and to return to the Service Desk to release the labor when the work is completed.

**INDEMNIFICATION:** EXHIBITOR agrees to indemnify, hold harmless and defend SCC from and against any and all demands, claims, causes or action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury to SCC employees, and/or property damage arising out of work performed by labor provided by SCC but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of SCC 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 SCC to work in a manner that violates any of the above rules, regulations, and/or ordinances.

**IMPORTANT: PLEASE REFER TO SHREVEPORT CONVENTION CENTER MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES.**



REVISED 12/10/08-b

**PAYMENT AUTHORIZATION FORM**

<b>Show Name:</b>		
<b>Company Name:</b>	<b>Booth #:</b>	
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Ordered By: (please print)</b>		
<b>Signature:</b>	<b>Date:</b>	

**Your Signature Below Denotes Acceptance of All Terms & Conditions Printed on Reverse.**

**COMPANY CHECK**  
 Please make check payable to: Shreveport Convention Center. Checks must be in U.S. funds drawn on a U.S. bank or Canadian bank.

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative(s), including without limitation, any shipping charges. Please complete the information requested below.

AMERICAN EXPRESS     DISCOVER     MASTERCARD     VISA

<b>Account No:</b>	<b>3-4 Digit Security#:</b>	<b>Exp. Date:</b>
<b>Cardholder Name: (Please Print)</b>		
<b>Cardholder Signature:</b>		
<b>Cardholder Billing Address:</b>		
<b>City/State/Zip</b>		

**ENTER TOTALS HERE**  
**(DON'T FORGET TO RETURN FORMS FOR REQUESTED SERVICES.)**

FURNITURE	CARPET	CLEANING	LABOR TO INSTALL	LABOR TO DISMANTLE	SIGNS	MATERIAL HANDLING	FLORAL

\*Remember to Order in Advance to save time & money.  
 Orders received without payment or after the Discount  
 Deadline Date will be charged at standard rates.

**TOTAL OF ALL  
 CHARGES**

**THIS FORM MUST ACCOMPANY YOUR ORDER**  
**Please Return to SHREVEPORT CONVENTION CENTER**  
 400 Caddo Street                      Shreveport, LA 71101  
 Ph: (318) 841-4000    Fax: (318) 841-4216



REVISED 12/10/08-b

This includes: One (1) 8' rectangular table draped and skirted, two (2) chairs, vendor sign and booth number, one (1) 8' back drape and two (2) 3' side drapes.

**60 booths and under**

10'x 10' = \$ 60.00 each

10' x 20' =\$ 76.00 each

10' x 30' =\$127.00 each

10' x 40' =\$178.00 each

**60 booths and above**

10'x 10' = \$ 50.00 each

10' x 20' =\$ 66.00 each

10' x 30' =\$112.00 each

10' x 40' =\$157.00 each

Company Name:	Booth #:
Contact Name:	Phone #:



REVISED 12/10/08-b

## FURNITURE & ACCESSORIES ORDER FORM

Qty	Description	Discount Rate	Std Rate	Total
	**Side Chair	None	\$ 10.00	\$
	Padded Arm Chair	\$ 27.00	\$ 35.00	\$
	Padded Stool	\$ 32.00	\$ 41.50	\$
	Wastebasket w/liner	\$ 9.00	\$ 11.70	\$
	Chrome Tripod Easel	\$ 19.00	\$ 24.50	\$
	Chrome Sign Holder	\$ 30.00	\$ 39.00	\$
	Chrome Bag Rack	\$ 25.00	\$ 32.50	\$
	Round Pedestal Table (30"d x 30"h) does not include linen	\$ 35.00	\$ 45.50	\$
	Round Pedestal Table (36"d x 30"h) does not include linen	\$ 35.00	\$ 45.50	\$
	Round Pedestal Table (30"d x 42"h) does not include linen	\$ 35.00	\$ 45.50	\$
	Round Pedestal Table (36"d x 42"h) does not include linen	\$ 35.00	\$ 45.50	\$
	Additional Linen (for round pedestal table)	\$ 24.50	\$ 35.00	
	Pole Base	\$ 8.00	\$ 8.00	\$
	8' Pole	\$ 8.00	\$ 8.00	\$
	Adjustable Spreader Bar	\$ 10.00	\$ 10.00	\$
	Literature Rack (8.5"x11" pockets) <b>Circle: black or gray</b>	\$ 75.00	\$ 97.50	\$
	Chrome Stanchion	\$ 25.00	\$ 32.50	\$
	White Plastic Chain (per ft.)	\$ 3.00	\$ 3.90	\$
	3' high drape (per linear ft.) – <i>*please circle color below.</i>	\$ 6.00	\$ 7.80	\$
	8' high drape (per linear ft.) – <i>*please circle color below.</i>	\$ 9.00	\$ 11.70	\$

\*Please circle color for table skirt/ Drape: **Berry Plum Black Red Blue Teal Burgundy Silver Dark Green White Gold**

<b>30" high draped table, 24" wide, topped in white vinyl, skirted on 3 sides*</b>				
	4' Draped Table	\$ 50.00	\$ 65.00	\$
	6' Draped Table	\$ 60.00	\$ 78.00	\$
	8' Draped Table	\$ 65.00	\$ 84.50	\$
	4 <sup>th</sup> Side Table Drape	\$ 19.00	\$ 24.50	\$
<b>42" high draped tables, 24" wide, topped in white vinyl, skirted on 3 sides*</b>				
	4' Draped Table	\$ 75.00	\$ 97.50	\$
	6' Draped Table	\$ 85.00	\$ 110.50	\$
	8' Draped Table	\$ 90.00	\$ 117.00	\$
	4 <sup>th</sup> Side Table Drape	\$ 19.00	\$ 24.50	\$
<b>30" high undraped table, 24" wide, topped in white vinyl only</b>				
	4' Undraped Table	\$ 25.00	\$ 32.50	\$
	6' Undraped Table	\$ 30.00	\$ 39.00	\$
	8' Undraped Table	\$ 32.50	\$ 42.00	\$
<b>42" high undraped table, 24" wide, topped in white vinyl only</b>				
	4' Undraped Table	\$ 37.50	\$ 48.50	\$
	6' Undraped Table	\$ 42.50	\$ 55.00	\$
	8' Undraped Table	\$ 45.00	\$ 58.50	\$
<b>Table Top Risers, white only</b>				
	6' Single Riser, 12" high	\$ 40.00	\$ 52.00	\$
	8' Single Riser, 12" high	\$ 55.00	\$ 71.50	\$
	6' Double Riser	\$ 80.00	\$ 104.00	\$
	8' Double Riser	\$ 110.00	\$ 143.00	\$
	Peg Board Panels, 4' x 8' <input type="checkbox"/> vertical <input type="checkbox"/> horizontal	\$ 65.00	\$ 84.50	\$
	Bulletin Board, 4' x 6' (horizontal only)	\$ 55.00	\$ 71.50	\$
	White Vinyl Topper (8' length)	\$ 2.00	\$ 2.00	\$

<b>Sub-total</b>	\$
<b>8.60% Tax</b>	\$
<b>Total</b>	\$

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

PLEASE RETURN TO SHREVEPORT CONVENTION CENTER





REVISED 12/10/08-b

\*FOR ANY OTHER SPECIAL REQUESTS, PLEASE CONTACT OUR EVENT SERVICES COORDINATOR.  
Your booth size is 10' x 10'. It includes one (1) Identification sign, one (1) 8' table (draped & skirted), two (2) chairs, one (1) 8' back drape and one (1) 3' side drape, and one (1) wastepaper basket.

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**  
**PLEASE RETURN TO SHREVEPORT CONVENTION CENTER EVENTS**  
400 Caddo Street                      Shreveport, LA 71101  
(318) 841-4000 Fax: (318) 841-4216



REVISED 12/10/08-b

**BOOTH CARPET ORDER FORM**

Standard Booth Carpet: PLEASE CIRCLE COLOR: Berry Black Blue Burgundy Dark Green Gray Plum  
 Red Teal Booth Size: \_\_\_\_X\_\_\_\_

Qty	Description	Discount Rate	Std Rate	Total
	9' x 10' Standard Carpet	\$ 65.00	\$ 84.50	\$
	9' x 20' Standard Carpet	\$ 130.00	\$ 169.00	\$
	9' x 30' Standard Carpet	\$ 195.00	\$ 253.50	\$
	9' x 40' Standard Carpet	\$ 260.00	\$ 338.00	\$
Qty in Sq.Ft.	Carpet Padding Carpet Size: ____ X ____	\$ .45	\$ .59	\$

Custom Booth Carpet: PLEASE CIRCLE COLOR: Berry Black Blue Burgundy Dark Green Gray Plum  
 Red Teal Carpet Size: \_\_\_\_X\_\_\_\_

Qty in Sq.Ft.	Description	Discount Rate per Sq.Ft.	Std Rate per Sq.Ft.	Total
	Custom Cut Carpet (100 Sq.Ft. Minimum)	\$ 1.70	\$ 2.00	\$
	Carpet Padding	\$ .45	\$ .59	\$

Plush Booth Carpet: PLEASE CIRCLE COLOR: Black Blue Mist Cabernet Cardinal Colony Blue Crème Hunter  
 Green Gray Pearl Navy Silver Cloud White Carpet Size: \_\_\_\_X\_\_\_\_

Qty in Sq.Ft.	Description	Discount Rate per Sq.Ft.	Std. Rate per Sq.Ft.	Total
	Plush Carpet (100 Sq.Ft. Minimum)	\$ 2.20	\$ 2.85	\$
	Carpet Padding	\$ .45	\$ .59	\$

\*All carpet and padding prices include delivery, installation, carpet tape and carpet removal.

ENTER	Sub-Total	\$
CARPET	8.60% Tax	\$
TOTAL	Total	\$

Company Name:	Booth #:
Contact Name:	Phone #:

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER  
 PLEASE RETURN TO SHREVEPORT CONVENTION CENTER EVENTS  
 400 Caddo Street Shreveport, LA 71101  
 (318) 841-4000 Fax: (318) 841-4216



## SIGNS & GRAPHICS ORDER FORM

**Standard Sign Sizes**

Signs are based on one color copy, white foam board and 10 words or less per sign.

Qty	Size	Discount Rate	Standard Rate	Total
	7" x 11"	\$ 18.00	\$ 36.00	\$
	7" x 22"	\$ 20.00	\$ 40.00	\$
	7" x 44"	\$ 22.00	\$ 44.00	\$
	11" x 14"	\$ 22.00	\$ 44.00	\$
	*11" x 17"	\$25.00	\$ 50.00	\$
	14" x 22"	\$ 27.00	\$ 54.00	\$
	22" x 28"	\$ 37.00	\$ 74.00	\$
	28" x 44"	\$ 52.00	\$ 104.00	\$

**Optional Services**

Qty	Description	Discount Rate	Standard Rate	Total
	Additional Words Over 10	\$ 1.00	\$ 2.00	\$
	Colored Foam board	\$ 3.00	\$ 6.00	\$
	Changes in Color of Copy	\$ 3.00	\$ 6.00	\$
	Easel Back on Sign	\$ 2.00	\$ 4.00	\$

Choose your style and Color:

**INDICATE YOUR SIGN COPY HERE:**

\*Please feel free to draw on reverse side of this form.

**Horizontal**    
  **Vertical**    
  **Let SCC**  
**Choose best layout**

Background Color:

Lettering Color:



Please indicate here is you would like additional information & pricing on Banners, Logos, Font Styles, Digital Graphics or any item not shown on this page.

\* Signs ordered, cancelled or changed after the discount deadline date will be charged at 100% of the original Price.

ENTER	Sub-Total	\$
SIGN TOTAL	8.60% Tax	\$
	Total	\$

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>



**FLORAL ORDER FORM**

**Plant Rental**

Qty	Description	Discount Rate	Standard Rate	Total
	6 inch Green Plant	\$ 35.00	\$ 45.50	\$
	10 inch Fern	\$ 35.00	\$ 45.50	\$
	3 – 4 foot Green Plant	\$ 55.00	\$ 71.50	\$
	5 – 6 foot Green Plant	\$ 65.00	\$ 84.50	\$
	7 foot Green Plant	\$ 75.00	\$ 97.50	\$
	Taller and Specialty Plants	Priced on Request		

Green Plant Container Preference:  Black  White  Wicker Baskets

**Plant /Floral Purchase**

Qty	Description	Discount Rate	Standard Rate	Total
	Mums	\$ 35.00	\$ 45.50	\$
	Azaleas	\$ 45.00	\$ 58.50	\$
	Floral Arrangements	\$ 50.00 & Up	\$ 65.00 & Up	\$
	Gladiolas in Vase	\$ 55.00	\$ 71.50	\$
	Corsages	\$ 20.00 & Up	\$ 26.00 & Up	\$
	Boutonnieres	\$ 10.00 & Up	\$ 13.00 & Up	\$
	Specialty Floral Design	Priced on Request		

Color Preference and further descriptions:

**Special Requests or Instructions:**

Prices include container, delivery and removal. Rental items damaged or missing from Exhibitor's booth are the responsibility of the Exhibitor and additional charges will apply.

\* Orders received after the discount deadline date, without payment or at show site will be charged the Standard Rate.

ENTER	Sub-Total	\$
FLORAL	8.60% Tax	\$
TOTAL	Total	\$

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>



**DISPLAY LABOR ORDER FORM**

**Complete and return if you need labor set-up and/or dismantle your booth.**

<b>Labor Rates</b>		
<b>Straight Time</b>	8:00 AM to 4:30 PM, Monday through Friday	<b>\$45.00</b>
<b>Overtime</b>	6:00 AM to 7:59 AM & 4:30 PM to 11:59 PM, Monday through Friday	<b>\$70.00</b>
	6:00 AM to 11:59 PM Saturday and Sunday	
<b>Double Time</b>	12:00 AM to 6:00 AM and recognized holidays	<b>\$90.00</b>

**Note: A four-hour per man minimum charge will apply.**

- Start time guarantee only at start of working day. Exhibitor Supervisor must check in at Service Desk to pick up Labor.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth.
- If you request Shreveport Convention Center Events to install or dismantle your exhibit, under our supervision and in the absence of your company's personnel, a supervisory charge of 25% of the total labor charge, or a \$25.00 minimum charge will be added to your invoice.
- Shreveport Convention Center Supervised jobs will be completed at our discretion prior to show opening & before the hall must be cleared. Please include set up photo/plan, special instructions & inbound shipping info with this order.

**Installation Labor**

Date	Start Time	# of Persons	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
<input type="checkbox"/> <b>Shreveport Convention Center Supervised Labor*</b> The charge for this service is 25% of the total installation labor bill, with a minimum of \$25.00. A completed Shipment Notification Form must accompany your Labor Order Form.					<b>Sub-Total Supervision</b>	
					<b>8.60% Tax</b>	
<input type="checkbox"/> <b>Exhibitor Supervised Labor</b>					<b>Total</b>	

Show Site Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

**Dismantle Labor**

Date	Start Time	# of Persons	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
<input type="checkbox"/> <b>Shreveport Convention Center Supervised Labor*</b> The charge for this service is 25% of the total installation labor bill, with a minimum of \$25.00. A completed Shipment Notification Form must accompany your Labor Order Form.					<b>Sub-Total Supervision</b>	
					<b>8.60% Tax</b>	
<input type="checkbox"/> <b>Exhibitor Supervised Labor</b>					<b>Total</b>	

Show Site Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>



**SCISSORLIFT/CONDOR ORDER FORM**

For display work or hanging of signs/banners.

Labor Rates		
<b>Straight Time</b>	8:00 AM to 4:30 PM, Monday through Friday	<b>\$45.00</b>
<b>Overtime</b>	6:00 AM to 7:59 AM & 4:30 PM to 11:59 PM, Monday through Friday	<b>\$70.00</b>
<b>Double Time</b>	6:00 AM to 11:59 PM Saturday and Sunday 12:00 AM to 6:00 AM and recognized holidays	<b>\$90.00</b>

Description	Hourly Rate
<b>20' Scissorlift w/crew – Straight Time</b>	<b>\$ 175.00</b>
<b>20' Scissorlift w/crew - Overtime</b>	<b>\$ 225.00</b>
<b>35' Scissorlift w/crew – Straight Time</b>	<b>\$ 260.00</b>
<b>35' Scissorlift w/crew - Overtime</b>	<b>\$ 310.00</b>
<b>Condor w/crew – Straight Time</b>	<b>\$ 295.00</b>
<b>Condor w/crew - Overtime</b>	<b>\$ 345.00</b>
<b>Assembly Labor – Straight Time</b>	<b>\$ 45.00</b>
<b>Assembly Labor - Overtime</b>	<b>\$ 70.00</b>

- All ceiling rigging must conform to Show Management rules and regulations.
- All overhead hanging signs must be assembled, installed, removed and disassembled by SCC.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed electrical order form.
- If any hang points supports over 250 lbs, notify SCC for special authorization.

INSTALLATION LABOR					
Date	Start Time	Type of Machinery	Approx. Hours	Hourly Rate	Estimated Total Cost
Method of Supervision:				<b>Sub-Total</b>	\$
SCC I&D: _____	Exhibitor Personnel: _____	EAC: _____		<b>Tax (8.60%)</b>	\$
				<b>Total</b>	\$
DISMANTLE LABOR					
Date	Start Time	Type of Machinery	Approx. Hours	Hourly Rate	Estimated Total Cost
Method of Supervision:				<b>Sub-Total</b>	\$
SCC I&D: _____	Exhibitor Personnel: _____	EAC: _____		<b>Tax (8.60%)</b>	\$
				<b>Total</b>	\$
<b>Company Name:</b>				<b>Booth #:</b>	
<b>Contact Person:</b>				<b>Phone #:</b>	



REVISED 12/10/08-b

## FORKLIFT LABOR ORDER FORM

To assemble displays or when uncrating, unskidding, positioning and or/reskidding equipment and machinery. A forklift is required for moving equipment or materials weighing 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift and an operator. Please estimate needs below.

**Straight Time** 8:00 AM to 4:30 PM, Monday through Friday  
**Overtime** 6:00 AM to 7:59 AM & 4:30 PM to 11:59 PM, Monday through Friday  
 6:00 AM to 11:59 PM Saturday and Sunday  
**Double Time** 12:00 AM to 6:00 AM and recognized holidays

Description	Hourly Rate
Forklift w/operator – up to 5,000 lbs – Straight Time	\$ 88.00
Forklift w/operator – up to 5,000 lbs - Overtime	\$ 117.00
Forklift w/operator – up to 10,000 lbs – Straight Time	\$ 93.00
Forklift w/operator – up to 10,000 lbs - Overtime	\$ 122.00
Forklift w/operator – up to 15,000 lbs – Straight Time	\$ 98.00
Forklift w/operator – up to 15,000 lbs - Overtime	\$ 127.00
Rigger Labor – Straight Time	\$ 58.00
Rigger Labor - Overtime	\$ 87.00

- The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments.
- Start time guaranteed at start of working day only.
- Exhibitor representative must check in at the Service Desk to pick up crew and supervise work. Upon completion, Exhibitor representative will return the crew to the Service Desk and approve the work order.
- Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per crew.
- When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth.

<b>DISMANTLE FORKLIFT LABOR</b>					
Date	Start Time	# of Forklift Crews	Approx Hrs per Person	Hourly Rate	Estimated Total Cost
Show Site Contact: _____ Emergency Phone: _____				<b>Sub-Total</b>	\$
				<b>8.60% Tax</b>	\$
				<b>Total</b>	\$
<b>INSTALLATION FORKLIFT LABOR</b>					
Date	Start Time	# of Forklift Crews	Approx Hrs per Person	Hourly Rate	Estimated Total Cost
Show Site Contact: _____ Emergency Phone: _____				<b>Sub-Total</b>	\$
				<b>8.60% Tax</b>	\$
				<b>Total</b>	\$
<b>Company Name:</b>				<b>Booth #:</b>	
<b>Contact Person:</b>				<b>Phone #:</b>	



**SHIPMENT NOTIFICATION FORM**

**INBOUND SHIPPING INFORMATION:**

Ship to:

Shreveport Convention Center  
2009 SE State Conference  
Your Contact Person's Name  
ATTN: Marla Mitchell  
400 Caddo Street  
Shreveport, LA 71101

Carrier Name: \_\_\_\_\_ Carrier Phone Number: \_\_\_\_\_

Shipped to:  Warehouse  Show Site

Shipped From City/ State: \_\_\_\_\_

Total Number or Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fiber Cases: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

**IMPORTANT! PLEASE READ.**

**A Material Handling Agreement must be completed at show site and must accompany all outbound shipments. Material Handling Agreements are obtained at the show site Exhibitor Service Desk. Completion of this form does not preclude or replace a Material Handling Agreement completed and signed by the Exhibitor at show site.**

Ship to: \_\_\_\_\_  
(Complete shipping address, including zip code)

Method of Shipment (List carrier name and Phone Number): \_\_\_ House Common Carrier \_\_\_ House Air Carrier

Next Day  2<sup>nd</sup> Day  Deferred  Std Ground  Expedited Ground  Specialized  Other

Common Carrier: \_\_\_\_\_ Other Air Carrier \_\_\_\_\_

Other Van Line: \_\_\_\_\_ Other: \_\_\_\_\_

Freight Charges: Prepaid \_\_\_\_\_ Collect \_\_\_\_\_ Bill to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If assign  carrier fails to show up for your pick up, should we reassign carrier? \_\_\_ Yes \_\_\_ No

Please Provide an Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*Please note: Shreveport Convention Center Events will not be responsible for product or literature that is not properly packed and labeled by Exhibitor Personnel.**

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>



REVISED 12/10/08-b

## MATERIAL HANDLING SERVICES & RATES

Material Handling includes unloading your exhibit material, either in advance at our warehouse or at show site; storing up to 30 days in advance at our warehouse; delivery to your booth; the handling of empty containers to and from storage; and removal of the material from the booth for reloading onto outbound carriers.

<b>CRATED</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING</b>	Material delivered by the carrier in such a manner that it requires additional handling such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, stacked shipments and undocumented air freight. <b>Note: FedEx and UPS are included in this category due to their delivery procedures.</b>
<b>UNCRATED</b>	Material delivered loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.
<b>Straight Time</b>	8:00 AM to 4:30 PM, Monday through Friday.
<b>Overtime</b>	6:00 AM to 7:59 AM & 4:30 PM to 11:49 PM, Monday through Friday. <b>Note: Inbound Warehouse Shipments will incur Overtime Charges when access to the facility and delivery of freight to booths occurs on Overtime and ARE NOT based on the date or time received at the warehouse.</b>

Description	Price per CWT (100 lbs.)	Minimum
<b>WAREHOUSE SHIPMENT</b>		
Crated or Skidded Shipment	\$ 29.00	\$ 58.00
Special Handling Shipment	\$ 39.00	\$ 39.00
<b>WAREHOUSE SHIPMENT DELIVERED AFTER DEADLINE</b>		
Crated or Skidded Shipment	\$ 35.00	\$ 70.00
Special Handling Shipment	\$ 45.00	\$ 45.00
<b>SHOW SITE SHIPMENT</b>		
Crated or Skidded Shipment	\$ 32.00	\$ 64.00
Special Handling Shipment	\$ 42.00	\$ 42.00
Uncrated or Pad-Wrapped Shipment	\$ 48.00	\$ 96.00
<b>SHOW SITE SHIPMENT DELIVERED AFTER SHOW OPENING</b>		
Crated or Skidded Shipment	\$ 38.00	\$ 76.00
Special Handling Shipment	\$ 48.00	\$ 48.00
Uncrated or Pad-Wrapped Shipment	\$ 54.00	\$ 110.00
<b>OVERTIME CHARGE-INBOUND (IN ADDITION TO ABOVE RATES)</b>		
Crated or Skidded Shipment	\$ 8.00	\$ 8.00
Special Handling Shipment	\$ 9.00	\$ 9.00
Uncrated or Pad-Wrapped Shipment	\$ 11.00	\$ 11.00
<b>OVERTIME CHARGE-OUTBOUND (IN ADDITION TO ABOVE RATES)</b>		
Crated or Skidded Shipment	\$ 8.00	\$ 8.00
Special Handling Shipment	\$ 9.00	\$ 9.00
Uncrated or Pad-Wrapped Shipment	\$ 11.00	\$ 11.00

Shrink Wrapping per Pallet/Skid: \$9.00

Outbound Small Packaging Handling back to Warehouse for FedEx or UPS pickup: \$12.00 per box

Outbound Pallet/Skid Handling back to Warehouse for Carrier pickup: \$ 48.00 per pallet/skid

(Exhibitor's FedEx or UPS account number must accompany shipment.)

**Use this formula to determine the material handling cost for your shipment(s):**

Description	Weight ÷ 100 = CWT	Unit Price	Est. Cost
<b>Example</b>	<b>1200 ÷ 100 = 12</b>	\$ *	\$
		\$	\$
Company Name: _____ Booth# _____		<b>Sub-Total</b>	\$
Contact Name: _____		<b>8.60% Tax</b>	\$
Phone # _____		<b>Total</b>	\$



## Material Handling Terms & Conditions

Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR**
- **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO SCC'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH SHREVEPORT CONVENTION IS THE OFFICAL CONTRACTOR; OR**
- **WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SCC.**

- 1. DEFINITION:** For all purposes of this contract, "Shreveport Convention Center Events" (SCC), also dba as "Shreveport Convention Center Decorations & Special Events", means the company, its employees, officers, directors, agents, assigns, affiliated companies and related entities including but not limited to any subcontractors SCC may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives and any Exhibitor Appointed Contractors (EAC). Further, the EXHIBITOR is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
- 2. PACKAGING & CRATES:** SCC shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. SCC 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.
- 3. EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. SCC assumes no responsibility for: error in the above procedures; removal of containers with old empty labels & without SCC labels; or improper information on empty labels. SCC WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY STORAGE
- 4. INBOUND SHIPMENTS:** 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 his representative, and *during such time the materials will be left unattended.* SCC WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. SCC highly recommends the securing of security services from Facility or Show Management
- 5. OUTBOUND SHIPMENTS:** 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.* SCC WILL NOT BE RESPONSIBLE OR LIABLE 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. SCC highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to SCC 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 listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
- 6. SCC'S RESPONSIBILITIES:** SCC shall be responsible only for those services which it directly provides. SCC assumes no responsibility for any persons, parties or other contracting firms not under FFD&SE direct supervision and control. SCC shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, other causes beyond SCC'S reasonable control, nor for ordinary wear & tear in the handling of materials
- 7. INSURANCE:** It is understood that SCC 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 SCC with a release of subrogation to the extent of any insurance settlement received.
- 8. DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the Shipper's declared value for carriage by the actual weight of the shipment.
  - (a) GROUND SHIPMENTS:** No Declared Value is available for ground shipments. If the shipper elects to declare a value, they must ship by air.
  - (b) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**
    1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
    2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
    3. Personal assets, including without limitation papers and documents.
  - (c) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD). Shipments with a declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation windshields, plate glass, ceramics, chinaware and light bulbs.**
  - (d) Any declared value in excess of the maximums allowed herein is null and void and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums**
- 9. CLAIM(S) FOR LOSS.** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against SCC more than two (2) years and one day from the day when written notice is given by SCC to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignor's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
  - \* PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the events of any dispute between the EXHIBITOR and SCC relative to any loss, damage or claim such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to SCC for its services, as an offset against the amount of any alleged loss or damage.
  - \* MAXIMUM RECOVERY. If found liable for any loss, SCC'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 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the Material Handling Agreement and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS AND NOT TO ANY OTHER SERVICES PROVIDED BY SCC INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.
  - \* BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. SCC'S liability shall be limited to any loss or damage which results solely from FFD&SE'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 SCC 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 SCC or provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SCC has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profile, loss of use or interruption of business, or other consequential or indirect economic loss (es).
- 10. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING ESCCCT 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 DALLAS COUNTY, TEXAS.
- 11. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend SCC, 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 attorney's fees and investigation cost(s) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following: EXHIBITOR's negligent supervision of any labor secured through SCC, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any 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 EAC at the show or exposition to which this contract relates. EXHIBITOR's violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management. EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with SCC and for the violation of the representations and warranties made regarding hazardous materials as shown on the Material Handling Agreement.
- 12. MISCELLANEOUS.** EXHIBITOR waives and releases all claims against SCC, its employees, agents, officers and directors, with respect to all matters for which SCC has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read, understands and agrees to the provisions herein.

## FIRE DEPARTMENT REGULATIONS

**The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the City of Shreveport Fire Code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.**

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked, unobstructed and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
  - There is not more than 5 gallons of fuel or the minimum amount for positioning.
  - Fuel tanks are locked and sealed.
  - Battery cables are disconnected.
  - Ignition keys are removed and at display location.
  - Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to areas approved by the fire marshal.
8. The use, display or storage of LPG, flammable liquid or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal.
10. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of gas or any gas-fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproof.
17. The storage of hay and straw must be approved by the fire marshal.

These are Basic Rules which every exhibit must comply with prior to the scheduled opening.

# TELECOMMUNICATIONS ORDER FORM



P O Box 1774 · Shreveport, Louisiana 71168  
318/841-4000 Phone · 318/841-4246 Fax

PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE 12/10/08-b  
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 -HOUR CUT OFF DATE.

NAME OF EVENT _____	DATE OF EVENT _____
COMPANY NAME _____	BOOTH NUMBER(S) _____
CONTACT NAME _____	ADDRESS _____
TELEPHONE # _____	CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK  CASH  VISA / MASTERCARD  AMEX

CARDHOLDER NAME \_\_\_\_\_ CARD # \_\_\_\_\_ EXP. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ SECURITY CODE (Code on back of credit card) \_\_\_\_\_

**Terms and Conditions**

All furnished material and equipment shall remain the property of the Shreveport Convention Center. The Shreveport Convention Center is not responsible for networking exhibitor computers or setting up IP addresses. Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in. Credit will not be given for service installed and not used. Claims will not be considered unless filed by the exhibitor prior to the close of the show. The internet is a shared environment and as such actual speed will vary. SCC shall not be liable for any damage resulting from events beyond our control, including but not limited to lost data or monies, service interruption, etc. Customers participating in any fraudulent, illegal or illicit behavior will forfeit service and monies paid for said services.

**NOTICE: If you are ordering a phone line for credit card machine access, your machine must be programmed to dial 9 for an outside line or it will not connect to your service."**

**VOICE SERVICES**

Qty.	Description	Advance Rate	Standard Rate	Amt.
	Standard House Extension (for each credit card machine) No Phone (Outgoing calls only).	\$115.00	\$145.00	
	Standard House Extension w/Phone (Outgoing Calls Only)	\$130.00	\$160.00	
	Direct Line (Includes phone/direct dial number)	\$175.00	\$200.00	
	Conference Phone	\$50.00	\$75.00	
	Long Distance Access (not needed for toll-free numbers.) Charge/min. \$.10	\$25.00	\$30.00	
	Long Distance Security Deposit	\$30.00	\$30.00	
			<b>TOTAL</b>	

For other services, please contact your Event Services Manager or Coordinator for quote.

**DATA SERVICES**

	Wired - Single User - 1st Day	\$120.00	\$150.00	
	Wired - Single User - 3 Days	\$300.00	\$325.00	
	Wired - Single User - Additional Day		\$100.00	
	Wired - 6 or More Users - 1st Day	\$400.00	\$450.00	
	Wired - 6 or More Users - 3 Days	\$700.00	\$750.00	
	Wired - 6 or More Users - Additional Day		\$200.00	
	Wireless - Single User - 1st Day		\$10.00	
	Wireless - 3 or More Days		\$25.00	
	Cable - 10'		\$5.05	
	Cable - 30'		\$10.09	
	Cable - 60'		\$15.14	
	Switch (15 port)		\$75.00	
	Technical Support/Hour		\$10.00	
			<b>TOTAL</b>	

**GRAND TOTAL**

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>



REVISED 12/10/08-b

# COMPRESSED AIR SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166  
318/841-4000 Phone · 318/841-4246 Fax

Today's Date \_\_\_\_\_

**SEVEN DAY ADVANCE NOTICE & PAYMENT IS REQUIRED FOR ALL WATER SERVICES.**

**Terms and Conditions**

- Rates quoted cover the bringing of service to the booth and do not include connecting equipment to provide service.
- Credit will not be given for services installed and not used.
- Claims will not be considered unless filed in writing by the exhibitor prior to the close of the show.
- All equipment using water must have inlet & outlet properly tagged. Damages resulting improper use is the responsibility of the customer.
- Under no circumstances shall anyone other than "house personnel" make service connections or disconnections.
- The SCC reserves the right to refuse connections to such equipment deemed unsafe by SCC management.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.

NAME OF EVENT _____	DATE OF EVENT _____
FIRM NAME _____	CONTACT NAME _____
ADDRESS _____	BOOTH NUMBER(S) _____
CITY _____	STATE _____ ZIP _____
TELEPHONE # _____	FAX # _____

PAYMENT METHOD: CHECK  CASH  VISA / MASTERCARD  AMEX

CARD # _____	EXP. DATE _____
SECURITY CODE (Code on back of credit card) _____	

I also authorize SCC to charge any outstanding balances at the time of move-out to my credit card.

SIGNATURE _____	NAME ON CARD _____
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**WATER SERVICE**

Equipment Description \_\_\_\_\_

Qty.	Description	Advance Rate	Standard Rate	Total
	Master Drop Line		\$100.00	
	Additional Connections		\$50.00	
	Fill & Drain (0-500 Gallons)		\$50.00	
	Each Additional 100 Gallons		\$50.00	
<b>COMPRESSED AIR</b>				
Price and availability upon request.				
			<b>TOTAL</b>	<b>\$0.00</b>

For other services, Please contact your Event Services Coordinator for quote and other services.

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>



REVISED 12/10/08-b

# ELECTRICAL SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166  
318/841-4000 Phone · 318/841-4246 Fax

Today's Date \_\_\_\_\_

**PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48-HOURS PRIOR TO MOVE-IN DATE.  
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48-HOURS CUT OFF DATE.**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PAYMENT METHOD: CHECK  CASH  VISA / MASTERCARD  AMEX

CARDHOLDER NAME \_\_\_\_\_ CARD # \_\_\_\_\_ EXP. \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ SECURITY CODE (Code on back of credit card) \_\_\_\_\_

**Terms and Conditions**

- A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and but does not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.
- All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.
- All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.
- No credit will be issued for outlets installed but not used.

**ELECTRICAL SERVICE**

(Rates applicable for up to 3 days of service. \$20.00 each additional day)

Qty.	Description	Advance Rate	Standard Rate	Total
	120V/20 amp	\$65.00	\$85.00	
	208V 3 Phase/30 amp	\$150.00	\$200.00	
	208V 3 Phase/100 amp	\$300.00	\$350.00	
	240V 3 Phase / 200 amp		\$500.00	
	480V 3 Phase/ 400 amp		\$1,000.00	
			<b>TOTAL</b>	

For other services, Please contact your Event Services Coordinator for quote and other services.



REVISED 12/10/08-b

**FLOOD LIGHTING**

Qty.	Description	Advanced Rate	Standard Rate	Total
	Flood Light - 150 Watt	\$21.72	\$32.58	
	Flood Light - 200 Watt	\$32.58	\$43.44	

**ACCESSORIES**

	Extension Cord - 25'	\$16.29	\$21.72	
	Extension Cord - 50'	\$21.72	\$27.15	
	Extension Cord - 100'	\$27.15	\$32.58	
	Power Strip	\$16.29	\$21.72	
	100 amp/metric Connector to cam lock		\$54.30	

**LABOR**

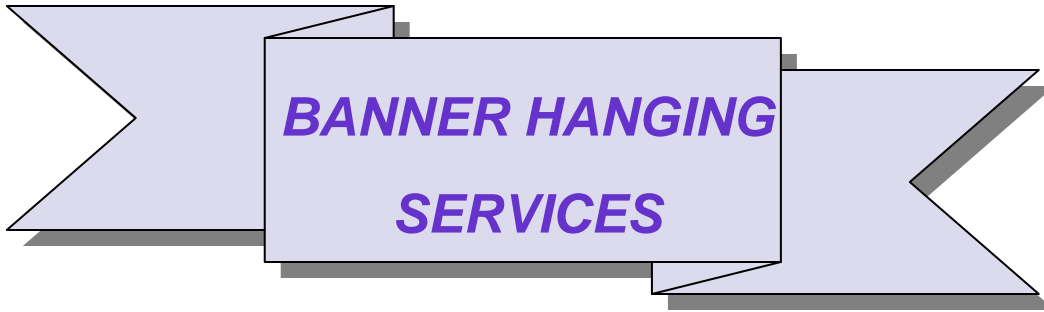
Labor is billed in 1 hour increments @ \$45.00/hour. (Holiday rates apply.)				
			Total	

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>



BOOTH #: \_\_\_\_\_  
 VENDOR: \_\_\_\_\_

REVISED 12/10/08-b



**Banner Hanging Rates**

- Up to 50' - \$50 Advance\*/\$75 Standard
  - 50' - 100' - \$75 Advance\*/ \$100 Standard  
Banner must be received 3 days prior to show
  - >100—Contact Event Manager for quote.
  - Exhibit Hall Ceiling Décor (Pre-Approved) - \$35/hr.
- All banners must be 14' in height from floor up at your booth**

Your Banner Size: \_\_\_\_\_

Floor requests performed at the discretion of SCC and quoted at the time of service.  
 Above rates apply to standard vinyl banners only.  
 \*Order forms must be received 14 days prior to show to receive Advanced Rates.

Please indicate below the method of payment:

- Credit Card
- Company Check (Enclosed)

Cardholder Name \_\_\_\_\_

Charge to:  MasterCard  Visa  American Express

Account #

SECURITY CODE (Code on back of credit card) \_\_\_\_\_

**Shreveport Convention Center**

**PO Box 1774  
 Shreveport, LA 71166**

**Phone: 318/841-4000  
 Fax: 318/841-4246**

FORM MUST BE RECEIVED 14 DAYS  
 PRIOR TO SHOW TO RECEIVE ADVANCE  
 RATES.  
 BANNERS WILL BE HUNG  
 DURING MOVE-IN  
 AND REMOVED DURING  
 MOVE-OUT.