



TEX EXPO
TEXAS EXPOSITION SERVICES



**AUSTIN BOAT AND
TRAVEL TRAILER SHOW**
AUSTIN CONVENTION CENTER
FEBRUARY 18-21, 2016



Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

EXHIBITOR MOVE-IN

TUESDAY FEBRUARY 16, 2016

WEDNESDAY FEBRUARY 17, 2016

THURSDAY FEBRUARY 18, 2016

PLEASE SEE SHOW MANAGEMENT SCHEDULE FOR DETAILS

SHOW HOURS

THURSDAY FEBRUARY 18, 2016 12:00 PM - 8:00 PM

FRIDAY FEBRUARY 19, 2016 10:00 AM - 8:00 PM

SATURDAY FEBRUARY 20, 2016 10:00 AM - 8:00 PM

SUNDAY FEBRUARY 21, 2016 10:00 AM - 5:00 PM

PLEASE SEE SHOW MANAGEMENT SCHEDULE FOR DETAILS

EXHIBITOR MOVE-OUT

SUNDAY FEBRUARY 21, 2016

Move-Out Note: All carriers must check in no later than 8:30 PM on SUNDAY, FEBRUARY 21, 2016 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' RED/BLUE/WHITE background drape and 42" RED side divider drapes and a booth ID sign..

CARPET COLOR:

The booth area will NOT be carpeted and the aisles will be carpeted in RED (Halls 1-4). You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

ADVANCE WAREHOUSE:

Texas Exposition Services

Austin RV Expo 2015

Exhibiting Company Name / Booth Number

c/o LibertyCFS NV

9018 Tuscany Way, Austin, TX 78754

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN FEBRUARY 9, 2016**. Any shipments received more than 30-days prior to the Move-In will incur additional charges.

DIRECTLY TO FACILITY:

Austin Convention Center

Austin RV Expo 2015

Exhibiting Company Name / Booth Number

c/o Texas Exposition Services

500 E. Cesar Chavez Street, Austin, Texas 78701

Shipments will be received at the exhibit facility ONLY on: TUESDAY, FEBRUARY 16, 2016, WEDNESDAY, FEBRUARY 17, 2016 & THURSDAY, FEBRUARY 18, 2016 **only during move-in hours**.

DIRECTIONS AND PARKING INFO:

Please visit <http://www.austinconventioncenter.com/directions/directions.htm>. The lot at Cesar Chavez and Red River is now closed, so please plan accordingly for parking.

ASSISTANCE:

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





OFFICIAL SUPPLIERS

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

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

SPECIALTY FURNITURE SERVICE

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

SHOW MANAGEMENT

TRVA Austin RV Shows Inc.
918 Congress Ave
Suite 200
Austin, TX 78701
Phone: (512) 366-7135
Fax: (512) 494-1129
jennifer@austinrvexpo.com

ELECTRICAL SERVICE

Austin Convention Center Department
Ben Hamilton
Senior Exhibitor Services Representative
500 East Cesar Chavez Street
Austin, Texas 78701
Phone: (512) 404-4236
Fax: (512) 404-4220
ben.hamilton@austintexas.gov





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) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

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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:

Fax: _____

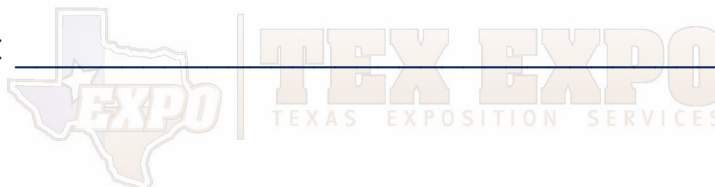
E-mail: _____

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.



Please Mail or Fax Completed Form to: TEXAS Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: **Austin RV Expo 2015**

Show Dates: **February 18-21, 2016**

Deadline Date To Receive Discounted Rates: February 2, 2016

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: _____

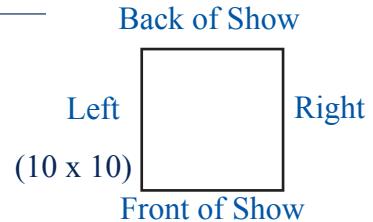
Type of Sign: Wood Metal Cloth Banner Other _____

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.

Straight time (8:00 am to 4:30 pm, Monday through Friday): _____	\$293.50 hr/crew	\$411.00 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am): _____	\$440.25 hr/crew	\$616.50 hr/crew
Double Overtime (Anytime on Holidays): _____	\$587.00 hr/crew	\$822.00 hr/crew

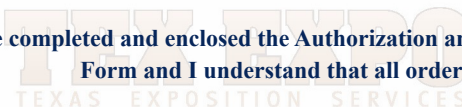
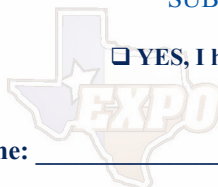
	Start Date	Start Time	Estimated Fished Time	Rate	Estimated Total Cost
Installation					
Dismantle					

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#: _____





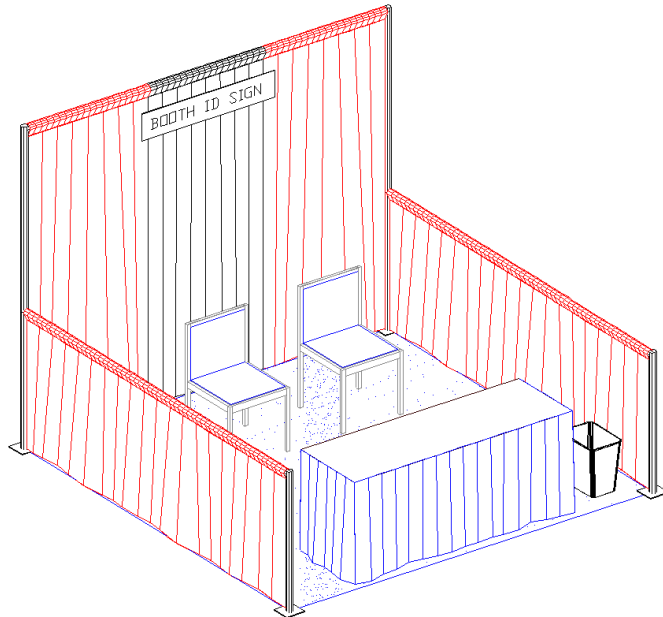
BOOTH PACKAGE ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
www.aexservices.com
orders@aexservices.com

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REAR BACKGROUND - 8' HIGH
BLUE & WHITE

SIDE DIVIDERS - 42" HIGH
BLUE SIGN
Booth ID sign is 7" high by 44" long.

6' DRAPED TABLE: BLUE RED BLACK

2 CHAIRS

WASTEBASKET

10' x 10' BOOTH CARPET: BLUE RED BLACK

PACKAGE

PACKAGE	Discount	Standard	Quantity
per 10' x 10' booth	\$165.00	\$231.00	_____

BOOTH PACKAGE ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____

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%.



Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

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FURNITURE

Description	Discount	Standard		
Plastic Side Chair	\$38.00	\$53.25	_____	_____
Padded Arm Chair	\$57.50	\$80.50	_____	_____
Padded Counter Stool	\$66.50	\$93.25	_____	_____
Cocktail Table 18" H	\$71.00	\$99.50	_____	_____
Cocktail Table 30" H	\$91.50	\$128.25	_____	_____
Cocktail Table 42" H	\$107.75	\$151.00	_____	_____
Literature Rack	\$239.00	\$334.75	_____	_____
Security Cage	\$289.50	\$405.25	_____	_____
Wastebasket	\$15.00	\$21.00	_____	_____
Easel	\$18.25	\$25.50	_____	_____
Chrome Sign Frame (22" W x 28" H)	\$67.50	\$94.50	_____	_____
Waterfall Bag Rack	\$75.50	\$105.75	_____	_____
Chrome Stanchion	\$49.00	\$68.75	_____	_____
Chrome Bag Holder	\$79.50	\$111.25	_____	_____
Chrome Clothes Tree	\$79.50	\$111.25	_____	_____
White/Silver Plastic Chain(/ft.)	\$3.75	\$5.25	_____	_____

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	\$84.25	\$118.00	_____	_____
4' L x 24" W x 42" H	\$115.00	\$161.00	_____	_____
6' L x 24" W x 30" H	\$96.50	\$135.25	_____	_____
6' L x 24" W x 42" H	\$131.00	\$183.50	_____	_____
8' L x 24" W x 30" H	\$116.25	\$162.75	_____	_____
8' L x 24" W x 42" H	\$149.00	\$208.75	_____	_____
4th Side Drape 30"	\$28.50	\$40.00	_____	_____
4th Side Drape 42"	\$32.00	\$45.00	_____	_____

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

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

DRAPES (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 42"	\$13.00	\$18.25	_____	_____
8' Background Drape	\$15.00	\$21.00	_____	_____

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

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

Description	Discount	Standard.	Qty.	Total
4' Long, Single Step	\$35.75	\$50.00	_____	_____
6' Long, Single Step	\$54.00	\$75.75	_____	_____

Uncovered Risers are 25% off of the draped rate. (Circle size above)

ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____

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%.






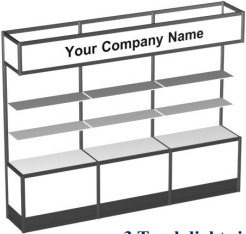
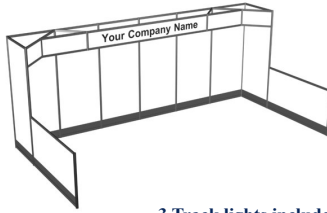
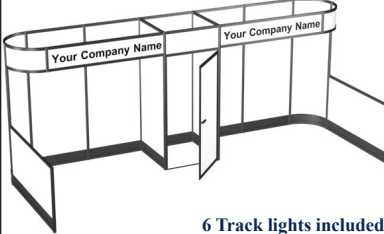
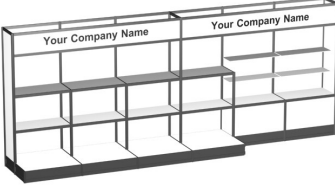
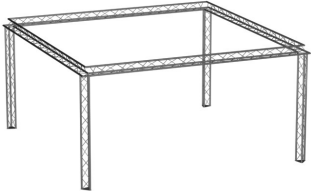
STANDARD MODULAR EXHIBIT RENTAL ORDER FORM

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

<p>(#1) Curved Tabletop Pop-up</p>  <p>\$563.00</p> <p>Silver Velcro Compatible with (1) spotlight. Table Not Included.</p>	<p>(#2) Pop-up Display</p>  <p>\$1,069.50</p> <p>10' wide x 8' high Velcro Compatible with (2) spotlights</p>	<p>(#3) 10' x 10' Hard Wall Exhibit</p>  <p>\$1,904.75</p> <p>3 Track lights included</p>	<p>(#4) 10' x 10' Counter Exhibit</p>  <p>\$2,024.25</p> <p>3 Track lights included</p>
<p>(#5) 10' x 20' Exhibit</p>  <p>\$3,215.00</p> <p>3 Track lights included</p>	<p>(#6) 10' x 20' Curved Exhibit</p>  <p>\$3,757.25</p> <p>6 Track lights included</p>	<p>(#7) 10' x 20' Shelf Exhibit</p>  <p>\$3,815.50</p> <p>6 Track lights included</p>	<p>(#8) 20' x 20' Truss Unit</p>  <p>\$5,003.75</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 @ \$71.50 each = \$ _____
- ❖ **Additional Hardware Shelves** Qty. _____ Shelves @ \$36.25 each = \$ _____
- ❖ **Slatwall Per Panel** Qty. _____ Slatwall @ \$119.75 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 @ \$12.25 each = \$ _____
- Qty. _____ Velcro panels @ \$29.75 each = \$ _____
- ❖ **Matching counters 42" H x 21" L x 40" W** Qty. _____ Counters @ \$137.25 each = \$ _____
- ❖ **Standard signage is black letters on a white background.**

PRINT SIGN TEXT BELOW:

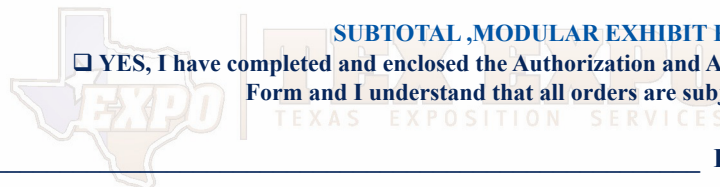
- ❖ **If you require a Custom Exhibit Design not shown above, please call (713) 675-1690**
- ❖ **Electric service IS NOT included. Please make arrangements in advance with exhibit facility.**

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: _____
16-202TX

Booth#: _____



Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

We will install your carpet, tape all necessary seams and roll up at close of show. This labor service does not include the carpet rental. The pricing below will apply provided the following requirements are met:

- A. A carpet layout plan is provided to Tex Expo AND carpet is labeled and numbered accordingly.
- B. Carpet runs (lengths) of 50 feet or more are provided.

If these requirements cannot be met, standard hourly labor will apply and can be ordered on our Labor Order form included in this packet. If you would like to rent our carpet, please refer to the Carpet Order form in this packet.

INSTALLATION (Price Based on square footage)

Square Footage	Discount	Standard	Booth Dimensions	Price	Total
9,000 sq ft & up	\$.12 /sq ft	\$.17 /sq ft	_____ x _____	= \$ _____	
5,000 sq ft - 8,999 sq ft	\$.14 /sq ft	\$.20 /sq ft	_____ x _____	= \$ _____	
2,500 sq ft - 4,999 sq ft	\$.16 /sq ft	\$.22 /sq ft	_____ x _____	= \$ _____	

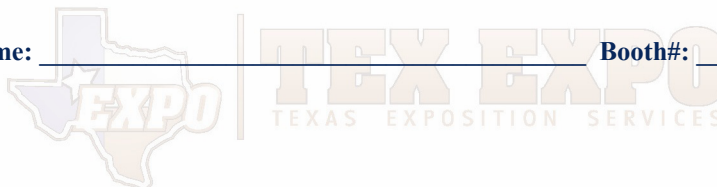
CLEANING (THIS IS ONLY AVAILABLE FOR BOOTHS 5,000 SQ FT OR LARGER All other please refer to Cleaning Order form.)

Square Footage	Discount	Standard	Booth Dimensions	Price	Total
9,000 sq ft & up	\$.05 /sq ft	\$.07 /sq ft	_____ x _____	= \$ _____	
5,000 sq ft - 8,999 sq ft	\$.06 /sq ft	\$.08 /sq ft	_____ x _____	= \$ _____	

SUBTOTAL BULK CARPET INSTALLATION 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#: _____





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

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

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

Description	Discount	Standard	Total	Please select color:		
10' x 10'	\$127.75	\$179.00	\$ _____	<input type="radio"/> Black	<input type="radio"/> Gray	<input type="radio"/> Burgundy
10' x 20'	\$255.50	\$357.75	\$ _____	<input type="radio"/> Teal	<input type="radio"/> Purple	<input type="radio"/> Green
10' x 30'	\$383.25	\$536.50	\$ _____	<input type="radio"/> Blue	<input type="radio"/> Red	
10' x 40'	\$511.00	\$715.50	\$ _____			

Over 10' 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 \$56.75 per 10' x 10' booth space.
- Add protective plastic covering with the purchase of Rental Carpet for \$46.50 per 10' x 10' booth space.

Number of 10' x 10' Booth Space(s) _____ x \$56.75 = _____
 Number of 10' x 10' Booth Space(s) _____ x \$46.50 = _____

CUT & LAY CARPET (100 sq. ft. Minimum Order)
See Bulk Carpet Order Form for orders over 500 sq. Ft.

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

Discount	Standard	Total
\$3.00/sq.ft.	\$4.00/sq.ft.	= \$ _____

Please select color:

<input type="radio"/> Black	<input type="radio"/> Gray	<input type="radio"/> Burgundy
<input type="radio"/> Teal	<input type="radio"/> Purple	<input type="radio"/> Green
<input type="radio"/> Blue	<input type="radio"/> Red	

DECORATIONS PLUSH CARPET (Subject to availability)

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

Description	Discount	Standard	Total
34 oz.	\$4.75/sq.ft.	\$6.75/sq.ft.	= \$ _____
50 oz.	\$6.25/sq.ft.	\$8.75/sq.ft.	= \$ _____

Please select color:

<input type="radio"/> Dusty Rose	<input type="radio"/> Light Teal	<input type="radio"/> Toast
<input type="radio"/> Ivory	<input type="radio"/> Cream	<input type="radio"/> Sandstone
<input type="radio"/> Baby Blue	<input type="radio"/> Sky Blue	<input type="radio"/> Navy
<input type="radio"/> Misty Gray	<input type="radio"/> Silver Mist	<input type="radio"/> Gun Metal
<input type="radio"/> Cherry Red	<input type="radio"/> Burgundy	
<input type="radio"/> Ebony	<input type="radio"/> 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#: _____



TEX EXPO
TEXAS EXPOSITION SERVICES

BULK CARPET 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) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

BULK CUT & LAY CARPET (500 sq. ft. Minimum Order)

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

Discount
\$2.00/sq.ft.

Standard
\$2.75/sq.ft. = \$ _____

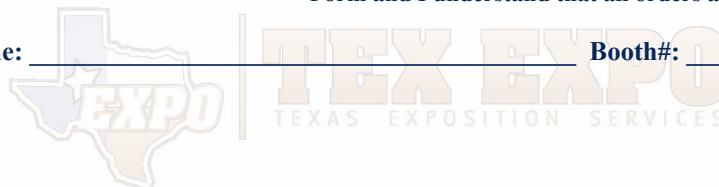
Please select color:

- Black Gray Burgundy
- Teal Purple Green
- Blue Red

(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) 675-1680

Show Name: Austin RV Expo 2015

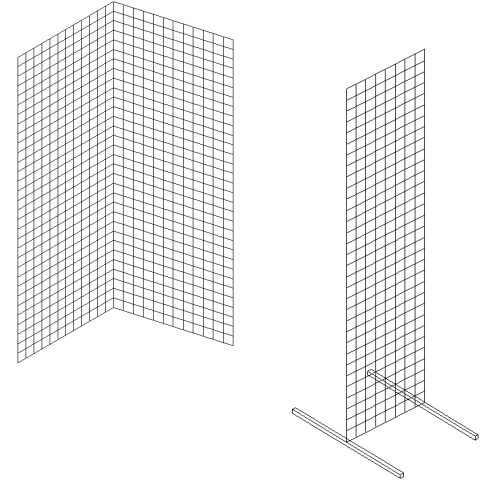
Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

GRID WALL

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

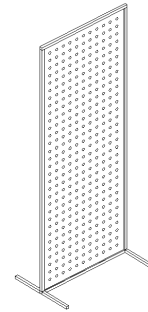
At least two panels are needed to be free standing without the use of feet.



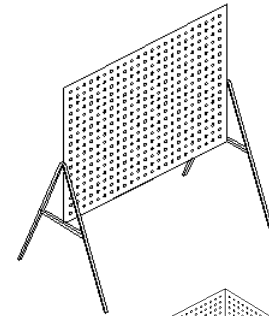
Description	Discount	Standard		Total
_____ 2' x 8'	\$81.50	\$114.25	each =	\$ _____
_____ Pair of feet	\$32.00	\$45.00	each =	\$ _____

WHITE PEG BOARD *(Shown on the right)*

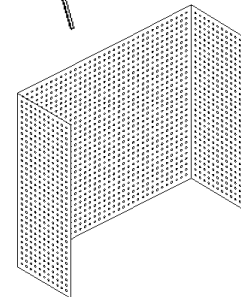
Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$74.50	\$104.25	_____	\$ _____
Style A - 4' w x 8' h Panel	\$140.50	\$196.75	_____	\$ _____
Style B - 8' w x 2' h Panel	\$74.50	\$104.25	_____	\$ _____
Style B - 8' w x 4' h Panel	\$140.50	\$196.75	_____	\$ _____
Style C - 10' w x 8' h Panel	\$505.00	\$707.00	_____	\$ _____
Peg Board Shelving 4' long	\$31.00	\$43.50	_____	\$ _____



Style A
Vertical to Floor



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



Style C
2' Returns

WHITE TACK BOARD *(Not displayed)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$74.50	\$104.25	_____	\$ _____
Style A - 4' w x 8' h Panel	\$140.50	\$196.75	_____	\$ _____
Style B - 8' w x 2' h Panel	\$74.50	\$104.25	_____	\$ _____
Style B - 8' w x 4' h Panel	\$140.50	\$196.75	_____	\$ _____
Style C - 10' w x 8' h Panel	\$505.00	\$707.00	_____	\$ _____

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%.

Show Name: Austin RV Expo 2015
Show Dates: February 18-21, 2016

CART RATE!!



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

\$51.50

(PER CART, PER TRIP)

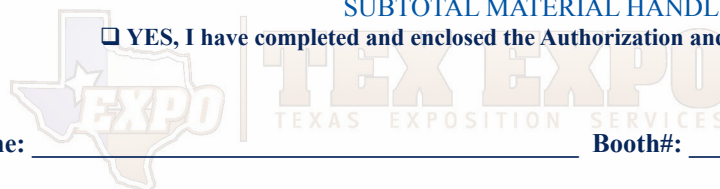
(For Personally Owned Vehicles: cars, station wagons, regular size 4x4s, and mini vans at a 200 lbs MAXIMUM weight. NO COMMERCIAL VEHICLES WILL BE ELIGIBLE FOR THIS SPECIAL RATE.)

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



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) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

**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.)

(CWT = 100 lbs.)

Description	Receiving	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance	\$121.50 per cwt.	\$162.00 per cwt.
	Warehouse	\$243.00 minimum	\$324.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance	\$181.50 per cwt.	\$242.00 per cwt.
	Warehouse	\$363.00 minimum	\$484.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$118.25 per cwt. \$236.50 minimum	\$157.50 per cwt. \$315.00 minimum
	Convention Site	\$199.75 per cwt. \$399.50 minimum	\$266.50 per cwt. \$533.00 minimum
B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$199.75 per cwt. \$399.50 minimum	\$266.50 per cwt. \$533.00 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	\$51.50 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.

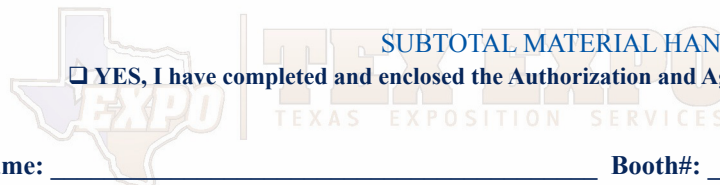
A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

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.



Company Name: _____ Booth#: _____



TEX EXPO
TEXAS EXPOSITION SERVICES

ADVANCE WAREHOUSE SHIPPING

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AUSTIN RV EXPO 2015
C/O LIBERTYCFS NV
9018 TUSCANY WAY
AUSTIN, TX 78754**

Deliver NO LATER than FEBRUARY 9, 2016

Receiving 8am-3pm, Monday-Friday
Check In by 2pm





TEX EXPO
TEXAS EXPOSITION SERVICES

DIRECT SHIPMENT

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AUSTIN CONVENTION CENTER
AUSTIN RV EXPO 2015
C/O TEXAS EXPOSITION SERVICES
500 EAST CESAR CHAVEZ STREET
AUSTIN, TX 78701**

Deliver ONLY on:

THURSDAY, FEBRUARY 16, 2016 DURING MOVE-IN HOURS

FRIDAY, FEBRUARY 17, 2016 DURING MOVE-IN HOURS

SATURDAY, FEBRUARY 18, 2016 DURING MOVE-IN HOURS





Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

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)	\$64.75 per hour	\$90.75 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$97.25 per hour	\$136.25 per hour
<u>Double Time</u> (Anytime on Holidays)	\$129.50 per hour	\$181.25 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.

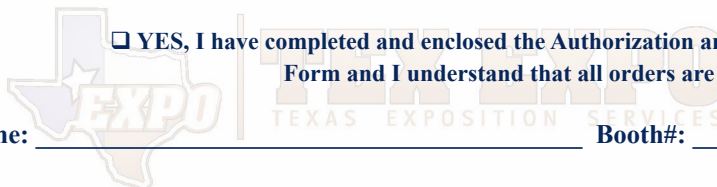
	Estimated Hours	Start Date	Start Time	Estimated FinishTime	# of Laborers	Rate	TexExpo Supervision	Estimated Total Cost
Installation								
Dismantle								

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) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

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)

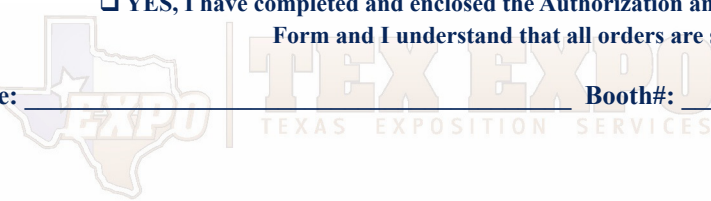
EMERGENCY CONTACT AT SHOW SITE:

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%.

Company Name: _____ Booth#: _____





FORKLIFT FOR RIGGING IN BOOTH ORDER FORM

Please Mail or Fax Completed Form to: TEXAS Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: **Austin RV Expo 2015**

Show Dates: **February 18-21, 2016**

Deadline Date To Receive Discounted Rates: February 2, 2016

**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):	\$270.25 hr/crew	\$378.50 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$405.50 hr/crew	\$567.75 hr/crew
Double Overtime (Anytime on Holidays):	\$540.50 hr/crew	\$756.75 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.

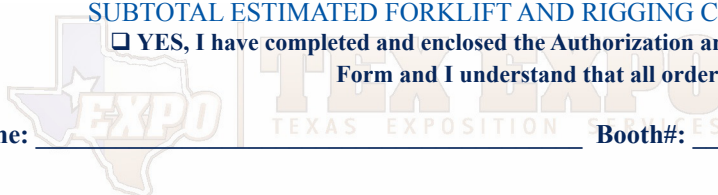
	# of Rigging Crews	Start Date	Start Time	Estimated Finish Time	Estimated Hours	Rate	Texas Expo Supervision	Estimated Total
Installation							35%	
Dismantle								

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#: _____





Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

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 SHOWLOCATION.

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#: _____





TEX EXPO
TEXAS EXPOSITION SERVICES

UNION JURISDICTIONS AND RULES

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

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.





Show Name: Austin RV Expo 2015

Show Dates: February 18-21, 2016

Deadline Date To Receive Discounted Rates: February 2, 2016

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (713) 675-1690 / Fax: (713) 675-1680

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 ON DISK

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

FULL COLOR DIGITAL POSTERS AND COUNTER CARDS

Description	Discount	Standard	Qty.	Total
14" x 22" Poster	\$26.25	\$36.75	_____	_____
14" x 44" Poster	\$47.50	\$66.50	_____	_____
22" x 28" Poster	\$52.50	\$73.50	_____	_____
28" x 44" Poster	\$94.75	\$132.75	_____	_____

FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$155.50	\$217.75	_____	_____
3' x 8'	\$209.25	\$293.00	_____	_____
4' x 8'	\$267.75	\$375.00	_____	_____
Grommets	\$1.75	\$2.50	_____	_____
Pole Pockets	\$5.75	\$8.00	_____	_____

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 Trish@aexservices.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#:** _____

Tex Expo maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl Banners. For custom work and quotation, please call Exhibitor Services at 713-675-1690.

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 tradeshow 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.

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

Order Form

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.

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

ACCD Exhibitor Services - Information Packet

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016

Discount Rate Deadline: Tuesday, February 2, 2016

Standard Rate Deadline: Friday, February 12, 2016

Floor Rate Applies: Saturday, February 13, 2016

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website <http://www.austinconventioncenter.com> under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Ben Hamilton
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services - Order Form

Event: 100008678 - 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 Standard Rate Deadline: 2/12/2016 Floor Rate Applies: 2/13/2016

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number	Expiration	Check box and submit order form. You will receive an invoice with all the wire transfer information. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.
Cardholder	Signature	

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. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.	
Authorized Signature	Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 2/2/2016 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

ACCD Exhibitor Services - Floor & Booth Layout

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 **Floor Rate Applies: 2/13/2016**

Utility Service Distribution Grid

Company Name	Booth Number	Booth Size

Exhibitors may contact show management for a copy of the exhibit show floor plan

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

SCALE (check one)

- 1 Square = 1 Ft (Default)
- 1 Square = _____ Ft
- X = 10 x 10 Booth
- X + Y = 10 x 20 Booth
- X + Y + Z = 20 x 20 Booth

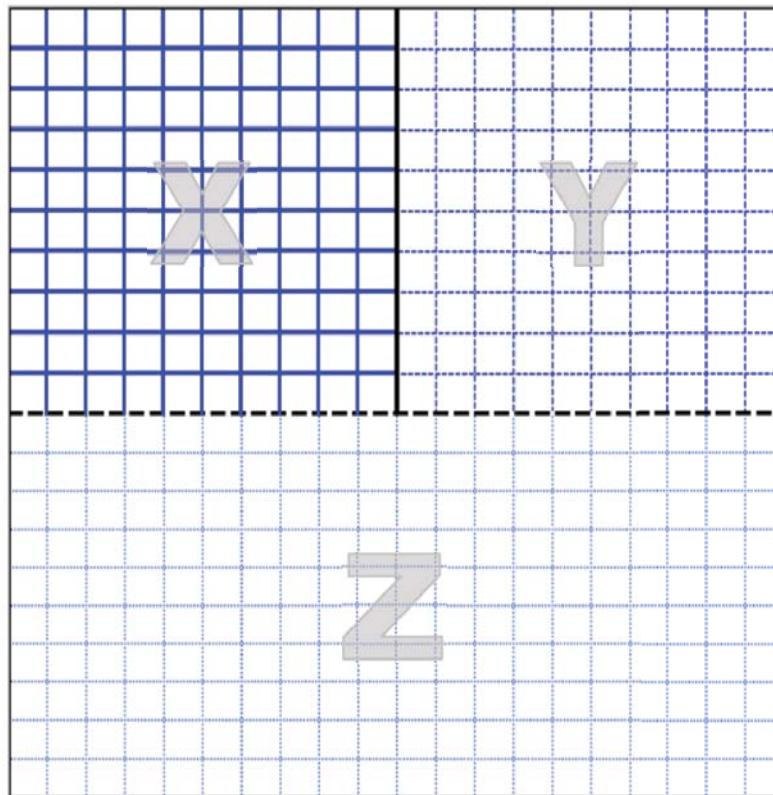
LEGEND

- X** Power Outlet
- I** Internet
- P** Phone
- O** Water
- ▲** Air

Adjacent booth or aisle

Front

Adjacent booth or aisle



Adjacent booth or aisle

Back

Adjacent booth or aisle

Installation Notice

Effective January 2015

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

Wi-Fi Operating Guidelines

Effective January 2015

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

ACCD Exhibitor Services - Electrical Price Schedule

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 Floor Rate Applies: 2/13/2016

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts (8 AMP)	\$71.00	\$95.00	\$143.00
E102	120 Volts 15 AMP	\$79.00	\$105.00	\$158.00
E103	120 Volts 20 AMP	\$86.00	\$115.00	\$173.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	\$105.00	\$140.00	\$210.00
E201	120 Volt 8 AMP Ceiling Power (Does not include extension cords, contact ACCD Exhibitor Services for important information)	\$71.00	\$95.00	\$143.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$50.00	\$50.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$65.00	\$65.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	\$176.00	\$235.00	\$353.00
P202	208 Volts/Single Phase 30 AMP	\$210.00	\$280.00	\$420.00
P204	208 Volts/Single Phase 60 AMP	\$311.00	\$415.00	\$623.00
P208	208 Volts/Single Phase 100 AMP	\$503.00	\$670.00	\$1,005.00
P302	120/208 Volts/3 Phase 20 AMP	\$270.00	\$360.00	\$540.00
P303	120/208 Volts/3 Phase 30 AMP	\$311.00	\$415.00	\$623.00
P305	120/208 Volts/3 Phase 60 AMP	\$491.00	\$655.00	\$983.00
P310	120/208 Volts/3 Phase 100 AMP	\$780.00	\$1,040.00	\$1,560.00
P320	120/208 Volts/3 Phase 200 AMP	\$1185.00	\$1,580.00	\$2,370.00
P340	120/208 Volts/3 Phase 400 AMP	\$2306.00	\$3,075.00	\$4,613.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
 - A. Labor is charged for:
 1. Any four (4) services in one (1) booth
 2. Installation of utilities after booth display and/or carpet has been installed
 3. Relocating/moving installed services
 4. Installing services in location other than location most convenient to booth
 5. Re-taping electrical cords
 6. Resetting breakers due to exhibitor equipment
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are **NOT** available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

ACCD Exhibitor Services - Telephone Price Schedule

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 Floor Rate Applies: 2/13/2016

Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	\$150.00	\$200.00	\$300.00
T102	Local/Long Distance Phone Line	\$188.00	\$250.00	\$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	\$0.00	\$0.00	\$0.00
T401	Specialty Programming	\$50.00	\$50.00	\$50.00

Telephone Service Terms and Conditions

• **Local Service**

1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

• **Long Distance**

1. Allows both local and long distance dialing.
2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

• **Phone Set**

1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged (\$50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact Ethe ACCD xhibitor Services Division.
3. Rental of telephone hand sets may not be discounted.

• **Special Programming**

1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
3. No Discount available for Special Programming services.

• **Telephone for Credit Card Machine Use**

1. The telephone line fees do not include electrical services necessary for credit card machines.
2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

ACCD Exhibitor Services - Technology Price Schedule

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 Floor Rate Applies: 2/13/2016

Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Standard Internet Service	\$500.00	\$665.00	\$998.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	\$150.00	\$200.00	\$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	\$750.00	\$995.00	\$1,493.00
H312	Network Patch Cable (Up to 30ft.)	\$40.00	\$50.00	\$50.00
H405	Ethernet Switch-Unmanaged	\$225.00	\$300.00	\$300.00
H601	Basic Cable TV Coax patch	\$300.00	\$300.00	\$450.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$135.00	\$135.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$165.00	\$165.00
RL103	AV Technician - Labor	Discount N/A	\$80.00	\$80.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:

- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

ACCD Exhibitor Services - Equipment Price Schedule

Event: 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016
Discount Deadline: 2/2/2016 Floor Rate Applies: 2/13/2016

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L106	Adaptor	Discount N/A	\$50.00	\$50.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A200	Sink (Incl. water/drain/install)	Discount N/A	\$400.00	\$400.00
A501	Water & Drainage (up to 500 gallons per connection)	\$188.00	\$250.00	\$375.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**

1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
2. The credit card information section under Payment Method section on the order form must be completed.
3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**

1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**

1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**

1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to 1" hose coupler.
2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
3. All water supplies must be set to the off position at the end of each day.
4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**

1. Drains are not designed to handle the discharge of large volumes of water.
2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of \$230.00

ACCD Exhibitor Booth Security Order Form

Event: 100008678 - 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016 **Security Discount Deadline: 1/16/2016**

Exhibitor Information

Company Name			Booth Number
Contact Name			Contact Phone Number
Address			Fax Number
City	State	Zip	Email

IMPORTANT ORDERING INFORMATION

- Complete the exhibitor information above.
- Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
- Faxing your order:**
 - Fax orders to 512-404-4123
 - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
- Mailing your order:**
 - Mailing address: Austin Convention Center
 Attn: Security Services Division
 P.O. Box 1088
 Austin, TX 78767

Payment method:

 - Payment in full must accompany your order.
 - Payment may be made by credit card, money order or check. (Please do not send cash)
 - Checks or Money Orders - Make payable to the Austin Convention Center
 - Credit Cards - Be sure to provide complete customer information.
 - To prevent duplication of your order, **please do not mail and fax your order form.**
- Order for booth security must be received by 1/16/2016 to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)
- All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.
- Questions: Please call the Security Services Division at 512-404-4110.

On page two, please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY
 Standard Rate of \$31.00/hr with a four (4) hr minimum.
 Incentive Rate of \$23.00/hr with a four (4) hr minimum.
 Holiday Rate of \$35.00/hr with a four (4) hr minimum.

TYPE 2 UNARMED UNIFORMED SECURITY GUARD
 Standard Rate of \$37.00/hr with a four (4) hr minimum.
 Incentive Rate of \$28.00/hr with a four (4) hr minimum.
 Holiday Rate of \$41.00/hr with a four (4) hr minimum.

TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER
 Standard Rate of \$60.00/hr with a four (4) hour minimum.
Only Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

Event: 100008678 - 2016 TRVA Austin RV Expo Event Dates: 2/16/2016 to 2/21/2016 **Security Discount Deadline: 1/16/2016**

ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security							
DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
4/16/2008	TYPE 2	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until	1	7	28	\$196.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security								
DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST	
ATTACH/FAX ADDITIONAL PAGE AS NEEDED							TOTAL	

Payment Method	
<input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER	
Credit Card Number	Expiration
Name of Cardholder	Signature

Authorization		
I have read and agree to comply with the terms & conditions herein and attached.		
Date	Printed Name	Signature

Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
 - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
 - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
 - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
 - a) Display or storage of LPG (liquid propane gas)
 - b) Flammable or combustible liquids
 - c) Flammable gas
 - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
 - e) Welding or cutting equipment for show set-up or for demonstration purposes
 - f) Gas-fired appliances for demonstration purposes
 - g) Salamander stoves
 - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
 - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
 - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
 - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
 - c) Ignition keys are to be removed and placed in a central location on site.
 - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
 - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
 - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
 - a) Deep fat fryers are not allowed in the facility.
 - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD - all persons entering must check in with ACCD Security
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles subject to inspection
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out
- The ACCD service yards are closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at 512-404-4111



AUSTIN



CONVENTION CENTER
CATERING SERVICES

Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name <i>(Include Booth Name if Different):</i>			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	2016 TRVA Austin RV Expo
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:

For questions regarding utilities services, contact us at accdexhibitorservices@austintexas.gov

Prices are exclusive of a 20% service fee and 8.25% applicable sales tax

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	Billing Zip Code:
Credit Card Number:	Exp Date:

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales
Austin Convention Center Catering
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: janthony@levyrestaurants.com

**Sample Food and Beverage
 Authorization Form**

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION
 500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149
 Email: janthony@levyrestaurants.com

General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
 - a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
 - b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event 2016 TRVA Austin RV Expo Event Date(s) -

Applicant Name _____ Phone _____ Fax _____ Booth# _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Email Address _____

Product(s) You Wish to Dispense _____

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Approved _____ Date _____

Booth Service Menu

For current pricing and to place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to janthony@levyrestaurants.com no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

Note a \$25.00 delivery fee will be applied to all orders less than \$75.00 per delivery (excluding service & sales tax).

20% Administrative Fee and 8.25% Sales Tax will be added to all orders

Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea
Assorted Soft Drinks, 12 ounce can
Purified Water (5 gallons and dispenser)
Additional 5 gallons
Bottled Spring Water, 16 ounce bottle
Fruit Juice, 10 ounce bottle
Specialty/Imported Beer, 12 ounce bottle
Domestic Beer, 12 ounce bottle
House Wine, 750ml bottle (each)

Note: A bartender is required for all alcohol purchases

BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)
Assorted Donuts (per dozen, 5 dozen minimum)
Fresh Baked Gourmet Cookies (per dozen)

SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)
Crispy Potato Chips and Onion Dip (per quart)
Mixed Nuts (per pound)
Assorted Ice Cream Novelties (each)
Popcorn Kit (per day)
Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity

ICE (20 Pounds)

BOX LUNCHES (each)

COLD PLATTERS

Assorted Croissant Sandwiches
(Beef, Ham or Turkey with Condiments & Relish Tray)
Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray (serves 25)

Fresh Cut Seasonal Fruit Display (serves 50)

Fresh Crudites and Dip (serves 25)

Domestic Cheese and Cracker Tray (serves 25)

HORS D'OEUVRES

Jerk Chicken Wings
Cold Smoked Jumbo Shrimp
Assorted Cold Canapes
Andouille Sausage Encroute
Empanadas
*Mini Roasted Vegetable and Smoked Goat Cheese
or Sweet Curried Pork and Toasted Corn*
Mini Smoked Beef Lumpia
Assorted Finger Sandwiches
Mini Dessert Extravaganza (serves 100)

CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef (serves 150)
Austin Quesadilla Station (serves 100)
Certified Angus Beef Slider Station (serves 100)
White Cedar Smoked Breast of Turkey (serves 50)

Note: A Chef Attendant is required for all display stations