

# SHOW INFORMATION



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**

**New Mexico International Auto Show**  
Albuquerque Convention Center  
**April 15 - 17, 2016**



[www.ncsevents.com](http://www.ncsevents.com)

## Official Service Contractor

National Convention Services  
145 West 30th St, 2Fl  
New York, NY 10001

Phone 212-947-8255  
Fax 212-947-8006  
Contact us online [www.ncsevents.com](http://www.ncsevents.com)

## Exhibit Hall Carpet

Gray booth carpet will be provided for all exhibit spaces and the aisles will be carpeted in "roadway" themed and black carpet

## Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 36" high black side dividers and a 7'x44' one-line identification sign.

**Note: Please schedule your labor for two hours after your target schedule for proper scheduling of labor.**

**Important Dates** *Be sure to check all order forms for **additional** deadlines.*

|               |                 |   |
|---------------|-----------------|---|
| <b>Friday</b> | <b>March 25</b> | Discount Deadline for orders received with payment                        |
| <b>Friday</b> | <b>April 8</b>  | Advance Shipments may begin arriving at Warehouse                         |
| <b>Monday</b> | <b>April 11</b> | Last Day for Advance Shipments to arrive at Warehouse with out surcharges |

**Please refer to exhibitor manual for target schedule of move-in & move-out information.**

|                  |                 |                     |                                  |
|------------------|-----------------|---------------------|----------------------------------|
| <b>Tuesday</b>   | <b>April 12</b> | <b>Installation</b> | Refer to Manual for target times |
| <b>Wednesday</b> | <b>April 13</b> |                     |                                  |
| <b>Friday</b>    | <b>April 15</b> | <b>Show Hours</b>   | 12:00 Noon - 10:00pm             |
| <b>Saturday</b>  | <b>April 16</b> |                     | 10:00 am - 10:00pm               |
| <b>Sunday</b>    | <b>April 17</b> |                     | 10:00 am - 6:00pm                |
| <b>Sunday</b>    | <b>April 17</b> | <b>Dismantle</b>    | 6:00pm-10:00pm                   |
| <b>Monday</b>    | <b>April 18</b> |                     | 7:00am-9:00pm                    |

All carriers must be checked in by 12:00 noon on Monday April 18  
All exhibitor materials must be removed by 5:00 PM

## Shipping Address

**Advance shipments  
To Warehouse**

c/o National Convention Services  
YRC  
900 64th Street NW  
Albuquerque, NM 87121

**Shipments should arrive on or before:  
Friday April 8, 2016**

**Direct Shipments  
to Exhibit Site**

c/o National Convention Services  
New Mexico International Auto Show  
Albuquerque Convention Center  
401 2nd St NW  
Albuquerque, NM 87102

**Shipment will be accepted beginning:  
Wednesday April 13, 2016**

## NCS Service Center

NCS is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION



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www.ncsevents.com

**RETURN TO: National Convention Services - 145 West 30th Street 2 Fl - New York, NY, 10001 - USA - (212) 947-8255 - Fax (212) 947-8006**

|                              |              |            |         |
|------------------------------|--------------|------------|---------|
| COMPANY                      | BOOTH NUMBER | E-MAIL     | PHONE # |
| ADDRESS                      |              | CITY/STATE | ZIP     |
| AUTHORIZED CONTACT SIGNATURE |              | DATE       |         |

**X**

## Payment Policy

Payment for Services - NCS requires payment in full at the time services are ordered. Further, NCS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

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

**Method of Payment** - National Convention Services accepts MasterCard, Visa, American Express, Check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

**Third Party Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. NCS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request Form.

**Tax Exempt** - If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the NCS office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** - No adjustment to invoices will be made after close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50%-100% of the total order, based upon the status of move-in, work performed and/or NCS set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

\* If you wish to purchase coverage for excess declared value, please see Material Handling Form.

### Bank wire transfer information:

#### National Convention Services

c/o Citibank, NA  
1748 Broadway  
New York, NY 10019  
Account #05921132 AB#021000089  
Telephone # (212) 947-8255

To properly credit your account, send the following information to the

NCS address listed on the order forms:

*exhibiting company name, show name, and booth number*

*date and amount of transfer*

*bank and country where transfer originated*

If you have any question regarding our payment policy, please call NCS at 212-947-8255 or visit the NCS service center at the show.

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **for your convenience**, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

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

PLEASE SIGN

**X**

Authorized Signature (Required)

Authorized Name - Please Print Date

## Credit Card Charge Authorization

(All Information Must Be Provided)

|           |     |
|-----------|-----|
| EXP. DATE | CVV |
|           |     |

- MasterCard  
 Visa  
 American Express

### Account Number

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

*\*Please note that all credit card transactions over \$5,000 will be charged a 3% credit card fee*

|                              |              |
|------------------------------|--------------|
| Cardholder's Name            | Please Print |
| Cardholder's Billing Address | City         |
| State                        | Zip Country  |

PLEASE SIGN

**X**

Cardholder's Signature

Date

## Calculation of Orders

*Total*

|  |    |
|--|----|
| Furniture & Accessories                                | \$ |
| Labor  | \$ |
| Material Handling                                      | \$ |
| Hanging Sign & Truss                                   | \$ |
| Carpet   | \$ |
| Other NCS Services (Specify)                           | \$ |
| Other NCS Services (Specify)                           | \$ |
| <b>Full Payment in U.S. Funds drawn on a U.S. Bank</b> |    |
| National Convention Services, LLC Federal ID #         |    |

To simplify payment, send a check payable to National Convention Services, LLC for your entire order or note the amount to be charged to your credit card

Charge my credit card in the amount of:

|    |
|----|
| \$ |
| \$ |

Enclosed is a check in the amount of:

Check No

Dated

# THIRD PARTY BILLING REQUEST



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|                              |               |              |                                   |
|------------------------------|---------------|--------------|-----------------------------------|
| COMPANY                      | EMAIL ADDRESS | BOOTH NUMBER | PHONE #                           |
| AUTHORIZED CONTACT SIGNATURE |               |              | AUTHORIZED CONTACT - PLEASE PRINT |
|                              |               |              | DATE                              |

**X**

You may arrange for a third party to handle your display and be billed for services. NCS will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **NCS reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.** It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. NCS Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

| Exhibiting Firm         |       |     | Third Party             |       |     |
|-------------------------|-------|-----|-------------------------|-------|-----|
| Exhibiting Firm         |       |     | Exhibiting Firm         |       |     |
| Address                 |       |     | Address                 |       |     |
| City                    | State | Zip | City                    | State | Zip |
| Phone                   | Fax   |     | Phone                   | Fax   |     |
| Authorized Signature    |       |     | Authorized Signature    |       |     |
| Authorized Name (Print) |       |     | Authorized Name (Print) |       |     |

### Credit Card Charge Authorization

(Information Must Be Provided)

|                        |                          |                  |
|------------------------|--------------------------|------------------|
| <b>EXPIRATION DATE</b> | <input type="checkbox"/> | MasterCard       |
| <input type="text"/>   | <input type="checkbox"/> | Visa             |
|                        | <input type="checkbox"/> | American Express |

|                      |                          |           |
|----------------------|--------------------------|-----------|
| <b>CVV</b>           | <input type="checkbox"/> | Corporate |
| <input type="text"/> | <input type="checkbox"/> | Personal  |

\*Please note that all credit card transactions over \$5,000 will be charged a 3% credit card fee

Account Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Please Print \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

The Items checked below are to be invoiced to the Exhibiting Company:

- All Services  
 I&D Labor  
 Signs  
 Rental Furniture  
 Material Handling In & Out  
 Other (Please Specify)

PLEASE SIGN **X** \_\_\_\_\_  
Cardholder's Signature

### Credit Card Charge Authorization

(Information Must Be Provided)

|                        |                          |                  |
|------------------------|--------------------------|------------------|
| <b>EXPIRATION DATE</b> | <input type="checkbox"/> | MasterCard       |
| <input type="text"/>   | <input type="checkbox"/> | Visa             |
|                        | <input type="checkbox"/> | American Express |

|                      |                          |           |
|----------------------|--------------------------|-----------|
| <b>CVV</b>           | <input type="checkbox"/> | Corporate |
| <input type="text"/> | <input type="checkbox"/> | Personal  |

\*Please note that all credit card transactions over \$5,000 will be charged a 3% credit card fee

Account Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Please Print \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

The Items checked below are to be invoiced to the Third Party:

- All Services  
 I&D Labor  
 Signs  
 Rental Furniture  
 Material Handling In & Out  
 Other (Please Specify)

PLEASE SIGN **X** \_\_\_\_\_  
Cardholder's Signature

# FURNITURE & ACCESSORIES ORDER FORM



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COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

## PRICE LIST

| DESCRIPTION   | DISCOUNT PRICE | REGULAR PRICE | DESCRIPTION  | DISCOUNT PRICE | REGULAR PRICE |
|---|----------------|---------------|--|----------------|---------------|
| <b>BOOTH FURNITURE</b>  |                |               | <b>CUSTOM BOOTH DRAPE</b>  |                |               |
| NCS1 Plastic Contour Chair  | \$ 32.50       | \$ 48.75      | <i>8' H Back Drape and 36"H Side Drape --4 feet minimum order</i>  |                |               |
| NCS6 Contemporary Chair   | \$ 62.50       | \$ 93.25      | Linear Ft., of Back Drape per ft.                                  | \$ 11.75       | \$ 17.50      |
| NCS5 Contemporary Arm Chair   | \$ 67.75       | \$ 101.00     | Linear Ft., of Side Drape per ft.                                  | \$ 10.25       | \$ 15.25      |
| NCS8 Contemporary Stool   | \$ 58.50       | \$ 86.75      | 8' Upright Pole with Base  | \$ 35.75       | \$ 42.75      |
| <b>DISPLAY TABLES - 30" HIGH</b>  |                |               | <b>BOOTH ACCESSORIES</b>   |                |               |
| <i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>   |                |               | Chrome Sign Holder   | \$ 50.50       | \$ 76.00      |
| Skirted 4' Table (Skirted 4 Sides)  | \$ 87.50       | \$ 118.75     | Aluminum Easel   | \$ 30.75       | \$ 45.75      |
| Skirted 6' Table  | \$ 101.75      | \$ 134.25     | Bag Stand  | \$ 50.50       | \$ 76.00      |
| Skirted 8' Table  | \$ 121.25      | \$ 164.50     | Literature Rack  | \$ 118.00      | \$ 176.00     |
| 4th Side Skirted, Optional  | \$ 19.00       | \$ 30.00      | Aisle Stanchion (Chrome)   | \$ 46.00       | \$ 51.00      |
| Round Table   | \$ 137.75      | \$ 179.00     | Retractable Stantion ( Blk)  | \$ 39.75       | \$ 46.00      |
| <b>DISPLAY COUNTERS - 42" HIGH</b>  |                |               | Plastic Chain Price/Ft.  | \$ 1.50        | \$ 2.75       |
| <i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i> |                |               | Stanchion Rope - 8' Section  | \$ 25.50       | \$ 35.75      |
| Skirted 4' Counter (Skirted 4 Sides)  | \$ 93.00       | \$ 133.75     | Ticket Tumbler   | \$ 68.00       | \$ 102.00     |
| Skirted 6' Counter  | \$ 102.50      | \$ 153.75     | Wastebasket  | \$ 10.00       | \$ 14.25      |
| Skirted 8' Counter  | \$ 122.50      | \$ 183.00     | Display Case 6' Full View  | \$ 252.00      | \$ 375.00     |
| 4th Side Skirted, Optional  | \$ 16.85       | \$ 25.00      | Display Case 6' Half View  | \$ 252.00      | \$ 375.00     |
| <b>RISERS</b>   |                |               | Tensa-barriers   | \$ 51.00       | \$ 58.25      |
| <i>8" Wide</i>  |                |               | 12' Ladder   | \$ 56.00       | \$ 61.25      |
| 4' Single Tier, 7" or 15"   | \$ 39.25       | \$ 59.25      | 16' Ladder   | \$ 71.50       | \$ 78.50      |
| 6' Single Tier, 7" or 15"   | \$ 68.00       | \$ 101.50     | <b>Prices include delivery, installation, rental, and removal.</b> |                |               |
| 4' Double Tier, 7" and 15"  | \$ 81.50       | \$ 122.50     | <b>Cancellation Policy: Item cancellations will be charged</b>     |                |               |
| 6' Double Tier, 7" and 15"  | \$ 111.75      | \$ 167.25     | <b>50% of original prices after move-in begins and 100% of</b>     |                |               |
|   |                |               | <b>original prices after installation.</b>                         |                |               |

\*\*\* Please note, for unskirted tables, please take 20% off listed prices above\*\*\*

\*\*\* Please note, for unskirted tables, please take 20% off listed prices above\*\*\*

## PLACE ORDER HERE

Table / Counter Skirt Color (Black will be provided if no color is indicated below):

SELECT

Black  White  Blue  Gray  Red

Optional 4th Side TABLE Skirt:  6'  8'

Optional 4th Side COUNTER Skirt:  6'  8'

Tackboard / Pegboard Placement:  Vertical only

| ITEM # | DESCRIPTION                | PRICE | QUANTITY | TOTAL PRICE |
|--------|----------------------------|-------|----------|-------------|
|        |                            |       |          | \$          |
|        |                            |       |          | \$          |
|        |                            |       |          | \$          |
|        |                            |       |          | \$          |
|        | 1. Total All Items Ordered |       |          | \$          |
|        | 2. 7% Sales Tax            |       |          | \$          |
|        | 3. Payment Enclosed        |       |          | \$          |

# GRAPHICS & SIGNS



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COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

To order your graphics, complete this order form and attach your sign copy or electronic file.

please see guidelines for electronic files on the reverse side of this form.

## DIGITAL GRAPHICS

NCS has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities included four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L x \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
sq. ft. \_\_\_\_\_ x \$18 = \$ \_\_\_\_\_

**\$18.00 per sq.ft. (standard price \$21.25)**

**Minimum order 9 sq. ft. (1296 sq. in. )**

**Double sq. ft. for double-sided graphics**

**Round sq. ft. to next whole increment**

**Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

## LARGE DIGITAL GRAPHICS

**Please call and Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

### File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

Foamcore

PVC

Gatorfoam

Masonite

Plexi

Other

Use your Judgment For Sign

Vertical

Horizontal

Layout




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

\_\_\_\_\_

## STANDARD SIZES

### CHOOSE YOUR SIZE:

|              | QTY   | Discount Price | Standard Price | Total |
|--------------|-------|----------------|----------------|-------|
| 7"x11"       | _____ | @ \$ 39.50     | \$59.25 = \$   | _____ |
| 7"x22"       | _____ | @ \$ 45.65     | \$68.50 = \$   | _____ |
| 7"x44"       | _____ | @ \$ 53.65     | \$80.50 = \$   | _____ |
| 9"x44"       | _____ | @ \$ 58.00     | \$87.25 = \$   | _____ |
| 11"x14"      | _____ | @ \$ 45.50     | \$68.50 = \$   | _____ |
| 14"x22"      | _____ | @ \$ 63.00     | \$94.50 = \$   | _____ |
| 14"x44"      | _____ | @ \$ 82.25     | \$123.50 = \$  | _____ |
| 22"x28"      | _____ | @ \$ 83.50     | \$125.00 = \$  | _____ |
| 28"x44"      | _____ | @ \$ 128.75    | \$193.00 = \$  | _____ |
| 20"x60"      | _____ |                |                |       |
| (White Only) | _____ | @ \$ 126.00    | \$204.75 = \$  | _____ |

Note: File Conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines)

### INDICATE YOUR SIGN COPY HERE:

Please feel free to attach additional sign copy on separate page

Vertical

Horizontal

Use your Judgment  
For Sign Layout




Background Color:

Lettering Color:

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax 7% \_\_\_\_\_ = TOTAL \_\_\_\_\_

## **CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK**

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction

## **PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART**

Minimum requirements for original artwork, such as logos, when NCS is providing design and layout:

- \* 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that NCS will reproduce exactly as provided:

- \* 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- \* All related PMS and/or CMYK color codes
- \* Accurate color proof print of artwork
- \* Contact name, phone number and e-mail address of art creator if applicable
- \* If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

## **ACCEPTABLE FILE SOFTWARE FORMATS**

We are capable of working with PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- \* ADOBE - Illustrator, InDesign, and Photoshop
- \* COREL DRAW
- \* MACROMEDIA freehand
- \* QUARK XPRESS

Files should always be saved in their native format

## **ACCEPTABLE FILE TYPES**

Files that NCS can use in order of preference, include:

- \* EPS and AI (especially when submitting logos)
- \* TIF (especially when submitting photos)
- \* JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that NCS cannot use to reproduce high quality graphics include:

- \* GIF Files
- \* Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- \* Self-extracting files, such as EXE or SEA files

## **WAYS TO SEND ARTWORK**

\* Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

\* Large files may also be posted to NCS' FTP site for downloading - you may get the password and other needed information from your NCS service representative in order to post files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

## LABOR RULES & REGULATIONS



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To assist you in your planning efforts for the upcoming expositions, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the scope of work performed by the union, we ask that you read the following

### EXHIBIT LABOR

NCS, as show contractor, has jurisdiction for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from ceiling, placement of all signs and the erection of platforms used for exhibit purpose.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

This rule prohibits the utilization of workers hired from a non-licensed and insurance company. Prior proof and approval will be required.

To secure labor, please utilize the labor forms enclosed.

### GRATUITIES

NCS requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when NCS employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of NCS. NCS employees are paid an excellent wage and tipping is not an accepted company policy.

### IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to NCS's jurisdiction or practices directed to a NCS management representative.

### SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. NCS cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.



# INSTALLATION & DISMANTLING ORDER FORM



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RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

COMPANY PHONE # EMAIL ADDRESS BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

**X**

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.**

**TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- . Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- . Exhibitor may unpack and place merchandise.
- . Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Starting time can be guaranteed only when labor is required for the start of the working day at 8 AM. All exhibiting labor for 8 AM starting time will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No- Show" charge per worker will apply.

**Note: Please schedule your labor for two hours after your target schedule for proper scheduling of labor.**

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY NCS. NCS requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES AS FOLLOWS:**

Straight Time Monday through Friday 8:00 AM to 4:30 PM **\$91.25 per hour**  
 Overtime 4:30 PM to 8:00 AM Monday through Friday and all day on Saturday, Sunday and Holidays **\$136.25 per hour**

**PLEASE INDICATE SERVICE** **PLACE ORDER HERE**

**NCS SUPERVISED (OK TO PROCEED)**

**Please complete "Key Information"**

- NCS will supervise labor to:
- . Unpack and install display before exhibitor arrival at show site.
  - . Dismantle, pack, and arrange to ship display after show closing.
  - . Subject to terms and conditions of all NCS policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**EXHIBITOR SUPERVISED ( DO NOT PROCEED)**

Indicate workers needed for installation and dismantling.

NCS will not be responsible for any loss or damage arising from

**the installation, unpacking, dismantlement or packing of exhibitor property**

| SCHEDULE DATE(S)  | SCHEDULE START TIME | SCHEDULED END TIME | TOTAL # OF HOURS | TOTAL WORKERS                    | LABOR RATE                    | TOTAL |
|---|---------------------|--------------------|------------------|----------------------------------|-------------------------------|-------|
|   | AM                  | AM                 |                  |                                  |                               |       |
|   | PM                  | PM                 |                  |                                  |                               |       |
|   | AM                  | AM                 |                  |                                  |                               |       |
|   | PM                  | PM                 |                  |                                  |                               |       |
|   | AM                  | AM                 |                  |                                  |                               |       |
|   | PM                  | PM                 |                  |                                  |                               |       |
| I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract. |                     |                    |                  | 1. Tax 7%                        |                               |       |
| Authorized Signature - Please Sign: <b>X</b>  |                     |                    |                  | 2. 30% (\$50.00) NCS Supervision |                               |       |
|   |                     |                    |                  | 3. <b>Total Installation</b>     |                               |       |
|   |                     |                    |                  |                                  | Authorized Name -Please Print | Date  |



# LIGHTING & RIGGING EQUIPMENT



**NEW MEXICO INTERNATIONAL  
AUTO SHOW**

**New Mexico International Auto Show  
Albuquerque Convention Center**

**Apr 15-17, 2016**



[www.ncsevents.com](http://www.ncsevents.com)

RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006  
 COMPANY EMAIL ADDRESS PHONE # BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT DATE

**x**

## INSTRUCTIONS

All rigging must comply with Show Management rules, regulations and facility limitations.

National Convention Services is the exclusive provider of rigging service. Truss and chain motor rental from NCS includes all material handling charges. All other equipment will be charged at rates published in the service manual.

All overhead rigging and flown objects must be assembled and disassembled by National Convention Services. Exhibitor's display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than NCS employees will be permitted in lifts. Please complete the LABOR order form to assemble/disassemble rigging and flown objects.

Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points and the weight of each point. The plot must show the booth outline with the front aisle for reference.

Lighting contractors or exhibitors may contract the Rigging Manager at NCS, 212-947-8255, to review truss and chain motor requirements or for assistance in creating a rigging plot.

For boom lift and rigging crew, use the STAGEHAND CONDOR & LABOR order form.

## RENTAL PRICES

|                  |                |                 |             |
|------------------|----------------|-----------------|-------------|
| 1000 Quart Light | _____ @        | \$617.50 each = | _____       |
| One Ton Hoist    | _____ @        | \$451.00 each = | _____       |
| 20.5" Box Truss  | _____ @        | \$35.75 each =  | _____       |
| 12" Box Truss    | _____ @        | \$21.50 each =  | _____       |
| 12" Corner Box   | _____ @        | \$85.50 each =  | _____       |
| Sub Total        | _____ x 7% Tax |                 | Total _____ |

**PLEASE SUPPLY THESE  
ITEMS WITH ORDER FORM  
IF APPLICABLE:**

\_\_\_\_\_ Rigging Plot

\_\_\_\_\_ Electrical Order Form

\_\_\_\_\_ Stagehand Condor &  
Labor Order Form

ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form

**METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER**

# CHAIN HOIST/TRUSS/SIGN EQUIPMENT



**NEW MEXICO INTERNATIONAL  
AUTO SHOW**

**New Mexico International Auto Show**  
Albuquerque Convention Center  
April 15-17, 2016



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RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

| COMPANY                      | EMAIL ADDRESS                     | PHONE # | BOOTH NUMBER |
|------------------------------|-----------------------------------|---------|--------------|
| AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT |         | DATE         |
| <b>X</b>                     |                                   |         |              |

All rigging must comply with show Management rules, regulations and facility limitations.  
All overhead rigging and flown objects must be assembled and disassembled by National Convention Services. Exhibitor's display company and/or I&D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than NCS employers will be permitted in lifts.

NCS requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide an engineered print with load two (2) weeks prior to move-in may delay your move-in date and increase exhibit costs!

Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per Stagehand person requested, unless 24-hour advance notice is provided in writing.  
Stagehand labor is based on a four hour minimum.

NCS stagehands install/dismantle all programmable dimmable fixtures, video walls, audio, and projection.  
For Pre Rigging: Please contact National Convention Services for availability.

**Straight Time:** 8:00 a.m to 4:30 p.m., Monday through Friday

**Overtime:** 4:30 p.m. to 8:00 a.m./ Monday through Friday and ALL Day Saturday, Sunday and Holidays.

## LIGHTING DESIGNER INFORMATION

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

## STAGEHAND & LIFTS

| Rates are per lift and crew per hour | # NEEDED | DATE/TIME | STRAIGHT TIME                       | OVERTIME |
|--------------------------------------|----------|-----------|-------------------------------------|----------|
| Equipment and Crew Consist of:       |          |           |                                     |          |
| 1 Operator, and 1 Ground Man         |          |           |                                     |          |
| Condor and Crew                      | _____    | _____     | \$521.50                            | \$694.25 |
| Scissor Lift(s) and Crew             | _____    | _____     | \$406.00                            | \$492.25 |
| Man Lift(s) and Crank(s)             | _____    | _____     | \$262.50 Daily Plus Stagehand Labor |          |
| Genie Hand Crank(s)                  | _____    | _____     | \$262.50 Daily Plus Stagehand Labor |          |

Man lifts and Genie hand crank lifts will be supplied on a daily basis only.

STAGEHAND & LIFTS SUBTOTAL \_\_\_\_\_ x 7% TAX \_\_\_\_\_ = TOTAL \_\_\_\_\_

| ADDITIONAL LABOR          | # NEEDED | DATE/TIME | STRAIGHT TIME | OVERTIME |
|---------------------------|----------|-----------|---------------|----------|
| Additional High Riggers   | _____    | _____     | \$106.00      | \$183.75 |
| Additional Ground Riggers | _____    | _____     | \$106.00      | \$183.75 |
| Theatrical Stage Electric | _____    | _____     | \$107.50      | \$186.25 |
| Programmer                | _____    | _____     | \$107.50      | \$186.25 |

ADDITIONAL LABOR SUBTOTAL \_\_\_\_\_ x 7% TAX \_\_\_\_\_ = TOTAL \_\_\_\_\_

# STRUCTURAL INTEGRITY STATEMENT



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**

New Mexico International Auto Show

Albuquerque Convention Center

April 15-17, 2016



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RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

## STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the **NEW MEXICO INTL AUTO SHOW 2016 and (if applicable)**, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **MOTOR TREND AUTO SHOWS INC., EXPO NEW MEXICO, NATIONAL CONVENTION SERVICES** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

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

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.  
Please include this form with your hanging sign order form**

# EXHIBIT TRANSPORTATION



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**

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RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

Credit Card information must be on file prior to pick up, as charges will be included on your show services invoice.

International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs.

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION:

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(City)

(State)

(Zip)

### DESTINATION

- I will be shipping to the **WAREHOUSE**

**NCS/Exhibiting Company Name**

Hold for: New Mexico International Auto Show  
Show-Booth #

c/o National Convention Services

**MUST BE DELIVERED BY April 13, 2016**

- I will be shipping to **SHOW SITE**

**NCS/Exhibiting Company Name**

**New Mexico Int'l Auto Show - Show Booth #**

c/o National Convention Services

New Mexico International Auto Show

401 2nd St NW

Albuquerque, NM 87102

### CANNOT BE DELIVERED BEFORE ASSIGNED TARGET DATE

#### TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 pm)  
 2 Day: Delivery by 5:00 pm second business day  
 Deferred: Delivery within 3-4 business days  
 Declared Value \$ \_\_\_\_\_

Air Transportation charges are billed by Dimensional or Actual weight, whichever is greater.

- Standard Ground: Dependent on distance  
 Expedited Ground: Tailored to specific requirement  
 Specialized: Pad wrapped, uncrated, or truckload

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Crates (wooden) \_\_\_\_\_

Cartons (cardboard) \_\_\_\_\_

Cases/Trunks (Fiber)(Color \_\_\_\_\_) \_\_\_\_\_

Skids/Pallets \_\_\_\_\_

Carpet/Pad (Color \_\_\_\_\_) \_\_\_\_\_

Other ( \_\_\_\_\_ ) \_\_\_\_\_

Total \_\_\_\_\_

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery**

### OUTBOUND SHIPPING

- I would like to schedule outbound NCS Transportation  
Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

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

Number of Labels: \_\_\_\_\_

**A TRANSPORTATION EXPERT WILL CONTACT YOU TO CONFIRM RECEIPT OF YOUR ORDER AND FINALIZE DETAILS**

**FAX THIS COMPLETED FORM TO:  
212-947-8006**



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**FROM:** Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016  
**New Mexico International Auto Show**  
**ADVANCE WAREHOUSE SHIPMENT**



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**FROM:** Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016  
**New Mexico International Auto Show**  
**ADVANCE WAREHOUSE SHIPMENT**



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**FROM:** Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016  
**New Mexico International Auto Show**  
**ADVANCE WAREHOUSE SHIPMENT**



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**FROM:** Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016  
**New Mexico International Auto Show**  
**ADVANCE WAREHOUSE SHIPMENT**



**DIRECT SHIPMENT**

FROM: Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**TO:** Exhibiting Company Name: \_\_\_\_\_  
**New Mexico International Auto Show**  
c/o National Convention Services  
New Mexico International Auto Show  
401 2nd St NW  
Albuquerque, NM 87102



**DIRECT SHIPMENT**

FROM: Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**TO:** Exhibiting Company Name: \_\_\_\_\_  
**New Mexico International Auto Show**  
c/o National Convention Services  
New Mexico International Auto Show  
401 2nd St NW  
Albuquerque, NM 87102



**DIRECT SHIPMENT**

FROM: Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**TO:** Exhibiting Company Name: \_\_\_\_\_  
**New Mexico International Auto Show**  
c/o National Convention Services  
New Mexico International Auto Show  
401 2nd St NW  
Albuquerque, NM 87102



**DIRECT SHIPMENT**

FROM: Booth # : \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**TO:** Exhibiting Company Name: \_\_\_\_\_  
**New Mexico International Auto Show**  
c/o National Convention Services  
New Mexico International Auto Show  
401 2nd St NW  
Albuquerque, NM 87102



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**HANGING SIGN**

FROM: \_\_\_\_\_ Booth # : \_\_\_\_\_  
Event: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Carrier: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**HANGING SIGN**

FROM: \_\_\_\_\_ Booth # : \_\_\_\_\_  
Event: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Carrier: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**HANGING SIGN**

FROM: \_\_\_\_\_ Booth # : \_\_\_\_\_  
Event: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Carrier: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016



**SHIP TO: YRC**  
**c/o National Convention Services**  
**900 64th Street NW**  
**Albuquerque, NM 87121**

**HANGING SIGN**

FROM: \_\_\_\_\_ Booth # : \_\_\_\_\_  
Event: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Carrier: \_\_\_\_\_

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
April 8, 2016 Through April 11, 2016



# MATERIAL HANDLING ORDER FROM



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**



New Mexico International Auto Show  
Albuquerque Convention Center  
April 15-17, 2016

[www.ncsevents.com](http://www.ncsevents.com)

RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

| COMPANY                      | EMAIL ADDRESS | BOOTH # | PHONE                           |
|------------------------------|---------------|---------|---------------------------------|
| AUTHORIZED CONTACT SIGNATURE |               |         | AUTHORIZED CONTACT-PLEASE PRINT |
| DATE                         |               |         |                                 |

X

## SERVICES

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Warehouse Receiving hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

**Special Handling:** Materials delivered by a carrier in such a manner that requires additional handling, such as crates that are stacked, oversized, mixed loads, no documentation and shipments requiring additional time and labor will incur **additional charges**. This includes deliveries from FedEx, UPS, DHL, etc...

| Part Minimum #  | Description                           | Price per CWT | 200 lbs. minimum |
|---|---------------------------------------|---------------|------------------|
| <b>Warehouse Shipment Delivery from April 8, 2016 to April 11, 2016</b>                 |                                       |               |                  |
|   | Crated or Skidded Shipment            | \$71.50       | \$143.00         |
| <b>Warehouse Shipment prior to April 8, 2016 and after April 11, 2016</b>               |                                       |               |                  |
|   | Crated or Skidded Shipment            | \$86.75       | \$173.50         |
| <b>Showsite Shipment</b>  |                                       |               |                  |
|   | Crated or Skidded Shipment            | \$56.75       | \$113.50         |
|   | Uncrated or Pad Wrapped Shipment      | \$79.50       | \$159.00         |
|   | Skidded Literature (One Way-per Skid) | \$82.65       | \$165.30         |
|   | Special Handling                      | \$70.50       | \$141.00         |
| <b>Showsite Shipment received after published Target Date noted in Exhibitor Manual</b> |                                       |               |                  |
|   | Crated or Skidded Shipment            | \$72.50       | \$145.00         |
|   | Uncrated or Pad Wrapped Shipment      | \$103.00      | \$206.00         |
|   | Special Handling                      | \$128.75      | \$257.50         |

It is to your advantage to meet the **ASSIGNED TARGET DATE**. You will have priority on manpower when you arrive on schedule. Shipments arriving **AFTER YOUR TARGET DATE & TIME** will be unloaded after all of that day **ON-TARGET** shipments are loaded. You will receive an **ADDITIONAL 30% SURCHARGE** on the above listed rates for all **OFF-TARGET** shipments. As well as for load out. Load out is scheduled for Monday April 18, 2016, 8:00 a.m. if Sunday, load out is required a 30% surcharge will apply as well.

| Part #   | Description                       | Weight     | CWT  | Unit Price | Estimated Total Cost |
|----------|-----------------------------------|------------|------|------------|----------------------|
| 2530100  | SAMPLE Crated or Skidded Shipment | 1200 / 100 | = 12 | \$56.75    | \$681.00             |
|          |                                   | /          | =    |            |                      |
|          |                                   | /          | =    |            |                      |
| Subtotal |                                   |            |      |            |                      |
| Tax 7%   |                                   |            |      |            |                      |
| Total    |                                   |            |      |            |                      |

# RIGGING EQUIPMENT AND LABOR



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**

New Mexico International Auto Show  
Albuquerque Convention Center  
April 15-17, 2016

All orders are governed by the  
NCS Payment Policy and the  
Limits of Liability and Responsibility



[www.ncsevents.com](http://www.ncsevents.com)

|   |                      |                    |                     |                  |
|---|----------------------|--------------------|---------------------|------------------|
| RETURN TO: NATIONAL CONVENTION SERVICES | 145 WEST 30TH STREET | NEW YORK, NY 10001 | PHONE: 212-947-8255 | FAX 212-947-8006 |
| COMPANY                                 | EMAIL ADDRESS        | PHONE #            | BOOTH NUMBER        |                  |
| ADDRESS                                 |                      | CITY/STATE         | ZIP                 |                  |
| AUTHORIZED CONTACT SIGNATURE            |                      |                    | DATE                |                  |
| <b>x</b>                                |                      |                    |                     |                  |

**Straight Time -** 8:00AM to 5:00PM Monday through Friday  
**Overtime -** 5:00PM to 8:00AM Monday through Friday and all day Saturday, Sunday and Holiday

Start time guaranteed only at start of working day  
**One hour minimum** - labor thereafter is charged in half (1/2) hour increments  
 Supervisor must check in at Service Desk to pickup labor  
 When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth  
**If you require a forklift, a crew will be assigned consisting of a forklift with an operator and two ground men.**

| Part #                | Description                                  | Price Per Hour |
|-----------------------|--|----------------|
| <b>FORKLIFT LABOR</b> |  |                |
| 304050                | Forklift w/ operator - up to 5,000 lbs - ST  | \$118.50       |
| 304051                | Forklift w/ operator - up to 5,000 lbs - OT  | \$171.00       |
| 3040100               | Forklift w/ operator - up to 10,000 lbs - ST | \$323.50       |
| 3040101               | Forklift w/ operator - up to 10,000 lbs - OT | \$416.25       |
| 304040                | Forklift w/ operator - 4 Stage - ST          | \$306.00       |
| 304041                | Forklift w/ operator - 4 Stage - OT          | \$353.50       |
| 3090600               | Man cage for Forklift                        | \$31.75        |
| 3090700               | Boom for Forklift                            | \$31.75        |
| <b>RIGGING LABOR</b>  |  |                |
| 3020100               | Rigger -ST                                   | \$64.25        |
| 3020101               | Rigger -OT                                   | \$101.00       |

## INSTALLATION

| Part #                          | Description | Date | Start Time | # of Equip/person | Approx Hrs per Person | Total Hours | Hourly Rate  | Estimated Total Cost |
|---------------------------------|-------------|------|------------|-------------------|-----------------------|-------------|--------------|----------------------|
|                                 |             |      |            |                   |                       |             |              |                      |
| Describe work to be done: ..... |             |      |            |                   |                       |             | Sub-Total    |                      |
| .....                           |             |      |            |                   |                       |             | Tax 7%       |                      |
| .....                           |             |      |            |                   |                       |             | <b>Total</b> |                      |

## DISMANTLE

| Part #                          | Description | Date | Start Time | # of Equip/person | Approx Hrs per Person | Total Hours | Hourly Rate  | Estimated Total Cost |
|---------------------------------|-------------|------|------------|-------------------|-----------------------|-------------|--------------|----------------------|
|                                 |             |      |            |                   |                       |             |              |                      |
| Describe work to be done: ..... |             |      |            |                   |                       |             | Sub-Total    |                      |
| .....                           |             |      |            |                   |                       |             | Tax 7%       |                      |
| .....                           |             |      |            |                   |                       |             | <b>Total</b> |                      |

# OUTBOUND SHIPPING



NEW MEXICO INTERNATIONAL  
**AUTO SHOW**

New Mexico International Auto Show  
Albuquerque Convention Center  
April 15-17, 2016

All orders are governed by the  
NCS Payment Policy and the  
Limits of Liability and Responsibility



[www.ncsevents.com](http://www.ncsevents.com)

RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

## SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ ATTN: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

## METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

### NATIONAL CONVENTION SERVICES TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited:
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE .

NCS will make arrangements for all National Convention Services Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, NCS will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

# INTENT TO USE EXHIBITOR-APPOINTED CONTRACTOR



**NEW MEXICO INTERNATIONAL  
AUTO SHOW**

**New Mexico International Auto Show**

Albuquerque Convention Center

April 15-17, 2016



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RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

**EAC INFORMATION**

| COMPANY                      | EMAIL ADDRESS                     | BOOTH NUMBER | PHONE # |
|------------------------------|-----------------------------------|--------------|---------|
| AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE         |         |

**X**

A Non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contract attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

**Due to the necessity of coordinating all activities during the move-in and for security purpose, exhibitors who choose to use these contractors, must complete this form, comply with all rules and regulations (listed below) and supply National Convention Services with all necessary information by the deadline date indicated above.**

Contract/Display House \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

Exhibitor Company \_\_\_\_\_

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non- Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositing Managers.

**Rules & Regulations**

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the Official that it possess applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the Billing arrangement set up with NCS. ( based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space to the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or non-official Contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or NCS management
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibitor floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be

ordered through the Complimentary allotment of registration forms sent to each exhibiting company.

**For Insurance and Safety reasons, the official contractor designated in this service kit must be used for services such as:**

|            |          |                |                 |
|------------|----------|----------------|-----------------|
| Electrical | Plumbing | Booth Cleaning | Decorator Labor |
| Telephone  | Drayage  | Rigging        | Millwright Work |

**No exceptions will be made**

**Tips to Exhibitor Appointed Contractors (EACs)**

1. Order services require from NCS and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If NCS is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with NCS will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

## **FIRE SAFETY REGULATIONS**



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## **IMPORTANT INFORMATION REGARDING FIRE PREVENTION REGULATIONS**

All decorations, drapes, signs, banners, acoustical materials, cotton, hay, straw, moss, split bamboo, wood chips flame retardant foam core and similar materials shall be rendered flame retardant to the satisfaction of the Division of Fire Prevention. Proof of a satisfactory flame retardant treatment may include a Field Flame Test.

### **FIELD FLAME TEST:**

Flame retardant materials shall not ignite and spread over the surface when exposed to an open flame.

Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.

Compressed flammable gases, flammable/combustible liquids and hazardous chemicals are prohibited inside the building.

Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables and poisons are prohibited inside the building.

Combustible materials (i.e., crates, boxes) shall be limited to a one (1) day supply and shall be maintained in an orderly fashion.

### **SPECIAL REQUIREMENTS:**

Vehicles may be allowed in the building for display purpose provided they meet the following requirements:

1. All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.
2. The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover escape of all exposed metal.
3. Fueling and defueling is prohibited. No more than 5 gallons of fuel in the tank.

### **OPEN FLAME DEVICES:**

Open flame devices are prohibited.

### **EXCEPTION:**

A SMALL NUMBER OF CANDLES MAY BE USED WHEN APPROVED BY THE Fire Marshall or his authorized representative. Candles shall be securely supported on substantial non-combustible materials. The candle flame shall be protected.

# CARPET UPGRADE ORDER FORM



**NEW MEXICO INTERNATIONAL  
AUTO SHOW**

Discount Deadline Date  
**March 25, 2016**



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Liability and Responsibility

[www.ncsevents.com](http://www.ncsevents.com)

**New Mexico International Auto Show**  
Albuquerque Convention Center  
April 15-17, 2016

**RETURN TO:** National Convention Services, 145 West 30<sup>th</sup> Street 2 Fl. New York, NY 10001 USA. Phone (212) 947-8255. Fax (212) 947-8006

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT=PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

## PRICE LIST

### CARPET UPGRADE

**NCS will be providing Standard Tuxedo Carpet in all booth spaces**

If you wish to upgrade your carpet selection the following options are available.

| DESCRIPTION                      | DISCOUNT PRICES | REGULAR PRICE |
|----------------------------------|-----------------|---------------|
| 16 oz. Custom-cut Price/Sq. Ft.  | \$ 2.50         | \$ 3.90       |
| 28 oz. Plush Price/Sq. Ft.       | \$ 2.80         | \$ 3.45       |
| 40 oz. Ultra Plush Price/Sq. Ft. | \$ 3.30         | \$ 4.15       |

Visqueen is provided by NCS to cover only freight areas and perimeter of each booth space.

If you require additional Visqueen for your space it will be provided at .70 per sq. ft.

### PADDING

NCS Offers the finest padding used in the industry, a 5/8" double-netted rebound

pad. We guarantee your satisfaction.

| DESCRIPTION             | DISCOUNT PRICES | REGULAR PRICE |
|-------------------------|-----------------|---------------|
| Padding Per Square Foot | \$ 0.72         | \$ 0.82       |

Custom Size Booth Carpet cancelled after being cut will be charged **100%**.  
All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Custom-cut Carpet is available in three weights: **16 oz. Custom-cut, 28 oz. Plush, and 40 oz. Ultra Plush.** We offer discount for orders exceeding 2000 square feet -- please call for quote. Carpet comes with a 100% client satisfaction guarantee. **All custom orders must be received by March 25, 2016 to guarantee delivery and color selection.** 100 sq. feet minimum, in 10' widths only, required for custom-cut orders. **50% Surcharge for orders received after March 25, 2016**

- . **Guaranteed new carpet if order received by deadline date.**
- . **Installation to be completed prior to delivery of exhibit properties**
- . **A professional installation done to your satisfaction**
- . **Visqueen covering to protect the carpet during show move-in**

Custom-cut Carpet can be dyed to match your exhibit. **Custom dye orders require 30 days to process.** Custom-dyed orders require 1000 square feet minimum. We offer discounts for orders exceeding 2000 square feet. Please call for quote.

## PLACE ORDER HERE

| DESCRIPTION                | CALCULATE SIZE                           | TOTAL SQ. FT X PRICE/SQ. FT. = | TOTAL PRICE |
|----------------------------|--|--------------------------------|-------------|
| <b>16 oz. Custom-Elite</b> | Booth Width _____ x Booth Length _____ = |                                | \$ -        |

**Standard Colors**

16 oz. Custom-Cut Carpet Color:

- Black  Blue  Emerald  Gray  Red  Purple  Stone Blue  Buraroundv

| DESCRIPTION                   | CALCULATE SIZE                           | TOTAL SQ. FT X PRICE/SQ. FT. = | TOTAL PRICE |
|-------------------------------|--|--------------------------------|-------------|
| <b>28 oz. Designer's Plus</b> | Booth Width _____ x Booth Length _____ = |                                | \$ -        |

28 oz. Plush Carpet Color:

**Plush Colors**

- Ivory  Berry  Platinum  Emerald  Yellow  Gold  Beige  Fiber Cushion  
 White  Pewter  Black  Purple  Cobalt  Peacock  Silver Cloud  Foam Cushion  
 Navy  Ice  Burgundy  Nu Blue  Royal Blue  Red  Charcoal  Rebond Cushion

| DESCRIPTION                       | CALCULATE SIZE                           | TOTAL SQ. FT X PRICE/SQ. FT. = | TOTAL PRICE |
|-----------------------------------|--|--------------------------------|-------------|
| <b>40 oz. Supreme Ultra Plush</b> | Booth Width _____ x Booth Length _____ = |                                | \$ -        |

**Ultra Plush Colors**

40 oz. Ultra Plush Carpet Color:

- Emerald  Navy  Frost  Charcoal  Wheat  Med Blue  Black  Cabernet  Silver Cloud

| DESCRIPTION    | CALCULATE SIZE                           | TOTAL SQ. FT X PRICE/SQ. FT. = | TOTAL PRICE |
|----------------|--|--------------------------------|-------------|
| Carpet Padding | Booth Width _____ x Booth Length _____ = |                                | \$          |

Electrical Under Carpet? \_\_\_\_\_ Yes \_\_\_\_\_ No

Calculate Total Square Footage

With \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

|                            |    |
|----------------------------|----|
| 1. Total All Items Ordered | \$ |
| 2. 7% Tax                  | \$ |
| <b>3. Payment Enclosed</b> | \$ |



| ACORD CERTIFICATE OF LIABILITY INSURANCE   |   |  |                               |                                | DATE (MM/DD/YY)<br>01/01/03  |
|--|---|--|-------------------------------|--------------------------------|--|
| <b>PRODUCER</b><br>ABC Insurance Agency      Fax: (212) 555-6100<br>1234 Broker Lane<br>New York, NY 10895<br>Attn: Joe Agent (212) 555-6102 ext. 1234   |   | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  |                               |                                |  |
| <b>INSURED</b><br>Big Boom Company, Inc.<br>1234 Corporate Lane<br>New York, NY 10895<br>Attn: Joe Smith<br>Phone: (212) 555-5349      Fax: (212) 555-9819   |   | <b>INSURERS AFFORDING COVERAGE</b><br>INSURER A: Hartford Insurance Company of Illinois<br>INSURER B: Aetna Casualty & Surety Company<br>INSURER C: Travelers Insurance Company<br>INSURER D: Royal Insurance Company<br>INSURER E:  |                               |                                |  |
| <b>COVERAGES</b><br>THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.   |   |  |                               |                                |  |
| FORM LETTER  | TYPE OF INSURANCE   | POLICY NUMBER  | POLICY EFFECTIVE DATE (MM/YY) | POLICY EXPIRATION DATE (MM/YY) | LIMITS   |
| A  | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br>_____<br><input type="checkbox"/> _____<br>GENERAL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | 000P98298-A11  | 01/01/03                      | 01/01/04                       | \$1,000,000<br>FIRE DAMAGE (Any one fire) \$ 50,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS-COMP/OP AGG \$2,000,000 |
|  | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS<br>_____<br><input type="checkbox"/> _____  | SKLS-029499S   | 01/01/03                      | 01/01/04                       | COMBINED SINGLE LIMIT (Per accident) \$2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
|  | GARAGE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> _____  |  |                               |                                | AUTO ONLY-EA ACCIDENT \$1,000,000<br>OTHER THAN EA ACC \$<br>AUTO ONLY- AGG \$   |
|  | A<br>EXCESS LIABILITY<br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br>_____<br><input type="checkbox"/> DEDUCTIBLE \$<br><input type="checkbox"/> RETENTION \$   | XL1234567  | 01/01/03                      | 01/01/04                       | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>\$<br>\$<br>\$   |
| C  | WORKERS COMPENSATION AND EMPLOYERS LIABILITY<br>_____<br>_____  | A4145-SS-P137  | 01/01/03                      | 01/01/04                       | <input checked="" type="checkbox"/> INSTANT-OCCUR LIMIT    OTHER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE-EA EMPLOYEE \$1,000,000<br>E.L. DISEASE-POLICY LIMIT \$1,000,000                |
| D  | OTHER<br>Professional Liability   | 000P98298-A11  | 01/01/03                      | 01/01/04                       | Each Occurrence & Aggregate \$1,000,000<br>\$3,000,000   |
| <b>DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS, ADDED BY ENDORSEMENTS, SPECIAL PROVISIONS</b><br>National Convention Services, LLC. (Official Contractor), Motor Trend Auto Shows (Show Management), Carolina First Center (Facility), and S.C. Carolina Intl Auto Show (Show) are hereby named as additional insured, except for Workers' Compensation. National Convention Svcs, LLC. and/or the consignee are included as Loss Payee. The insurance provided for the benefit of National Convention Svcs, LLC., shall be primary insurance as respects any claim, loss, or liability arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by NCS shall be excess and non-contributory. Show date(s) are: January 13 - 18, 2003 at city of Greenville. |   |  |                               |                                |  |
| <b>CERTIFICATE HOLDER</b> <input checked="" type="checkbox"/> <b>ADDITIONAL INSURED</b> ; INSURER LET TER: <u>  G  </u>  |   | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS. |                               |                                |  |
| <b>NATIONAL CONVENTION SERVICES, LLC.</b><br>Exhibitor Services<br>(Production Location Address 1)<br>(Production Location Address 2)  |   | <b>AUTHORIZED REPRESENTATIVE</b><br>John Smith, RSP®<br>John Smith, OC   |                               |                                |  |

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: National Convention Services, LLC. (Show Contractor), Motor Trend Auto Shows (Show Management), Carolina First Center (Facility), and South Carolina International Auto Show (Show) must be named as additional insureds.
- CERTIFICATE HOLDER: Must be National Convention Services, LLC.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
- POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (in this exhibitor manual).
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# TERMS & CONDITIONS OF CONTRACT



## New Mexico International Auto Show

Albuquerque Convention Center

April 15-17, 2016



NCS TERMS AND CONDITIONS ARE SUBJECT TO CHANGE  
AT NCS' SOLE DISCRETION WITHOUT NOTICE  
TO ANY PARTIES

**1. DEFINITIONS.** For purposes of this contract, "National Convention Services" ("NCS") means National Convention Services. ("NCS") and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors NCS may appoint. The term "EXHIBITOR" means the EXHIBITOR, its employees, agents, representatives, and any EXHIBITOR Appointed Contractors. Further, the EXHIBITOR is in fact the "shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary. All dollar amounts are in U.S. dollars.

**2. PACKAGING AND CRATES.** NCS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, canceled damage, carpets in bags or poly, or materials improperly packed. In addition, NCS shall not be responsible for crates and packaging which are unsuitable for handling, or for condition, or have prior damage. Crates and packaging should be of a design to adequately protect for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. NCS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without NCS Labels; or Improper information on empty labels. NCS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

**4. 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 his representative, and *during such time the materials will be left unattended.* NCS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. NCS highly recommends the securing of security services from facility or Show Management.

**5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier and *during such time the materials will be left unattended.* NCS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. NCS highly recommends the securing of security services from facility or show management. All Materials Handling Agreements submitted to NCS by EXHIBITOR will be checked at the time of pick up from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick up.

**6. NCS RESPONSIBILITY.** NCS shall be responsible only for those services which it directly provides. NCS assumes no responsibility for any person's parties, or other contracting firms not under NCS's direct supervision and control. NCS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond NCS's reasonable control, nor for ordinary wear & tear in the handling of materials.

**7. INSURANCE.** It is understood that NCS 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 NCS with a release of subrogation to the extent of any insurance settlement received.

**8. DECLARED VALUE.** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

**(a) GROUND SHIPMENTS.** No declared value is available for ground shipments. If the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

**(b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the EXHIBITOR declares the value that \$.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 greater, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the value shown on the front of this form.

**(c)** Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD).

1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
3. Personal effects, including without limitation papers and documents.

**(d)** Liability for damage to shipments containing glass shall be limited to \$50.00 (USD). Shipments with a declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs.

**(e)** Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

**9. CLAIM(S) FOR LOSS.** Claims for loss or damage must be filled within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed with in nine(9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against NCS more than two(2) years and one day from the day when written notice is given by NCS to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent with out written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and NCS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to NCS for its services, as an offset against the amount of any alleged loss or damage.

**b. MAXIMUM RECOVERY.** If found liable for any loss, NCS 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, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS AS SHOWN ON THE FRONT OF THIS FORM APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT OT ANY OTHER SERVICES PROVIDED NCS INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

**C. BREACH OF CONTRACT AND /OR NEGLIGENCE ONLY.** NCS's liability shall be limited to any loss or damage which results solely from NCS'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 NCS 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 the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if NCS has been advised or has 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 or interruption of business, or other consequential or indirect economic loss(es).

**10. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUCTED UNDER THE LAWS OF THE STATE OF NEW YORK WITH OUT 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 MANHATTAN COUNTY, NEW YORK

**11. DISPUTE RESOLUTION WAIVER OF A JURY TRIAL.** Parties agree to waive the right to a Jury trial and agree to utilize an independent arbitrator in the county of Manhattan, New York.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend NCS, its employees, directors, officers, and agents from and 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 cost) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any EXHIBITOR Appointed Contractor (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 Contractor (EAC) at the show or exposition to which this contract relates.

- EXHIBITOR's violation of federal, state, county, or local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

- EXHIBITOR's Inclusion of illegal substances, hazardous materials or waste in any shipments placed with NCS and for the violation of the representations and warranties made regarding hazardous material made on the front of this Agreement.

**13. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to NCS for material handling and transportation services, waives and releases all claims against NCS, its employees, agents, officers, and directors, with respect to all matters for which NCS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to bound by its terms, and further agree that it is the complete and exclusive agreement between the parties. The invalidity or enforcement of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.