

ACCESSORIES ORDER FORM

NAME OF SHOW: AER International Conference 2010

EXHIBITOR NAME: _____ BOOTH# _____

ADDRESS: _____
(Street)

(City) _____ (State) _____ (Zip) _____

(Phone#) _____ (Fax) _____

(E-mail:)

ITEM	QTY	ADVANCE PRICE	FLOOR PRICE	TOTAL
4' or 6' Table; Undraped		\$25.00	\$30.00	
4' or 6' Table; Skirted		\$40.00	\$45.00	
36" or 60" Round; undraped		\$25.00	\$30.00	
36" or 60" Round; Draped		\$40.00	\$45.00	
Counter-Height Table; Skirted (42" Height)		\$50.00	\$65.00	
Wastebasket		\$7.50	\$10.00	
Metal Easel		\$15.00	\$20.00	
10x10 Carpet		\$50.00	\$60.00	
10x20 Carpet		\$75.00	\$85.00	
Bulk Area Carpet		\$3.50 per linear foot	\$4.00 per linear foot	
Specialty Items:				

Items not listed are available upon request.

Subtotal: _____

Sales Tax 8%: _____

Total: _____

Mail or Fax completed form to:

Southwest Design & Display
 601 West 4th Street
 N. Little Rock, AR 72114
 501.376.9114 (F) 501.376.7011

Freight Handling Order Form

NAME OF SHOW: AER International Conference 2010

EXHIBITOR NAME: _____ BOOTH# _____

ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip) _____

(Phone#) _____ (Fax) _____

(E-mail:)

SHIPPING DESIGNATIONS

Crated/Skidded = Material on skids or in any type of container that can be unloaded with no additional handling.
Special Handling/Uncrated = Material delivered by carrier in such a manner that it required additional handling such as any of the following: Ground Unloading, side door unloading, constricted space unloading, side door unloading, stacked shipments, and loose or pad-wrapped shipments.
Fed Ex, UPS, & DHL are included in "Special Handling/Uncrated" category.

Reminder:
Price shown is for one way shipping only. Return freight will be billed to you at the same rates.

SHIPPING RATES	Cost per CWT; ONE WAY
Crated/Skidded Shipment	\$35.00
Special Handling/Uncrated	\$40.00
Penalty for late Shipments	\$10.00
Floor Order Return Freight	\$10.00
Improper Paperwork	\$20.00

****ADVANCE SHIPMENT RECEIVING TIMES: 8:00-4:300 M-F****

*****Weight Limitation should be restricted to under 5000lbs. per piece*****

Designation	Weight	CWT	Unit Price	Total Cost
Sample: Crated/Skidded	(400/100)	4.00	\$35.00	\$140.00

Deadline to Receive Advance Shipments: April 8, 2010

Address "Pre-Show Shipments as follows:
 (SHOW NAME) Hold for (Exhibitor/Booth#)
 Southwest Design & Display
 601 West 4th Street
 N. Little Rock, AR 72114

Return Freight Notification
 NO. I will take care of my freight
 Yes. Please ship my freight back for me.
Freight must be boxed/crated and ready for shipping, with return labels.

Labor Order Form

NAME OF SHOW: AER International Conference 2010

EXHIBITOR NAME: _____ BOOTH# _____

ADDRESS: _____
(Street)

(City) _____ (State) _____ (Zip) _____

(Phone#) _____ (Fax) _____

(E-mail:) _____

Southwest Design Supervised (OK to Proceed)

****Cost for Supervision: 20% Surcharge added to Labor Rates****

Exhibitor Supervised (Do not Proceed)

Exhibitor will need Installation Labor on (Date) _____

at (Time) _____ am/pm for (# of Hours) _____

Display Labor Rates; Per Laborer

Straight Time:	Monday thru Friday, 8am to 5pm	\$37.00per hour
Overtime:	All other times except Holidays	\$55.00per hour
Holidays:	All official Holidays	\$75.00per hour

Minimum charge is One Hour per Laborer. Labor in excess of One Hour is billed in ½ Hour Increments

Payment in full must accompany order.

Mail or Fax completed form to:

Southwest Design & Display
601 West 4th Street
N. Little Rock, AR 72114
501.376.9114 (F) 501.376.7011

We accept Checks, Visa, MasterCard, Discover, & American Express.

PAYMENT AUTHORIZATION FORM

NAME OF SHOW: AFR International Conference 2010

EXHIBITOR NAME: _____ BOOTH# _____

ADDRESS: _____
(Street)

(City) _____ (State) _____ (Zip) _____

(Phone#) _____ (Fax) _____

(E-mail:) _____

METHOD OF PAYMENT

_____ Company Check *Make Payable to: Southwest Design*

<input type="radio"/> Visa	<input type="radio"/> Master Card	<input type="radio"/> Discover	<input type="radio"/> Am Express
Account #:		Exp.	Security Code:
Print Name		Signature:	
on Card:			

Billing Address (Required) _____
(Street)

(City) _____ (State) _____ (Zip) _____

Totals from all pages:

Accessories	Freight	Labor	Signage	Plants	Misc. Items	Total

A \$40 processing fee will be added for any declined cards or returned check.

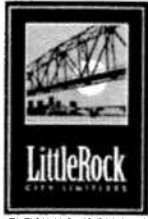
Subtotal: _____

Sales Tax 8%: _____

Total: _____

Mail or Fax completed form to:

Southwest Design & Display 601 West 4 th Street N. Little Rock, AR 72114 501.376.9114 (F) 501.376.7011



CONVENTION AND VISITORS BUREAU

STATEHOUSE CONVENTION CENTER
P.O. Box 3232
Little Rock, AR 72203
(501) 255-3307 • FAX# (501) 376-7833

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE ROOM NAME/ BOOTH# «Zip»
NAME OF EVENT
COMPANY NAME «Organization»
CONTACT NAME «Contact» PHONE «Phone»
ADDRESS «Address1»
CITY «City» STATE «State» ZIP «Zip»

ELECTRICAL ORDER FORM

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Statehouse Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor panels.

Table with 5 columns: # Connections, Circle: single or 3 phase, Advance order, Floor order, Amount. Rows include 20 amp 110 v double outlet, 20 amp 208 v single or 3 phase, 30 amp 208 v single or 3 phase, 40 amp 208 v single or 3 phase, 50 amp 208 v single or 3 phase, 60 amp 208 v single or 3 phase.

SPECIAL VOLTAGE REQUIREMENTS: Special voltage can only be guaranteed if ordered in advance. Requests will be handled on a first-come, first-serve basis, due to limited amount of current available.

Table with 5 columns: # Connections, Circle: single or 3 phase, Advance order, Floor order, Amount. Rows include 15 amp 440 v single or 3 phase, 20 amp 440 v single or 3 phase, 30 amp 440 v single or 3 phase.

- MAKE SURE: 1. Equipment, regardless of source of power, complies with all federal, state and local safety codes. 2. Form is filled out correctly and completely. 3. You have enclosed a check or included a credit card number for the amount due.

Final Signature Date Total Charges

Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.

Send this completed form with payment to the address at the top of the page. Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.
Check Visa MasterCard American Express
Credit Card # Expiration Date
Print Name Authorized Signature

FOR OFFICE USE ONLY



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Little Rock, AR 72203
(501) 255-3307 • FAX# (501) 376-7833

CONVENTION AND VISITORS BUREAU

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE _____ ROOM NAME/ BOOTH# _____ «Zip» _____
NAME OF EVENT _____
COMPANY NAME «Organization» _____
CONTACT NAME «Contact» _____ PHONE «Phone» _____
ADDRESS «Address1» _____
CITY «City» _____ STATE «State» ZIP «Zip» _____

PLUMBING ORDER FORM

COMPRESSED AIR: 80-100 lbs. PSI (Compressed air cannot be guaranteed unless the booth is located on or adjacent to a utility trench and ordered in advance.) Only 100 CFM available on a first-come, first-serve basis. (Exhibitors must provide own regulators.)

	<u>Advance order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 st connection up to 1/2" max.	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____
_____ Size of connection required			
_____ CFM required			

WATER: City pressure 85 PSI (Water & drain connection cannot be guaranteed unless booth is located on or adjacent to utility trench and ordered in advance.) Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If specific pressure is required, exhibitor should arrange to have a pressure regulator valve installed. If drainage is required contact Statehouse Maintenance: 501-370-3261.

	<u>Advance order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 st connection	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____

GAS – NATURAL GAS: Standard pressure (4oz.) Convention Center personnel does not hook up natural gas. If a booth requires natural gas, arrangements must be made in advance, with either the gas company or a licensed gas fitter. Note: A booth requiring natural gas **MUST** be on or adjacent to a utility trench. Questions regarding gas hook ups should be directed to Statehouse Convention Center Maintenance at 501-370-3261.

MAKE SURE: 1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
2. You have enclosed a check or included a credit card number for the amount due. \$ _____

Final Signature _____ Date _____ Total Charges _____

Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.

Send this completed form with payment to the address at the top of the page. Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check Visa MasterCard American Express

Credit Card # _____ Expiration Date _____

Print Name _____ Authorized Signature _____

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 P.O. Box 3232
 Little Rock, AR 72203
 (501) 255-3307 • FAX# (501) 376-7833

CONVENTION AND VISITORS BUREAU

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE _____ ROOM NAME/ BOOTH# _____ «Zip» _____
 NAME OF EVENT _____
 COMPANY NAME «Organization» _____
 CONTACT NAME «Contact» _____ PHONE «Phone» _____
 ADDRESS «Address1» _____
 CITY «City» _____ STATE «State» ZIP «Zip» _____

TELEPHONE AND INTERNET SERVICES ORDER FORM

SERVICE TYPES	QUANTITY	ADVANCE ORDER	* FLOOR ORDER	TOTAL
STANDARD TELEPHONE SERVICE <i>Does not include handset</i> Telephone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line goes through a PBX. <u>Suitable for voice and fax service.</u> 28.8 bps connection		\$130.00	\$200.00 *	
BUSINESS TELEPHONE SERVICE – 56.6bps <i>Does not include handset</i> Phone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line does not go through PBX. Recommended for modem connection. 56.6 bps connection 10 BUSINESS DAYS REQUIRED FOR CONNECTION FOR THIS SERVICE.		\$195.00	N/A	
Standard Telephone Hand Set – 0500 (rental)		\$35.00	N/A	
Long Distance Access (credit card required Rate: \$10, plus 15¢ per minute)		\$10.00	N/A	
BROADBAND INTERNET ACCESS One dynamic (DHCP) IP address per connection (PC REQUIREMENTS: Internet Explorer 5.0 or later. 10/100Base-T Ethernet, TCP/IP Protocol, configured to obtain IP address and DNS servers automatically). Technical Assistance may incur additional fees		\$185.00	\$275.00 *	
ADDITIONAL CONNECTIONS (IP addresses) for connection above		\$100.00	\$150.00	
WIRELESS INTERNET ACCESS PC REQUIREMENTS: Same as above. <i>Must have properly installed and configured wireless card.</i> (DAYS x CONNECTIONS x RATE)=Total for daily connection	# days	\$50.00	\$75.00	
	4 hours	N/A	\$45.00	
Order Change (location or type) Service Charge after installation		\$50.00	N/A	
TOTAL				

NOTES:

Send this completed form with payment to the address at the top of the page.
 Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check Visa MasterCard American Express

Credit Card _____ #Expiration Date _____
 Print Name _____ Date Card Charged _____
 Authorized Signature _____ Authorization # _____

(-) Floor Rate applies to all orders received less than 7 days prior to move-in. Floor orders and/or changes received less than one day prior to move-in day cannot be guaranteed an installation time (additional charges may apply).

FOR OFFICE USE ONLY

Order Date: _____ NOTES: _____
 Billing Party: _____
 Billed Date: _____

Statehouse Convention Center/Robinson Center Information for Center Clients

State and Local Tax Requirements

State and County Sales Tax (7.5%) – Any and all retail sales are subject to state and county sales tax. An additional (1%) Rental Tax for equipment rental (i.e. Audio Visual, etc.). Any person, firm, corporation, partnership, or other entity that has a Wholesale Permit or other Sales Tax Exemption Number is exempt from collecting and paying state and county sales taxes. Religious and other non-profit organizations are not exempt from paying state and county sales taxes. State and County Sales Tax permit must be obtained from the following Department:

Sale and Use Tax Section
P.O. Box 1272
Little Rock, AR 72203
(501) 682-7104