



CONVENTION + EXPO
MANAGEMENT SERVICES, LLC

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Episcopal Diocese of West Texas 2012 Council

Dear Exhibitors: Convention & Expo Management Services, LLC (CEMS) is pleased to advise that we have been selected as the official exhibit contractor for the **Episcopal Diocese of West Texas 2012 Council** at the McAllen Convention Center on February 16th -18th, 2012.

CEMS is here to help your company achieve complete success as an exhibitor at this event. We have enclosed order forms for material and services that you may require for this event. By returning the complete forms to our office with payment, CEMS will see that all equipment is installed in your booth prior to your arrival. Please note that all forms are to be returned to the address found at the top of the page.

General Information

Key Contacts:

Episcopal Diocese of West Texas

Contact: Nancy Stinson
Email: nancy.stinson@dwtx.org
Phone: 210.824.5387
Cell: 210.834.7888

Convention & Management Service (CEMS)

Contact: Mario Rodriguez
Email: mrod@conventionandexpo.net
Phone: 956.702.4926
Fax: 956.688.8339
Cell: 956.605.2220

McAllen Convention Center

Contact: Bonnie Loflin
Email: bloflin@mcallen.net
Phone: (956)681-3800

Basic Information: Listed below is information that might be helpful in planning a successful exhibit.

Exhibitor move in date & time:

Wed. 2-15-12 1:00 pm-6:00 pm
Thurs -2-16-12 8:00 am-10:00 am

Show Hours:

Thurs. 2-16-12 / 10:00 am – 5:30pm
Friday 2-17-12 / 8:00 am – 5:00pm
Sat. 2-18-12 / 8:00 am – 12:00pm

Show Closes:

Sat. 2-18-12 / 12:00 pm
Exhibitors can begin to move out.

Booths Packages: 8' x 8' standard draped exhibit booths equipped with 8' tall backdrop drape, 3' tall side divider drape, one 6ft. skirted table and one 7" x 42" booth identification sign consisting of one line of copy stating the exhibitor company name.

Freight Handling: If you are shipping in materials for this event, please read and complete the enclosed freight handling form & payment policy form. Once complete, you may fax, email or mail forms back to CEMS.

Booth furnishing: If you require additional tradeshow style furnishings, or other than what is provided per booth, please read and complete the enclosed booth furnishings form & payment policy form. Once complete, you may fax, email or mail forms back to CEMS.



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CEMS Material Handling Form

To Warehouse: All exhibitors shipping freight for the Episcopal Diocese of West Texas 2012 Council held at the McAllen Convention Center, on February 16th -18th, 2012. need to be shipped to CEMS Warehouse 1305 E. Pecan McAllen, Texas 78501. The freight needs to be shipped to arrive between the hours of 9:00 a.m. – 4:00 p.m. Shipments will be received and stored in advance and delivered to your booth. All packages must have your assigned Booth number written on the outside of the package and Convention & Management Service (CEMS) 956-702-4926 – Episcopal Diocese of West Texas 2012 Council. At the conclusion of the show, the exhibitor's are responsibility to arrange for a common carrier to pick up freight from CEMS warehouse.

The cost for material handling is the following:

Shipment must be prepaid...collect shipment will be refused

Rates: \$45.00 per 100 lbs. 100 lbs. minimum charge

Weight: # of pounds _____ x \$45.00= _____
(Round off to the nearest 100 lbs.) Total Amount Due

Company Name _____ **Booth Number** _____

General Information and Terms:

1. All Shipments must arrive Prepaid
2. Rates quoted above apply on each shipment received, based on actual or estimated weight.
3. Freight is insured for 30¢ per pound, per article, with a maximum liability of \$50.00 per shipment.
4. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
5. All outbound shipments must be tendered with a bill of lading.
6. To avoid confusion, remove all expired shipping labels before outbound shipment.
7. Rates do not include movement or repositioning of equipment after first delivery to booth.
8. CEMS will not be responsible for rush shipments
9. Exhibits left on the Exhibit Floor without Return Instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect on designated carriers, and no liability of any nature shall attach to CEMS.



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CEMS Booth Furnishing Form

SHOW: _____

SHOW DATE: _____ BOOTH NO: _____

COMPANY NAME: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

ORDERED BY: _____ PHONE #: _____

UNSKIRTED TABLE

QTY		ADVANCE	ON-SITE	
_____	4FT X 2FT	\$25	\$30	_____
_____	6FT X 2FT	\$30	\$35	_____
_____	8FT X 2FT	\$35	\$40	_____

SKIRTED TABLE

QTY		ADVANCE	ON-SITE	
_____	4FT X 2FT	\$35	\$40	_____
_____	6FT X 2FT	\$40	\$45	_____
_____	8FT X 2FT	\$45	\$50	_____
_____	4FT X 2FT X 42" H	\$60	\$65	_____
_____	6FT X 2FT X 42" H	\$65	\$70	_____
_____	8FT X 2FT X 42" H	\$70	\$75	_____
_____	4th Side Draped	\$10	\$15	_____
_____	Cocktail Table	\$8	-	_____
_____	Cocktail Linen	\$10	-	_____

**** Price includes white vinyl top**

DRAPING (per linear ft.)

QTY		ADVANCE	ON-SITE	
_____	8' Tall	\$4	\$8	_____
_____	3' Tall	\$3	\$6	_____

ACCESSORIES

QTY		ADVANCE	ON-SITE	
_____	Bag Stands	\$20	\$25	_____
_____	Counter Hi Chair	\$25	\$30	_____
_____	Wooden Stool	\$15	\$20	_____
_____	Metal Easel	\$15	\$20	_____
_____	Wastebasket	\$8	\$13	_____
_____	8' Upright w/Base	\$15	\$20	_____
_____	Expando (6'-10')	\$15	\$20	_____
_____	Folding Chair	\$20	\$25	_____

CARPET

QTY		ADVANCE	ON-SITE	
_____	9 x 10	\$60	\$65	_____
_____	9 x 20	\$120	\$125	_____
_____	9 x 30	\$180	\$185	_____

circle carpet color: Blue Black
Green Red

_____	10x10 Padding	\$30	\$35	_____
_____	Vaccuum Service	\$12.50 per day		_____

FOR ANY OTHER SPECIAL AND/OR REQUEST PLEASE CONTACT CEMS

ALL PAYMENTS MUST BE INCLUDED WITH ORDER.				
ORDERS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW.				
ADD 3% FOR CREDIT CARD ORDERS				

<u>SUBTOTAL:</u>
8.25% TAX:
3% CC fee:
Total:



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Order Summary & Recap Sheet Form & CEMS Credit Card Authorization

** All orders must be accompanied by full payment either by check or credit card. If your company is shipping any freight to our advance storage warehouse you must complete the credit card authorization from below.

Recap Order:

Freight Handling	\$ _____
Booth Furnishing	\$ _____
Total Amount Due	\$ _____

METHOD OF PAYMENT

_____ Check or money order drawn on U.S. funds made payable to:

Convention & Expo Management Services, LLC

_____ Please charge \$ _____ U.S. Dollars to my

_____ Visa _____ MasterCard _____ American Express _____ Discover

Name on card (please print)

Card Number _____ Expiration Date ____/____ CV Code _____

Authorized Signature _____

*****I have made Exhibit arrangements on behalf of the company named. This authorization is to be used for full payment for all charges**

Company Name _____ Booth # _____

Contact Person _____ Phone # _____

CEMS will provide an onsite Exhibitor Service Desk. If you need to place, change or verify an order for your booth requirements, please come by and visit us. With any question please call CEMS at 956-702-4926. Thank you.