



ELECTRICAL SAFETY WORKSHOP

MARCH 4-8, 2024

IEEE – ELECTRICAL SAFETY WORKSHOP

Dear Exhibitor,

Arizona Cine Equipment, Inc. is pleased to have been selected as the Official Service Contractor. We want to do everything possible to make this event profitable and rewarding for you. Included in this service manual are forms for ordering various services and equipment.

Please review, complete, and submit your order forms as early as possible to take advantage of the discount pricing.

We look forward to working with you.

Arizona Cine Equipment

SHOW MANAGEMENT

2024 IEEE-ESW Meeting
Planner
3405 Cedar Grove
San Antonio, TX 78247

CONTACT

Steven Glass, CMP
210.887.8679

DATES

March 4-8, 2024

LOCATION

El Conquistador Hotel,
A Hilton Resort
10000 North Oracle Road
Tucson, AZ 85704
520.544.5000

SHOW DECORATOR

ARIZONA CINE
EQUIPMENT, INC.
2125 East 20th Street
Tucson, AZ 85719

CONTACT

Linda Oliver, CMP
Office: 520.623.8268
Fax: 520.623.1092
Mobile: 520.241.0921
Linda@azcine.com
www.azcine.com

Show Details

Arizona Cine Equipment, Inc. Show Decorator

Contact: Linda Oliver, CMP
2125 E. 20th Street
Tucson, AZ 85719

Office: 520.623.8268

Fax: 520.623.1092

Mobile: 520.241.0921

Email: Linda@azcine.com

Office Hours: 8:00AM-5:00PM M-F Mountain Standard Time

- Please submit a complete credit card form with all orders

Show Management

Steven Glass, CMP
2024 IEEE-ESW Meeting Planner

Glass & Associates, LLC
International Convention Consulting
3405 Cedar Grove
San Antonio, TX 78247

Office: 210.887.8679

Email: sgglass@mindspring.com

<https://electricalsafetyworkshop.com/>

Important Dates and Times

Booth Dressing Discounts	Monday, February 19		5:00PM
Advance Freight By	Monday, February 26	8:00AM -	4:30PM
Exhibitor Move-In	Tuesday, March 5	12:00PM -	6:00PM
Exhibitor Move-In	Wednesday, March 6	8:00AM -	2:00PM
Exhibit Hall Open	Wednesday, March 6	3:00PM -	6:00PM
Exhibitor Move-Out	Wednesday, March 6	6:00PM -	7:00PM

Booth Inventory

8' Back Drape
3' Side Drape
1) 6'x24" Topped & Skirted Table
2) Chairs
1) Wastebasket w/Liner
1) 7" x 44" Vendor ID Sign

The exhibit area is carpeted; however, you may order carpet to coordinate with the colors of your booth using the carpet order form.

Exhibitors must stay within their booth space – not to extend into the aisles.

No credits, substitutions, or swapping of equipment by exhibitors is permitted.

Show Management provides the items listed above for you, additional equipment may be ordered from Arizona Cine Equipment, Inc.

Arizona Cine Equipment

Conventions • Motion Picture • Theatrical • Audiovisual • Sound • Video • Theme Parties
2125 East 20th Street Tucson, Arizona 85719 (520) 623-8268 Fax (520) 623-1092

**Exhibit
Services**

Show Details Cont.

Material Handling

Exhibiting Company Name
C/o Arizona Cine Equipment, Inc.
2125 East 20th Street
Tucson AZ 85719

- Shipments should arrive on or before February 26th to avoid surcharges
- Please use attached shipping labels
- **Please Do Not ship freight directly to the Exhibit Facility.**
- *All freight sent directly to the exhibit facility will be charged a drayage charge from the facility and Arizona Cine Equipment, Inc. This includes All Booths, Conference Rooms and Private Suites.*
- Shipping labels have been provided in your exhibit packet for your use.
- **Freight should arrive by Monday, February 26, 2024.** Freight received at the warehouse after Monday, February 26, 2024 is subject to additional late shipment charges.
- Drayage is based on weight per shipment. Collect Shipments will not be accepted.
- Arizona Cine Equipment, Inc. will assist with all outbound drayage, shrink-wrapping, banding, labels, tape, bills of lading, etc.

Additional Equipment & Services

Should you desire additional booth dressings please use the enclosed order forms

Easels	Chairs	Counter Tables	DVD Players
I & D Labor	Stools	Round Tables	LCD Panels
Carpet	Special Signage	Audio Visual	End Tables
Tack boards	Tables	Plasma's	Lamps
Poster boards	Floral/Plants	Freight/Drayage	Video Projector
Benches	Screens	Couches	Monitors

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**Exhibit
Services**

General Information

Keep It Tidy

Exhibitors who create excessive litter, such as packing materials, empty boxes, garbage, or other debris, during all show hours (set/show/strike) may be assessed a cleanup charge. Please leave your booth, room or suite in the condition received. Vacuuming & Porter services are available.

Payment

Orders received without full payment or credit card will not be processed.
A credit card is required on file for all services.
Any on-site freight will be charged to your credit card.
Purchase orders are not considered payment; therefore, a check or credit card is required.
No adjustments will be made after the close of show.
Declined credit cards or non-payment, will be invoiced a 25% surcharge.
We accept: Visa, MasterCard, American Express, Cash, Check, and Money Orders.
All items are subject to applicable taxes.
All Prices are in U.S. Dollars.
ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE.
Payment is due in full upon Delivery.

Cancellation & Adjustments

No Refunds will be issued for equipment canceled after delivery. Orders canceled 3 working days prior will be charged 50% of rental rate. Special order equipment will be charged 100% regardless of cancellation date

Miscellaneous

Rental items not ordered, yet found in booths, will be invoiced on-site pricing plus 25%. Arizona Cine Equipment, Inc. is the exclusive provider of all exhibit items. All rental items remain the property of Arizona Cine Equipment, Inc. Arizona Cine Equipment, Inc. is not responsible for loss or damage of equipment after delivery.

Safety

Standing on chairs, tables or other rental furniture is prohibited. Arizona Cine Equipment, Inc. will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor I&D order forms.

Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates, or pallets to be disposed of during move-in will be charged both a handling fee and disposal fee. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift / Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at 520.623.8268 for a quote.

Customs

Expertise in helping get customs clearance for goods in advance of the show will incur a minimum additional fee of \$100.00

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**Exhibit
Services**

Video Equipment

Video Players

QTY	DESCRIPTION	Daily Rate	# of Days	Total
	DVD Player	\$ 45.00		
	Blue Ray Player	\$ 65.00		

Monitors

QTY	DESCRIPTION	Daily Rate	# of Days	Total
	32" Flat Screen	\$ 150.00		
	42" Flat Screen	\$ 250.00		
	50" Flat Screen	\$ 350.00		
	55" Flat Screen	\$ 450.00		
	65" Flat Screen	\$ 550.00		
	75" Flat Screen	\$ 750.00		
	80" Flat Screen	\$1000.00		

Projectors

QTY	DESCRIPTION	Daily Rate	# of Days	Total
	Video Projector XGA 3000 Lumens	\$ 150.00		
	Video Projector XGA 4000 Lumens	\$ 250.00		
	Video Projector XGA 6000 Lumens	\$ 350.00		
	Video Projector XGA 7000 Lumens	\$ 450.00		
	Video Projector XGA 12000 Lumens	\$ 800.00		

Computers

Call for Computer needs – 520.623.8268

Accessories

QTY	DESCRIPTION	Daily Rate	# of Days	Total
	Eye-level Video Cart - Draped	\$ 45.00		
	35' 15 Pin Video Cables	\$ 35.00		
	Floor Stand for Monitor/Flat Screen	\$ 135.00		

One hour per person minimum.

All charges are subject to union contract charges. Tech time, O.T. & Holiday 4.0 hr. minimum. In the interest of prompt and efficient processing of exhibitors requirements, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Audiovisual Technician

QTY	DESCRIPTION	Rate	# of Hours	Total
	Straight time (M-F 8:30AM-4:30PM)	\$95.00		
	Overtime time (M-F 4:30PM-12:00AM & All Sat.)	\$142.50		
	Double Time (M-F 12:00AM-8:30AM & Sundays & Holidays)	\$190.00		
Type of services required				
Special Instructions:				

Miscellaneous

Electricity is not included in the rental.

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____

Tax 8.7%: _____

Page Total: _____

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**Exhibit
Services**

Booth Dressings

Standard Tables

TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	4' Long Topped & Skirted Tables	\$105.00	\$125.00	
	6' Long Topped & Skirted Tables	\$126.00	\$146.00	
	8' Long Topped & Skirted Tables	\$132.00	\$155.00	
	4th Side Table Skirt	\$60.00	\$60.00	
	Change Skirt Color	\$60.00	\$60.00	
	30" Round Cocktail Table w/Spandex	\$105.00	\$125.00	

Counter Tables

TABLES - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	4' Long Topped & Skirted Tables	\$126.00	\$151.00	
	6' Long Topped & Skirted Tables	\$138.00	\$162.00	
	8' Long Topped & Skirted Tables	\$147.00	\$172.00	
	4th Side Table Skirt	\$60.00	\$60.00	
	Change Skirt Color	\$60.00	\$60.00	
	30" Round Cocktail Table w/Spandex	\$126.00	\$151.00	

Miscellaneous Drapes

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	Oak Table Riser's 4 ft. 6 ft. or 8 ft.	\$50.00	\$80.00	
	Draping of machinery, skids, boxes, etc.- Minimum		\$45.00	
	8' Back Drape (4' Minimum)	\$5.00'	\$6.00'	
	3' Side Drape (4' Minimum)	\$3.00'	\$4.00'	

Furniture / Accessories

Call for Information on Benches, Couches, Coffee Tables & Lamps

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	Upholstered Benches 4'L x 20"D x 20"H	\$65.00	\$85.00	
	Molded Plastic Side Chair	\$25.00	\$35.00	
	Black Executive Swivel Chair	\$65.00	\$85.00	
	Chrome/Black Counter Stool	\$55.00	\$60.00	
	Padded Counter Stool With Back	\$75.00	\$85.00	
	Chrome Clothes Tree	\$28.00	\$38.00	
	Wastebasket w/ Liner	\$10.00	\$20.00	
	Mini Refrigerator	\$225.00	\$300.00	
	Couch 3-Seat		\$450.00	
	Couch 2-Seat		\$450.00	
	Couch 1-Seat		\$450.00	
	End Table		\$45.00	
	Coffee Table		\$55.00	
	Lamp		\$35.00	

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____

Tax 8.7%: _____

Page Total: _____

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**Exhibit
Services**

Flooring / Maintenance

Carpet

Carpet (standard size, installed) includes taping of the front aisle edge only. Price per additional perimeter tape is \$1.00 per lineal foot.

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	10' x 10' or 8' x 10'	\$175.00	\$225.00	
	10' x 20' or 8' x 20'	\$350.00	\$450.00	
	10' x 30' or 8' x 30'	\$525.00	\$675.00	
	10' x 40' or 8' x 40'	\$700.00	\$900.00	
	Carpet Padding (100 sq. ft. Minimum)	\$3.00 sq. ft.	\$4.00 sq. ft.	
Color (Color choice) <input checked="" type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> gray <input type="checkbox"/> black				
Deluxe Carpet of your color choice can be rented, cut, and sized to fit your custom space. Price includes laying, cutting and taping seams.		\$44.75 sq. yd.	\$66.00 sq. yd.	
Vacuum		\$55.00 per 100sq. ft. or less, plus, \$35.00 per cleaning for each additional 100 sq. ft.		

Booth Cleaning

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	Trash Emptying		\$55.00	
	Daily Cleaning		\$55.00	
	Sweeping	Price on Request		
	Damp Moping	Price on Request		
	Strip & Wax	Price on Request		
	Mop & Wax	Price on Request		
(Please circle days): Sun. Mon. Tue. Wed. Thurs. Fri. Sat.				
And / or				
(Please circle) Prior to show's opening and/or after show closes				

Carpet / Tile Miscellaneous

Color shades may not match between multiples of standard-size carpets.
Floor tile quotations will be furnished upon request.
If you require services not listed on this form please call for a quote.

Special Instructions

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____
Tax 8.7%: _____
Page Total: _____

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**Exhibit
Services**

Special Services

Plants / Floral

Rental Plants not in booth at close of show will be charged triple the rental price.

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	2'-3' High Red Silk Poinsettia	\$55.00	\$85.00	
	2'-3' High Silk Plants various	\$85.00	\$105.00	
	3'-4' High Silk Plants various	\$95.00	\$115.00	
	5'-8' High Ficus/Fiddle	\$170.00	\$195.00	
	Orchid / Live Plant	\$75.00	\$85.00	
	Blooming / Live Plants Mums, Azalea or Similar	\$75.00	\$85.00	
	Bouquet / Custom Floral Arrangement (med.)	\$145.00	\$170.00	
	Bouquet / Custom Floral Arrangement (large)	\$195.00	\$220.00	
For Custom Bouquet (Please Circle): Summer Seasonal Spring Bouquet				
Write in Flower and Color Requests:				

Showcases

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	6' X 6' Full Trophy Showcases	\$300.00	\$350.00	
	6' X 24" Full Vision Showcases	\$225.00	\$250.00	

A great merchandising tool for your fragile and valuable items. Designed to enhance the products it displays. See-through top, sides, & front, lockable, rear mirrored & solid doors. Comes with adjustable glass shelving & fluorescent lighting fixture (draws 1 amp). Electric not included.

Poster Sessions Pegboard / Tackboard

Pegboard hardware is not supplied (holes are 1/4" diameter)

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	4' X 8' Pegboard		\$125.00	
	Peg board hardware		\$1.00	
	4' X 8' Poster/Tack Board (Velcro/Tack Compatible)		\$125.00	
(Circle One) horizontal (Left to Right) vertical (Up & Down)				

Special Services

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	Popcorn Machine		TBD	
	Candy / Chocolate		\$35.00	
	Candy/Business Card/Misc. Bowl		\$10.00	
	LED Bar		\$800.00	
	Stanchions – Tensabarrier and Red Rope	Call for Price		

Merchandising Racks / Fixtures, Shelves

We stock a variety of display materials for rent, clothing racks, stands, store fixtures, and grid wall. Contact your Arizona Cine Equipment, Inc. representative for more information.

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	Chrome Clothes Tree	\$28.00	\$38.00	
	Bag Holder	\$50.00	\$75.00	
	Brochure Rack – 6 Pockets Single Sided – Chrome	\$75.00	\$100.00	
	Brochure Rack – 6 Pockets Double Sided – Black	\$75.00	\$100.00	
	Easel	\$45.00	\$65.00	

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____

Tax 8.7%: _____

Page Total: _____

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**Exhibit
Services**

Signs & Graphics

Signs

QTY	DESCRIPTION	DISCOUNT	On-Site	Total
	7" x 11"	\$45.00	\$65.00	
	11" x 14"	\$65.00	\$75.00	
	11" x 28"	\$75.00	\$85.00	
	7" x 44" I.D. Sign	\$45.00	\$65.00	
	22" x 28"	\$125.00	\$150.00	
	36" x 48"	\$200.00	\$225.00	
	38"x87" Frame – Graphics not included	\$250.00	\$285.00	
	Other (Specify Size)	TBD	TBD	
Shape (circle one): Horizontal Vertical Special (specify):				

Signs Miscellaneous

- All standard signs are digitally produced on a white background. The standard sign price includes text/copy placement in a color specified by the customer and is single-sided.
- Cardboard easel backs are available – prices start at \$8.00 each.
- When a sign card is to be done with special instruction (i.e., color card, special color paint, glitter, trade dress or logos duplicated, etc.), an additional charge will be made. Advance estimates are available upon request.
- Orders received 7 business days prior to the opening of the show are subject to overtime charges.
- If you require services not listed on this form please call for a quote.
- Banners, Framing, Foam-core Signs, Special Graphics, and Logo Work is also available.
- Prices Quoted Upon Request. Camera Ready Artwork must be provided.
- Cancellation Policy: Signs canceled or changed after the order is received will be charged 100% of the original price.
- **ARIZONA CINE EQUIPMENT, INC. RESERVES THE RIGHT TO ADJUST RATES WITHOUT PRIOR NOTICE.**

Copy

Indicate copy here or on an attached sheet:

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____

Tax 8.7%: _____

Page Total: _____

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**Exhibit
Services**

Labor

Information

Arizona Cine Equipment, Inc. has skilled, friendly, and quality-conscious employees available to assist you with most aspects of your exhibiting experience.

Exhibitors may hand-carry their own materials into the exhibit facility.

Exhibitors may use full-time company personnel that will be staffing their exhibit to assist in the setup and/or dismantling of their own booths. Exhibitors may employ the services of non-official contractors providing the following requirements are met:

- Exhibitors must advise Arizona Cine Equipment, Inc. in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Arizona Cine Equipment, Inc. as an additional insured, furnished by their broker to Arizona Cine Equipment, Inc. and must include a minimum of \$1,000,000 liability coverage, including property damage and Workman's Compensation coverage.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

The show floor, aisles, loading docks, service, and storage areas will be under the control of the Official Service Contractor, Arizona Cine Equipment, Inc., at all times.

Important Notes

Orders received at the show will be processed after advance orders in all cases.

There will be an additional 25% charge for floor order labor.

Labor is assigned to orders at 8:30 AM daily and completion time of first assignments are uncertain. Therefore, starting times after 8:30 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring labor back to service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per man requested unless 72-hour advance notice is provided.

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**Exhibit
Services**

Labor Information

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arizona Cine Equipment, Inc. cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Form* and the necessary ladders and tools will be provided.

Labor Rates

Worker Per Hour	Regular	Show Site
Straight Time	\$95.00	\$120.75
Overtime	\$142.50	\$181.13
Double Time	\$190.00	\$241.50

One hour per person minimum. Labor is then charged in ½ hour increments per laborer.

Straight Time applies from 8:30 AM to 4:30 PM Monday through Friday. Overtime Rate applies from 4:30 PM to midnight Monday through Friday and all of Saturday. Double Time Rates apply from midnight to 8:30AM Monday through Friday and all day Sunday and Holidays. All Labor charges are subject to union contract charges (4.0-hour minimum).

Additional Services

QTY	DESCRIPTION	Price	Total
	Scissor Lift/Forklift with Arizona Cine Equipment, Inc. operator	Call for Price	
	Shrink wrap	\$65.00 per pallet	
	Banding	\$1.70ft +1 hr. Min Labor.	
	Dumpster Fee (40-yard Open Top)	\$1350.00 Per Dumpster	

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #		Mobile #	
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____

Tax 8.7%: _____

Page Total: _____

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**Exhibit
Services**

Labor Form

Number of Persons
Required

Approximate Number
of Hours

_____ Install display Date _____ Time _____ AM PM....for _____ Hours

_____ Dismantle display Date _____ Time _____ AM PM....for _____ Hours

Please check the appropriate instructions:

_____ Arizona Cine Equipment, Inc. Supervised – Plans attached. O.K. to proceed without exhibitor.

_____ Exhibitor Supervised – Do not proceed. Exhibitor will call for labor on _____ at _____ (AM PM)

_____ Remove our equipment at conclusion of show and ship to:

Name / Co. _____ Mobile# _____

Address _____

City _____ State _____ Zip _____

Carrier _____ Account # _____

All O.K. to proceed orders will be supervised by a representative of Arizona Cine Equipment, Inc.; a 35% fee will be added to the cost of set-up and dismantling \$45.00 min.

In the interest of prompt and efficient processing of exhibitors labor requirements for set up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

There will be an additional 35% charge for floor order labor.

Labor is assigned to orders at 8:30 AM daily and completion time of first assignments are uncertain. Therefore, starting times after 8:30 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring labor back to service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per man requested unless 72-hour advance notice is provided.

Labor Order

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**Exhibit
Services**

Drayage & Freight Handling

DRAYAGE: The internal handling of an exhibit from a facility dock or storage warehouse to the exhibit site; the removal and return of empty crates and arrangement of return transportation from show site.

Arizona Cine Equipment, Inc. will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

Arizona Cine Equipment, Inc. has been selected as the official storage and hauling contractor to coordinate all of your freight needs. Please follow all the instructions below to assure the prompt and proper handling of your order:

Ship ONLY to:
Arizona Cine Equipment, Inc.
2125 East 20th Street
Tucson, AZ 85719

General Information

Do Not ship directly to the exhibit facility. Shipments sent directly to the exhibit facility may be refused and will be charged drayage by both exhibit facility & Arizona Cine Equipment, Inc. All freight regardless if sent to Arizona Cine Equipment, Inc. or show site will be charged for drayage handling, per contract with Show Promoter.

All shipments must be prepaid or they will not be accepted.

Shipments must be consigned to Arizona Cine Equipment, Inc. so carriers will deliver directly to the Arizona Cine Equipment, Inc. warehouses.

- Shipping labels have been provided in your exhibit packet for your use.

Shipments left at convention site without proper forwarding instructions will be returned to Arizona Cine Equipment, Inc.'s warehouse at the expense of the exhibitor.

Shipments left in the care of Arizona Cine Equipment, Inc. without instructions will be disposed of after 30 days.

Freight should arrive by Monday, February 26, 2024. Freight received at the warehouse after Monday, February 26, 2024 is subject to additional late shipment charges plus any late delivery charges.

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**Exhibit
Services**

Drayage & Freight Handling

General Information

Bills of lading and Notice of Shipment should be promptly mailed/faxed to Arizona Cine Equipment, Inc., Convention Division, to enable Arizona Cine Equipment, Inc., to properly trace and control all shipments. Be sure to furnish name of delivery carrier & tracking number.

Drayage is based on weight per shipment. Collect Shipments will not be accepted.

Arizona Cine Equipment, Inc. will assist with all outbound drayage, shrink-wrapping, banding, labels, tape, bills of lading etc.

The official Hauling Contractor (Arizona Cine Equipment, Inc.) is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling, it is suggested that even local exhibitors clear all movement of exhibit materials through Arizona Cine Equipment, Inc. Arizona Cine Equipment, Inc. is prepared to handle local pick-ups and deliveries on a coordinated schedule.

It is requested that exhibitors be asked to cooperate in avoiding congestion and to follow the recommendation that all shipments be handled through Arizona Cine Equipment, Inc.

All on-site freight will be charged a drayage fee from the exhibit facility and Arizona Cine Equipment.

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE

Arizona Cine Equipment

Conventions • Motion Picture • Theatrical • Audiovisual • Sound • Video • Theme Parties
2125 East 20th Street Tucson, Arizona 85719 (520) 623-8268 Fax (520) 623-1092

**Exhibit
Services**

Drayage & Freight Handling

Limits of Liability

Arizona Cine Equipment, Inc. is not responsible for shipments after delivery to exhibition hall, before pick-up from exhibition hall, and after it is loaded onto your carrier of choice truck.

The liability of Arizona Cine Equipment, Inc. is hereby limited to 30 cents per pound values exceeding this limitation should be insured by the exhibitor.

Shipments received without carrier receipts will be delivered to booth with no piece count guarantee.

Arizona Cine Equipment, Inc. is not responsible for concealed damage.

Packages received without documentation will be delivered without guarantee of piece count or condition.

Arizona Cine Equipment, Inc. reserves the right to reroute and/or warehouse materials at the close of show if scheduled shipper fails to pick up by the time Arizona Cine Equipment, Inc. is finished with show strike or refuses to accept said shipments. Exhibitor will be charged accordingly.

Insurance

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

Empty Labels

Shipping cartons will be picked up stored and returned after the scheduled show time if the exhibitor affixes empty cartons with empty labels. Empty labels are available at the Arizona Cine Equipment, Inc. Service Center and are for empty storage only. Please put boxes inside boxes.

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**Exhibit
Services**

Drayage Forms

Drayage Rates (Rates are Billed Per Shipment)

	Per Cwt.	Min. Charge Per Shipment
1. Handling Incoming Through Warehouse Shipments of common freight and crated exhibits will be received at warehouse--stored up to 30 days prior to move-in period delivered to exhibit area and placed in booth; empty crates removed when necessary from booth (when tagged as empty) to storage and returned to booth at close of show, move shipments from booth to dock and reload to trucks. Rates are per cwt. (100 lb.) or fraction, with a 200 lb. minimum per shipment/including broken shipments	\$100.00	\$200.00
2. Handling at Exhibit Site Shipments of common freight and crated exhibits will be received at exhibit hall dock from outside carriers' trucks--during installation period only (Tuesday 12:00 pm - 6:00 pm) and moved to booth; empty crates removed when necessary from booth (when tagged empty) to storage and returned to booth at close of show, move shipments from booth to dock and reload to outside carriers' trucks. Some facilities will charge for onsite packages as well as Arizona Cine Equipment, Inc. Rates are per cwt. (100 lb.) or fraction, with a 200 lb. minimum per shipment. Including broken shipments. Fgt. must be consigned to an Arizona Cine Equipment, Inc. Rep.	\$110.00	\$220.00
3. Handling of Small Packages--envelopes 5 lb. or less	\$45.00	\$45.00
4. Handling Out-going Shipments Back to Warehouse Shipments delivered at the close of the show to Arizona Cine Equipment, Inc. Warehouse for storage & or re-routing - Per Shipment. If carrier fails to pick up from show site, show closes after hours, weekend or holidays - shipments will be sent to Arizona Cine Equipment, Inc. warehouse for storage & or re-routing. Exhibitor is responsible for providing shipper numbers	\$75.00	\$150.00
5. Storage and Warehouse Handling Route Freight to Arizona Cine Equipment, Inc. Warehouse for long-term or short-term storage (early arrival) Storage per month Storage Warehouse handling in \$6.50 and out \$6.50	(1000 lb. Min.) (1000 lb. Min.) (1000 lb. Min.)	\$15.00 cwt \$15.00 cwt \$15.00 cwt
6. Special Handling of Crated, Palletted, Un-crated & Padded Material Rates in items 1 and 2 above apply to common freight, palletted, and crated exhibits. For crated, uncrated, padded, palletted, van shipments, side load, stacked, Ground load, constricted space, un-skidded machinery without lifting bars add the additional rate to cover additional labor and time, in and out.	Item 1 +\$20.00	Item 2 +\$22.00
7. Late Delivery Shipments received at warehouses after 2/26/24 will be charged an additional 35% of total drayage charges for late arrival. Please comply with our regulations by completing the following "order for service". Sign and return at the earliest possible date. You must also fill out the Inbound Freight and Outbound Freight shipping form.	35%	\$125.00

Order for Service

Exhibiting Company		Booth Number	
Contact		Fax #	
Telephone #	Mobile #		
Address		Email	
City	State	Zip Code	
Authorized Signature		Date	

Total: _____
 Tax 6.1%: _____
 Page Total: _____

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**Exhibit
Services**

Drayage Forms

Please comply with our regulations by completing the following inbound and outbound freight information. In order for us to trace delayed shipments, we must have complete routing information with name of the originating carrier and connecting carriers. Rates are charged per shipment /including broken shipments. Please refer to the shipping and handling rate sheet for pricing information.

Inbound Freight Information

Inbound Freight

Shipped from: Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Ship Date _____ Approx. Arrival Date _____
 Carrier (UPS/Fed-Ex/Truck Line etc.) _____
 Tracking or Pro. Numbers _____
 # Of Pieces In Shipment _____ Total Weight _____
 Are you expecting Multiple Shipments (yes) _____ (no) _____
 Total Weight _____
 On Site Representative _____ Mobile # _____

Outbound Freight Information - Return shipments at end of show to:

Outbound Freight

Ship to: Company Name _____
 Representative _____ Mobile # _____
 Address _____
 City _____ State _____ Zip _____
 Pre-Paid _____ Collect _____
 Description _____ Total # of Pcs. _____

Ground: UPS or Fed-ex / All Ground Shipments MUST Be Addressed Shipped From an Arizona Address.
 UPS & Fed-Ex Will Not Accept Ground Shipments at the Show site.

- ***It Is Your Responsibility To Prepare and Bring With You Pre-Printed Outbound Labels With Your Company Account Numbers.***

UPS Shipper # _____ Fed-Ex Shipper # _____
 Motor/Van Fgt. (Carrier & Shipper #) _____
 Air Freight (Carrier & Shipper #) _____
 Other (Carrier & Shipper #) _____

SHIPMENTS LEFT AT SHOW SITE WITHOUT PROPER FORWARDING INSTRUCTIONS WILL BE RETURNED TO ARIZONA CINE EQUIPMENT, INC.'S WAREHOUSE AT THE EXPENSE OF THE EXHIBITOR
 Shows that end after hours, holidays or weekends will re-route to Arizona Cine Equipment, Inc. for forwarding

Authorized Signature _____ Date _____

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**Exhibit
Services**

Exhibition Freight

From:

ADVANCED SHIPMENT

TO:

Exhibiting Co. Name

2024 IEEE

Booth #

SHIP TO:

C/O Arizona Cine Equipment, Inc.
2125 E. 20th Street
Tucson, AZ 85719

Shipments Should Arrive Before:

February 26, 2024

Freight Received After 2/26/24 Will Incur Late Fees

Carrier

Number _____ of _____ Pieces

Exhibition Freight

From:

ADVANCED SHIPMENT

TO:

Exhibiting Co. Name

2024 IEEE

Booth #

SHIP TO:

C/O Arizona Cine Equipment, Inc.
2125 E. 20th Street
Tucson, AZ 85719

Shipments Should Arrive Before:

February 26, 2024

Freight Received After 2/26/24 Will Incur Late Fees

Carrier

Number _____ of _____ Pieces

Payment

This form must be completed in order to guarantee delivery of equipment

We require your credit card authorization to be on file with Arizona Cine Equipment, Inc. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of Drayage / Broken shipments, On-Site freight or re-routing of freight. Show site orders placed by your representative for this event or for any unpaid balances. A 3% convenience fee will be added to all credit card charges over \$1000.00.

ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. Invoices are available at the show for signature and payment. For your convenience in addition to cash and check, we will also accept MasterCard, Visa, and American Express. Please notify your company representative attending the show of our payment policy. **IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER BEFORE DISCOUNT DEADLINE.**

Full payment must accompany all orders.

All questions on billing must be settled prior to the closing date of show.

If your company has a past-due, unpaid balance for previous services with Arizona Cine Equipment, Inc., payment in full for delinquent invoices and all new orders will be required prior to our filling any orders. A service charge of 1 1/2% per month on unpaid balances will be made starting 30 days after the date of the invoice.

If your company contracts work to a display house and require services from Arizona Cine Equipment, Inc., the above credit terms will apply. Please pass this information on to them. If a display or exhibit house contracts for services with Arizona Cine Equipment, Inc. on your company's behalf and does not pay their invoice in accordance with the above terms, your company is responsible for payment.

International exhibitors must prepay all services prior to show closing in U.S. Dollars and drawn on U.S. Banks.

All invoices not paid by close of show will be subject to a 25% billing surcharge.

NO CREDITS WILL BE ISSUED AFTER THE CLOSING OF THE SHOW.

Equipment canceled after delivery will be charged 100% in full sale/rental. Equipment ordered but canceled 3 working days prior will be charged 50%. Special Order Rental equipment will be charged 100% if cancelled.

You have been instructed not to ship freight to show site – should you choose to do so you will be charged the On-Site drayage rate.

Payment Policy

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**Exhibit
Services**

Credit Card Authorization Form

Credit Card Payment Authorization

This form must be completed in order to guarantee delivery of equipment, onsite freight, or services. A 3% convenience fee will be added to all credit card charges over \$1000.00.

Complete the information requested below and return this form with your orders. Any show site balances, charges for inbound & outbound freight or miscellaneous items not paid will be charged to your credit card account when applicable.

Charge To (Check)	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>
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Account No.

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Expiration Date:

CVV

Please provide the correct billing address and zip code of the card being used below. (If you do not provide the CVV, correct billing address, and zip code an additional 5% charge will apply.)

Cardholder's Signature

Please print clearly the following information:

Cardholder Name

Cardholders Billing Address

City

State

Zip

Credit Card Charge Description may read A.M.P. Equipment Rentals, Inc. or Arizona Cine Equipment, Inc.

Exhibitor / Co. Name

Booth No.

PHONE NUMBER

Show Name: **2024 IEEE**

To simplify payment, send one check payable to Arizona Cine Equipment, Inc. For the entire amount including 8.7% tax for rentals and 6.1% tax for drayage and labor.

My credit card information is above as requested however, I will be forwarding a check for payment of services rendered.

Check
Number

Date

Check
Amount

In the event you are paying by check, you must also have credit card information on file.

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