



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

TABLE OF CONTENTS

use the links below to skip to specified sections of the kit

- [Welcome Letter](#)
- [Fast Facts](#)
- [Payment Policy Authorization Form](#)
- [Payment Policy Terms and Conditions](#)
- [Limits of Liability](#)
- [Intent to Use Non Official Contractors](#)
- [Non Official Contractors Rules and Regulations](#)
- [Third Party Payment Statement of Terms](#)
- [Pre Show Order Information](#)
- [Stand Construction - Shell Scheme](#)
- [Stand Fascia Order Form - required](#)
- [Standard Furniture Order Form](#)
- [Standard Furniture Brochure](#)
- [Display Components Order Form](#)
- [Display Component Brochure](#)
- [Carpet Order Form](#)
- [Standard Carpet Samples](#)
- [Custom Carpet Samples](#)
- [Rental Unit Order Form](#)
- [Custom Rental Display Brochure](#)
- [Shipping Helpful Hints](#)
- [Inbound Freight Procedures](#)
- [Freight Routing Form](#)
- [Material Handling Rates](#)
- [Special Handling Definitions](#)
- [Material Handling ReCap](#)
- [Warehouse Shipments](#)
- [Shipping Labels Warehouse](#)
- [Direct Shipments to the Convention Facility](#)
- [Shipping Labels Convention Facility](#)
- [ABF Show Carrier](#)
- [Installation & Dismantling Order Form](#)
- [Limits of Liability Responsibility for Labor](#)
- [Supervised Labor](#)
- [Forklift](#)
- [Hanging Sign](#)
- [Cleaning Order Form](#)
- [Floral Order Form](#)
- [Custom Signs & Banners Order Form](#)
- [Preferred Formats for Incoming Graphics](#)
- [Electrical](#)
- [Audio/Visual Order Form](#)
- [Internet Order Form](#)
- [Internet Payment Form](#)





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Welcome to World Library and Information Congress

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor for the upcoming World Library and Information Congress in San Juan, Puerto Rico.

The following pages contain all of the forms necessary to aid and insure a successful event. If you don't see what you need, or if you have questions, call us. We're here to help!

Please note: Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at (248) 850-7351, should you have any questions.

Sincerely,

Inclusive Management Services, Inc.





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 August 13 – 18, 2011
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Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
 The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
 717 West Park Drive
 Keller, TX 76248
 Phone 817-337-3050
 Fax 888-301-1273
 service@inclusivemanagement.com

General Show Information

Ceiling Height: 25'
 Booth Size: 10' x 10'

Booth Options

Space only
 Hard wall Booth with Furnishings Package.
 (See appropriate form Pg 12) Blue Carpet

IMPORTANT DATES

July 18, 2011	Shipments may begin to arrive at warehouse
July 28, 2011	Discount Deadline for orders received with payment
July 16, 2011	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Aug. 10, 2011	Last day for Advance Shipments to arrive at the warehouse without surcharges
Aug. 13, 2011	Shipments may begin arriving at Show Site at 10:00 AM - 4:30 PM

EVENT SCHEDULE

Saturday, August 13

Service Desk Hours	7:30 AM - 10:00 PM
Exhibit Set-Up (Space Only Exhibitors)	8:00 AM - 10:00 PM
Exhibit Set-Up (All Exhibitors)	4:00 PM - 10:00 PM

Sunday, August 14

Service Desk Hours	7:30 AM - 6:00 PM
Exhibit Set Up (All Exhibitors)	8:00 AM - 12:00 PM
Exhibit Hours	2:00 PM - 6:00 PM
Exhibitor Reception	4:00 PM - 6:00 PM

Monday, August 15

Service Desk Hours	9:00 AM - 5:30 PM
Exhibit Hours	9:30 AM - 5:30 PM

Tuesday, August 16

Service Desk Hours	9:00 AM - 5:30 PM
Exhibit Hours	9:30 AM - 5:30 PM

Wednesday, August 17

Service Desk Hours	9:00 AM - 10:00 PM
Exhibit Hours	9:30 AM - 2:00 PM
Exhibit Move Out	2:30 PM - 10:00 PM

PLEASE NOTE:

**All booth materials must be packed and ready for shipment by 8:30 PM on Wednesday, August 17, 2011.
 Exhibitor is responsible for contacting their carrier.**

All carriers must check in by 7:30 PM on Wednesday, August 17, 2011.

**IMS reserves the right to force and/or re-route any freight not removed from the floor
 by 9:00 PM on Wednesday, August 17, 2011**





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DISCOUNT DEADLINE DATE • JULY 28, 2011

Credit Card Authorization

- MasterCard VISA American Express
 Corporate Personal

All orders are regulated by IMS Payment Terms & Conditions. as well as Material Handling Terms & Conditions.

ACCOUNT NUMBER

EXPIRATION DATE SECURITY CODE

Card Holders Name - *Please Print* _____ Card Holders Signature (*Required for Processing*) _____

Billing Address _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____ Booth Number _____

E-Mail Address _____ E-Mail Address to send Invoice _____

Calculation of Orders (estimate)	
• Material Handling	\$ <u>TBD AT SHOWSITE</u>
• Installation & Dismantle Labor	\$ <u>TBD AT SHOWSITE</u>
• Forklift	\$ <u>TBD AT SHOWSITE</u>
• Hanging Sign	\$ <u>TBD AT SHOWSITE</u>
• Furnishings/Specialty Furniture & Accessories Total all pages	\$ _____
• Carpet	\$ _____
• IMS Rental Exhibits/or Custom	\$ _____
• Booth Cleaning	\$ _____
• Floral	\$ _____
• Custom Signs & Banners	\$ _____
• Electrical	\$ _____
• Audio/Video	\$ _____
• Subtotal	\$ _____
• Tax 7%	\$ _____
• TOTAL	\$ _____

EXHIBITING FIRM: _____

RETURN ORDERS TO ADDRESS OR FAX NUMBER BELOW:

IMS, Inc.
 717 West Park Drive, Keller TX 76248

Phone: 817-337-3050
 Fax: 888-301-1273

*** Your order will not be processed without a credit card on file.**





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DISCOUNT DEADLINE DATE • JULY 28, 2011

PLEASE READ CAREFULLY:

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS 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, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA, Discover & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Exhibitors may be subject to a \$35.00 service fee for all returned checks and/or charge backs.

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5.

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

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk 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, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. 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.*

Initials of authorized signature from Payment Policy Authorization Form _____

IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?
 Yes _____ No _____

If yes state the name of the representative _____

Company Name _____

Booth # _____

Fax form to **888-301-1273** along with completed payment policy



PAYMENT POLICY TERMS & CONDITIONS required

1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are IMS and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

Signature of authorized personnel

Title

Date



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A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

Notification Deadline Date: JULY 16, 2011

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please fax form to 888.301.1273 by the deadline stated on this form



[Back to Table of Contents](#)

INTENT TO USE NON OFFICIAL CONTRACTOR



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

Notification Deadline Date: JULY 16, 2011

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office . If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than July 16, 2011.

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY JULY 16, 2011, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

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IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____	BOOTH # _____
AUTHORIZED NAME & TITLE: _____	AUTHORIZED SIGNATURE: _____
DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____	
ADDRESS: _____	CITY _____ STATE _____ ZIP _____
AUTHORIZED NAME & TITLE: _____	AUTHORIZED SIGNATURE: _____
PHONE NUMBER: _____	FAX NUMBER _____ EMAIL _____
ITEMS TO BE BILLED TO THIRD PARTY: _____	
<i>Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.</i>	

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT NUMBER				EXPIRATION DATE	SECURITY CODE

Card Holders Name - *Please Print* _____ Card Holders Signature (Required for Processing) _____

Billing Address _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____ Booth Number _____

E-Mail Address _____ E-Mail Address to send Invoice _____

All information must be provided for order to be processed.

- MasterCard VISA American Express Corporate Personal

Fax form to 888-301-1273 along with completed payment policy



[Back to Table of Contents](#)



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

Notification Deadline Date: JULY 16, 2011

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS 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, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA, Discover & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Exhibitors may be subject to a \$35.00 service fee for all returned checks and/or charge backs.

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk 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 wire transfer; however, **we require your credit card charge authorization to be on file with IMS.**

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

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided _____ Date _____

Exhibiting Firm: Booth # _____





IFLA 2011
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August 13 – 18, 2011
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Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order.
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Inclusive Management Services, Inc. forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
717 West Park
Keller, Texas 76248
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.





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Your booth comes furnished with:

Carpet (in pre-determined color) one six-foot draped table (in pre-determined color), 2 side chairs, 1 wastebasket and a 10 AMP outlet



Corner Hardwall Booth



In Line Hardwall Booth

Please note that nothing may be screwed, nailed or glued to the face of the panels nor may any part of the shell scheme be damaged or disfigured in any way. If any such damage occurs the exhibitor will be billed for cost to replace these areas. Any graphics applied to the panels should be by "Blu-Tak" or ordered through our graphics department. Any materials used in the display must be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause will be removed from the exhibition area at the exhibitor's expense.

Each booth will also be provided with a fascia to each open side displaying a name board with your company name and booth number in blue lettering. Any exhibitor may, if they wish, have their company name and logo style. Please contact IMS, Inc. for a quote for this or any graphic services. For safety reasons exhibitors will not be permitted to affix their own material to fascia boards.

Please contact us service@inclusivemanagement.com or call our offices at 817-337-3050.

**Logos & Graphics available at additional cost*





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DISCOUNT DEADLINE DATE • JULY 28, 2011

All Stand Construction/Shell Scheme packages come with one (1) Standard Fascia for In Line Hardwall booths, two (2) Standard Fascia for Corner Hardwall booths. Please indicate below your choice for company name as you would like it to appear on the booth fascia, and fax to the number on this form - *required*.

Please Complete The Following for Standard Fascia:

Sign Copy to Read _____

Enhance the appearance of your Stand Construction/Shell Scheme fascia. We offer customization for your booths fascia using logo's, taglines, etc. Please refer to page 54 for more details on submitting graphics/logo's in the correct format (if needed). Complete the information below and fax to the number on this form.

Please Complete The Following for Upgraded Fascia (See Prices Below):

Font Style: Futura Humanist PosterBodoni Times New Roman Other
Font Color: Black Blue Red Green Burgundy Teal

Sign Copy to Read _____

I would like to incorporate BOTH logo and company name on our fascia Check Here _____

I would like to incorporate a logo ONLY on our fascia Check Here _____

In Line Hardwall Booth: One Fascia \$125.00 Check Here _____

Corner Hardwall Booth: Two Fascias \$250.00 Check Here _____

Submitting Graphic Files for Fascia Panels at IFLA 2011:

- Files 20mb or smaller, please submit files directly to graphics@inclusivemanagment.com (Please be sure to reference IFLA 2011 in your subject line and include your company name, booth# and contact information as well)
- Files 20mb or larger, please send request for FTP instructions via e-mail to graphics@inclusivemanagment.com

EXHIBITOR NAME: _____ BOOTH #: _____



Fax form to **888-301-1273** along with completed payment policy

[Back to Table of Contents](#)



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

FURNITURE ITEMS

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Gray Side Chair	\$71.50	\$92.95	
	Gray Arm Chair	\$79.75	\$103.50	
	Armless Secretary Chair	\$94.50	\$122.75	
	Counter Stool	\$136.00	\$176.25	
	Directors Chair (30")	\$80.75	\$105.00	
	Directors Chair (40")	\$88.00	\$114.50	
	Pedestal Table 30" H x 36" W Black or White	\$120.00	\$156.00	
	Pedestal Table 40" H x 36" W Black or White	\$155.00	\$198.00	
	Bistro Table 30"H x 30"W Black or White	\$115.50	\$150.25	
	Bistro Table 40"H x 30"W Black or White	\$126.25	\$164.25	
	Coffee Table 18" H	\$104.50	\$135.75	
	Sign Holder	\$82.50	\$107.25	
	Literature Stand	\$115.50	\$150.25	
	Bag Stand	\$77.00	\$100.00	
	Easel	\$50.25	\$65.25	
	Wastebasket	\$25.00	\$32.50	

ADDITIONAL DRAPERY

Check color choice: Gold Green Teal Red

Black Blue Silver White Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$53.75	\$69.75	
	3' Linear	\$12.95	\$16.75	
	8' Linear	\$19.25	\$25.00	

DRAPED TABLES (30" High)

Check color choice: Gold Green Teal Red

Black Blue Silver White Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$112.75	\$146.50	
	6' Long 30" High	\$126.50	\$164.50	
	8' Long 30" High	\$152.50	\$198.25	

DRAPED TABLES (42" High)

Check color choice: Gold Green Teal Red

Black Blue Silver White Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 42" High	\$123.00	\$159.95	
	6' Long 42" High	\$152.00	\$197.00	
	8' Long 42" High	\$176.00	\$228.75	

UNDRAPED TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$94.95	\$123.50	
	4' Long 42" High	\$113.95	\$148.25	
	6' Long 30" High	\$107.50	\$139.75	
	6' Long 42" High	\$126.50	\$164.50	
	8' Long 30" High	\$126.50	\$164.50	
	8' Long 42" High	\$145.50	\$189.25	

TABLE RISERS

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 7" High	\$39.50	\$51.50	
	6' Long 7" High	\$69.50	\$90.25	
	8' Long 7" High	\$76.25	\$98.95	

TOTAL _____

EXHIBITOR NAME: _____ BOOTH #: _____



SEATING



Side & Arm Chairs
May be square or round back
dependent on availability



Counter Stool



Secretary Chair



Armless Secretary Chair

TABLES



Cocktail Table - 18" Square



Coffee Table



Pedestal Table

ACCESSORIES



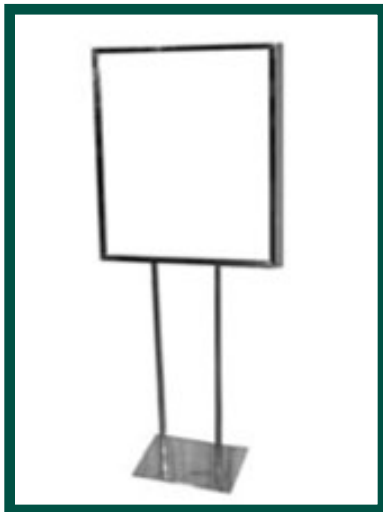
Bag Stand



Easel



Wastebasket



Sign Holder



Literature Stand



Garment Rack

Call for Availability



Fish Bowl



DISPLAY TABLES



Display Tables



Display Cubes

Display Tables

Please refer to the order page for a complete list of table sizes.

Display Cubes

*Subject to availability - sizes vary
Contact your CSR with inquires.*



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

RECEPTION DESKS

Check color/fabric choice: White/Standard Blue
 Silver Black Red
 Gray Fabric Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Standard Desk White	\$225.00	\$375.00	
	Standard Desk/Color	\$325.00	\$475.00	
	Standard Desk/Fabric	\$300.00	\$450.00	
	Deluxe 1 White	\$325.00	\$445.00	
	Deluxe 1/Lower Panel Color	\$425.00	\$545.00	
	Deluxe 1/Both Panel Color	\$450.00	\$570.00	
	Deluxe 1/Fabric	\$425.00	\$545.00	
	Deluxe 2 White	\$335.00	\$475.00	
	Deluxe 2/Lower Panel Color	\$435.00	\$575.00	
	Deluxe 2/Both Panel Color	\$460.00	\$600.00	
	Deluxe 2/Fabric	\$435.00	\$575.00	

COUNTER STORAGE UNITS (CREDENZA'S)

Check color/fabric choice: White/Standard Blue
 Silver Black Red
 Gray Fabric Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit/White	\$290.00	\$375.00	
	Storage Unit/Color	\$390.00	\$475.00	
	Storage Unit/Fabric	\$365.00	\$450.00	
	2M Storage Unit/White	\$425.00	\$515.00	
	2M Storage Unit/Color	\$525.00	\$615.00	
	2M Storage Unit/Fabric	\$500.00	\$590.00	

Fax form to **888-301-1273** along with completed payment policy

COMPUTER COUNTERS

Check color/fabric choice: White/Standard Blue
 Silver Black Red
 Gray Fabric Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Computer Counter/White	\$275.00	\$335.00	
	Computer Counter/Color	\$375.00	\$435.00	
	Computer Counter/Fabric	\$350.00	\$410.00	

4 FT SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$295.00	\$350.00	
	Full View	\$295.00	\$350.00	

6 FT SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$325.00	\$395.00	
	Full View	\$325.00	\$395.00	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

TOTAL \$ _____

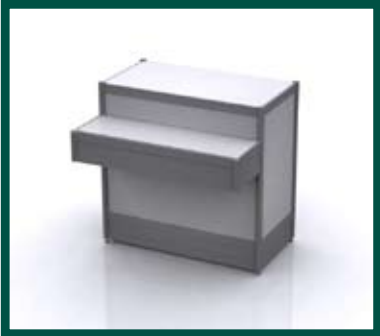
EXHIBITOR NAME: _____

BOOTH #: _____



DISPLAY COMPONENTS ORDER FORM

SHOWCASES & STORAGE UNITS



Computer Counter
1M x 1/2M x 42”T



Storage Unit - Credenza
40”W x 21.5”D x 39”T



Full View Showcase
4ft x 1/2M x 42”T



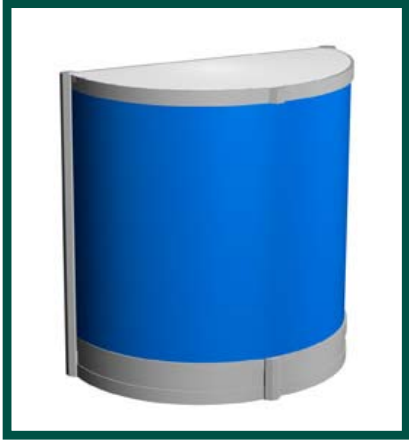
Half View Showcase
2M x 1/2M x 42”T

Showcases available in 4 and 6 ft. lengths.

Storage Unit and Computer Counter available in Sentra and Gray Braelock.

CUSTOM RECEPTION DESKS

All Reception Desks are Standard White Hardwall Panels. Color/Fabric available for additional charge.



Standard Reception Desk
60"W x 17"D x 34.25"T



Deluxe Reception Desk 1
60"W x 17"D x 34.75"T
Header 60"W x 12"T



Deluxe Reception Desk 2
60"W x 17"D x 34.75"T
Header 60"W x 12"T

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



Gray Fabric



Black Fabric





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check color choice: Blue Gray Burgundy Teal Red Black Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$123.25	\$141.75	
	9 ft. x 20 ft.	\$216.75	\$249.25	
	9 ft. x 30 ft.	\$321.95	\$370.25	
	9 ft. x 40 ft.	\$360.40	\$414.45	

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

Check color choice: Blue Gray Burgundy Teal Red Black

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. ____ x ____	\$3.00 sq.ft.	\$3.75 sq.ft.	

CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon.
Other colors may be available; please call 817.337.3050 for additional colors and prices.

- Tuxedo Misty Gray Bay Water Cherry Red Burgundy Silver Mist
 Baby Blue Ebony Navy Sky Blue Dusty Rose Light Teal White

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$3.75/per SQ.FT. \$ _____
 After discount deadline @ \$4.75/per SQ.FT.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.00 SQ. FT. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$0.65 SQ. FT. \$ _____

Dont forget to order foam padding for added comfort and that enticing, luxurious feel..

EXHIBITOR NAME: _____

 BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy

TOTAL \$ _____

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.



FLOOR COVERINGS ORDER FORM

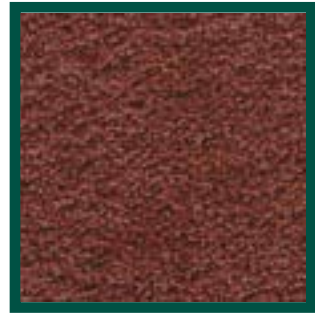
STANDARD CARPET



Blue



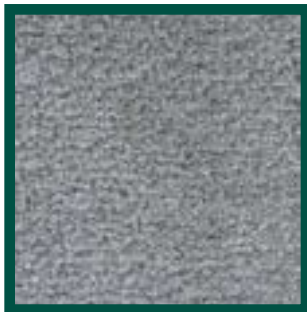
Green



Burgundy



Black



Gray

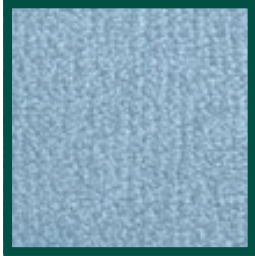


Teal

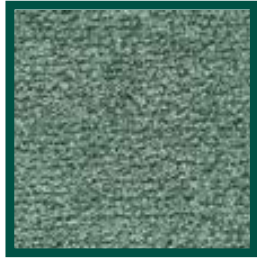


Red

CUSTOM CARPET



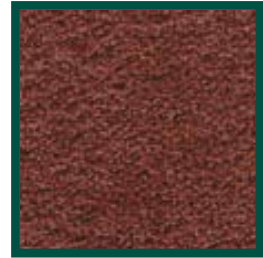
Baby Blue



Baywater



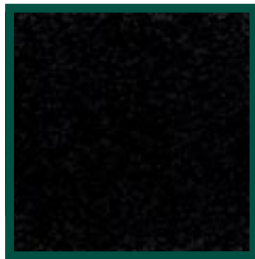
Cherry Red



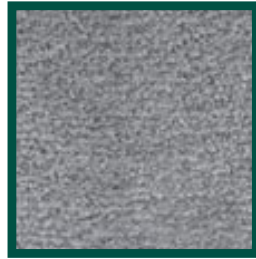
Burgundy



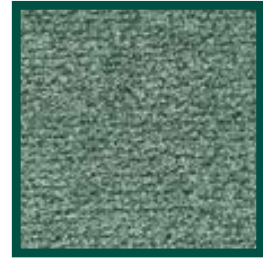
Dusty Rose



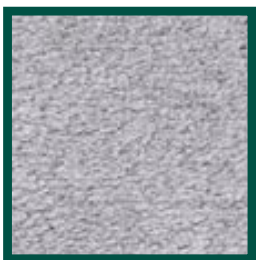
Ebony



Gunmetal



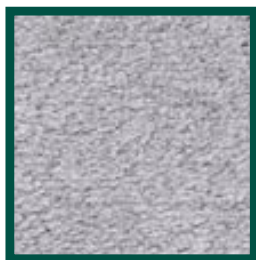
Light Teal



Misty Gray



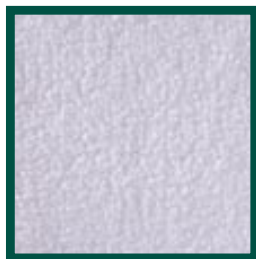
Navy



Silver Mist



Sky Blue



White



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

MODEL NUMBER	DISCOUNT PRICE	STANDARD PRICE
Model #1	\$2,090.00	\$2,725.00
Model #2	\$2,420.00	\$3,150.00
Model #3	\$3,080.00	\$4,025.00
Model #4	\$4,290.00	\$5,575.00
Model #5	\$4,950.00	\$6,435.00
Model #6	\$5,060.00	\$6,595.00
Model #7	\$4,840.00	\$6,295.00

Package Includes: - Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10' unit

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet.
This is not included in the package.
Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: _____

Font Style: Futura Humanist PosterBodoni Times New Roman Other

Font Color: Black Blue Red Green Burgundy Teal

Carpet Color Black Blue Red Grey Hunter Green

Hardwall Panel Color: White Blue Green Gray Red

Fabric Walls check here Gray Black

Hardwall Panel Color/Fabric Choices (*back panels only*)

Panel 1 _____ Panel 2 _____ Panel 3 _____ Panel 4 _____ Panel 5 _____ Panel 6 _____

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL \$225.00 PER PANEL

Terms and Conditions *Must be signed for order to process*

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- * IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

TOTAL \$ _____

For a specially designed unit please contact our Customer Service Department at:

817-337-3050

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy

[Back to Table of Contents](#)



CUSTOM RENTAL UNITS

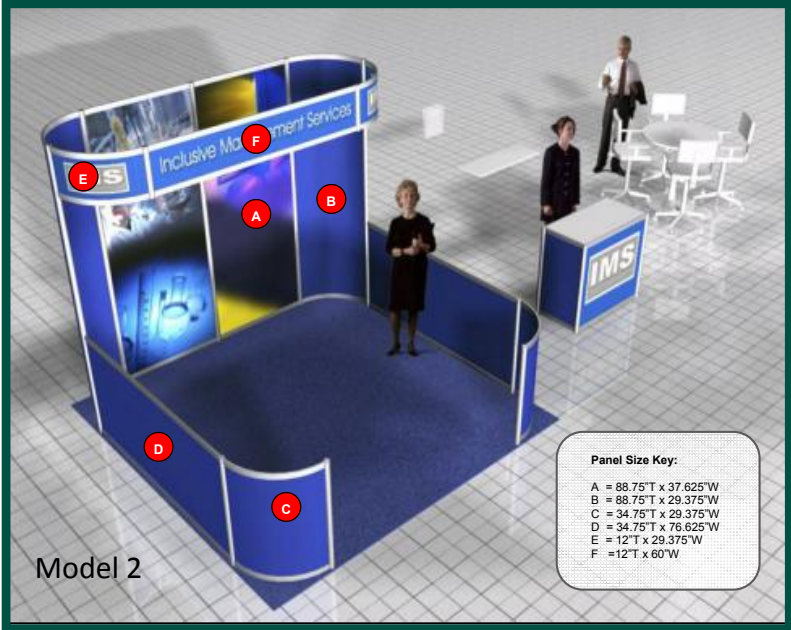
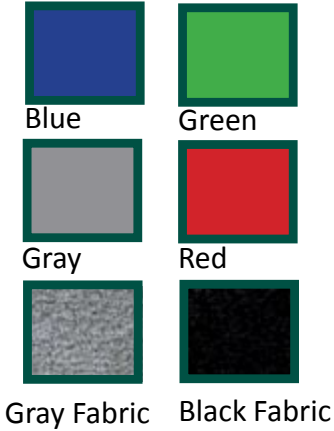


- Rental Units Include:**
- Installation and Dismantling
 - Choice of Standard Carpet Color
 - Booth Header with Company Name
 - 2 Stem Lights Per 10 Ft. Unit
 - Standard White Hard Panel Walls

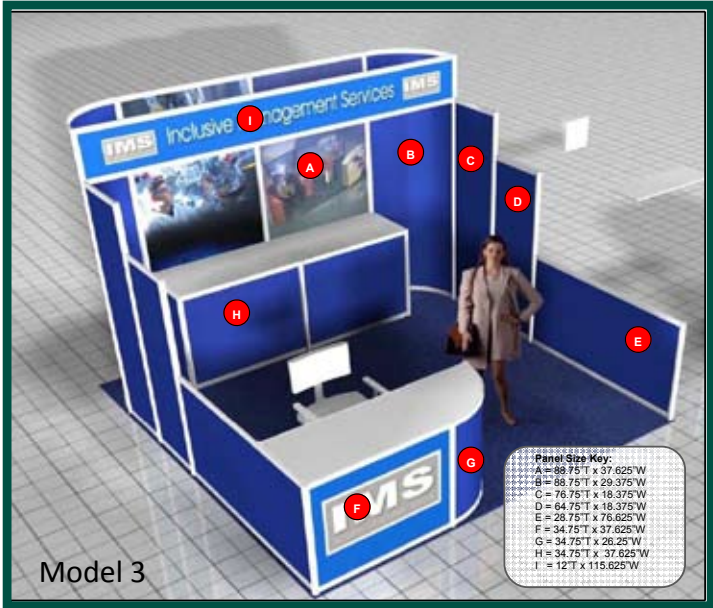
Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



CUSTOM RENTAL UNITS



Model 3

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



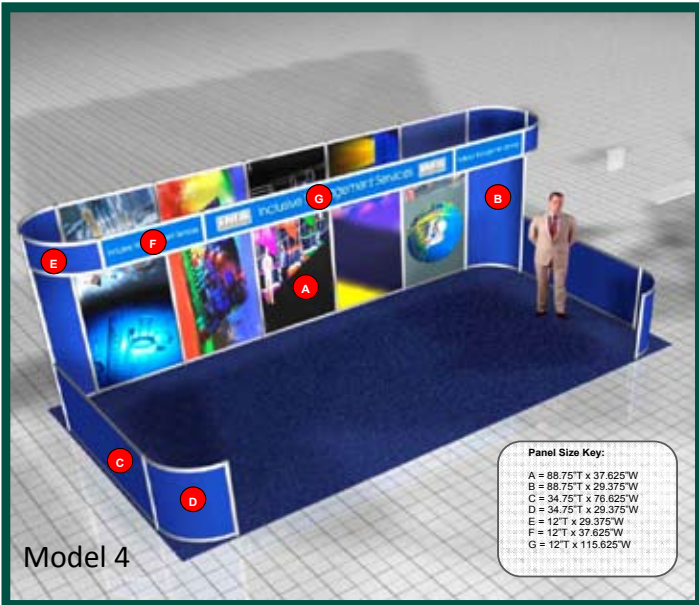
Red



Gray Fabric



Black Fabric



Model 4



CUSTOM RENTAL UNITS

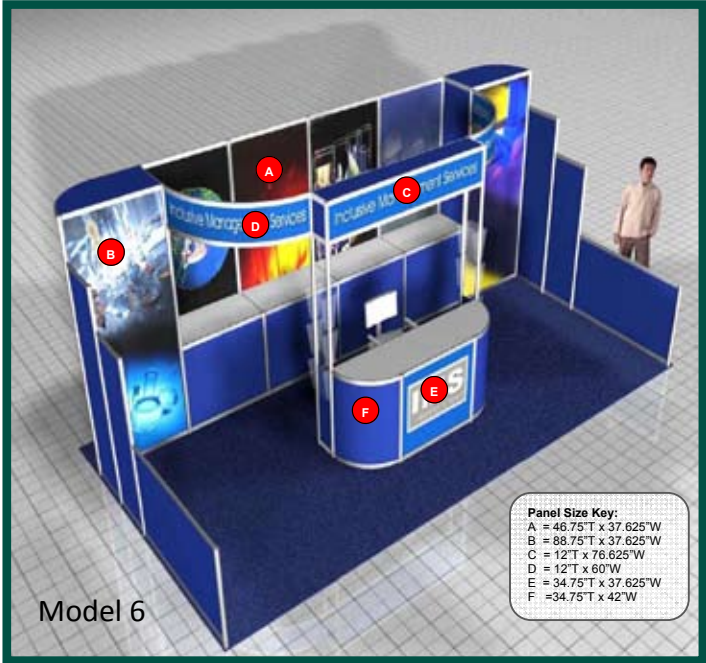
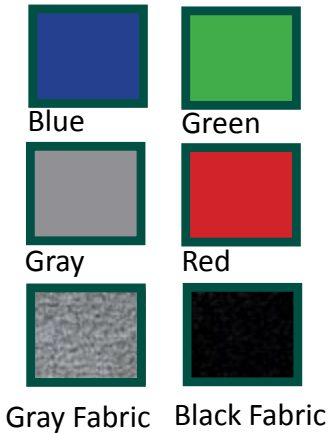


- Rental Units Include:**
- Installation and Dismantling
 - Choice of Standard Carpet Color
 - Booth Header with Company Name
 - 2 Stem Lights Per 10 Ft. Unit
 - Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



CUSTOM RENTAL UNITS



Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



Gray Fabric



Black Fabric

- Rental Units Include:**
- Installation and Dismantling
 - Choice of Standard Carpet Color
 - Booth Header with Company Name
 - 2 Stem Lights Per 10 Ft. Unit
 - Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.





IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and **DO NOT SEND ANYTHING VIA U.S. MAIL.**
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

**ALL FREIGHT MUST BE ACCOMPANIED BY
 A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING
 INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. SHIPPER’S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE
 FOLLOWING CATEGORIES:**

1. CRATES(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
 FREIGHT CLERK CAN ACCEPT THEM:**

WE REQUIRE A COPY OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY
 OF THE REQUESTED
 INFORMATION, PLEASE
 CONTACT YOUR DISPATCH
 OR CHECK YOUR FREIGHT CLERK**





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Company Name: _____ Booth # _____
 Origin of Shipment: _____ Carrier: _____
 Shipping Date: _____ Approximate Arrival Date: _____
 Total Number of Containers: _____ Total Weight of Shipment: _____
 Pro # _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
 Street Address: _____ City: _____
 State: _____ Zip: _____
 Carrier: _____ PREPAID COLLECT
 Total Number of Containers: _____ Total Weight of Shjpmnts: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____ PREPAID COLLECT
 Street Address: _____ City: _____ State: _____ Zip: _____
 Carrier: _____ Total Number of Containers: _____ Total Weight of Shjpmnts: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments,
 please fax duplicate Bills of Lading to **888-301-1273**
 along with a completed payment policy.
COLLECT SHIPMENTS WILL NOT BE RECEIVED





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

MATERIAL HANDLING SERVICES/RATES

- DIRECT/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.
- SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.
- UNCRATED:** Material that is shipped loose or pad wrapped.
- NOTE:** Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. **All late shipments will incur an additional 30% surcharge in addition to the rates listed below.** Does not include air charges for late freight received at the mainland.
- OVERTIME:** An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: **July 18 - August 10**

Description	Price Per CWT	Minimum
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse.....	\$85.50	\$171.00
Late to Warehouse.....	\$111.25	\$222.50
Direct to Warehouse Inbound OT Surcharge.....	\$21.50	\$43.00
Special Handling to Warehouse.....	\$109.75	\$219.50
Late Special Handling to Warehouse.....	\$142.75	\$285.50
Special Handling to Warehouse Inbound OT Surcharge.....	\$27.50	\$55.00

Description	Price Per CWT	Minimum
Show Site Shipment May Begin Arriving August 13, 2011		
Direct to Convention Facility.....	\$73.75	\$147.50
Direct to Convention Facility Inbound/Outbound OT Surcharge.....	\$18.50	\$37.00
Uncrated to Convention Facility.....	\$99.75	\$199.50
Special Handling to Convention Facility.....	\$95.75	\$191.50
Special Handling Inbound/Outbound OT Surcharge.....	\$24.00	\$48.00

Small Package - Maximum Weight 50 lbs.....	\$40.00 each
Only applicable on SHOW DAYS	

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.



[Back to Table of Contents](#)



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$69.00 per cwt. On straight time, \$138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.





IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded “high and tight” shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are stacked Shipments?

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

For complete information and instructions on shipping and material handling, refer to the “SHIPPING INSTRUCTIONS” and “MATERIAL HANDLING RATES”.

COMPUTATION OF ORDERS

When recording weight, round up the next one hundred (100) pounds

SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
 @ \$ 85.50 per 100 lbs. (200 lb. minimum) \$ _____
 LATE CRATED SHIPMENTS TO THE WAREHOUSE \$111.25 per lbs. (200 lb. minimum)

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
 @ \$ 109.75 per 100 lbs. (200 lb. minimum) \$ _____
See Special Handling Rates
 LATE SHIPMENTS TO THE WAREHOUSE \$142.75 per 100 lbs. (200 lb. minimum) \$ _____

DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
 @ \$73.75 per 100 lbs. (200 lb. minimum) \$ _____
 UNCRATED SHIPMENTS @ \$ 108.75 per 100 lbs. (200 lb. minimum) \$ _____

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
 @ \$95.75 per 100 lbs. (200 lb. minimum) \$ _____

ESTIMATED MATERIAL HANDLING \$ _____

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than July 28, 2011 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



[Back to Table of Contents](#)



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on, July 18, 2011, last date for warehouse shipments being August 10, 2011. Such shipments must arrive between the hours of 8:00AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: IFLA 2011
To: Your Company Name & Booth
ABF Freight c/o IMS, Inc.
Road 5 km 7.4 Bldg.#1
Catano, Puerto Rico 00962



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: IFLA 2011
ABF Freight c/o IMS, Inc.
Road 5 km 7.4 Bldg.#1
Catano, Puerto Rico 00962

SHIPMENTS SHOULD ARRIVE BETWEEN
July 18 - August 10, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: IFLA 2011
ABF Freight c/o IMS, Inc.
Road 5 km 7.4 Bldg.#1
Catano, Puerto Rico 00962

SHIPMENTS SHOULD ARRIVE BETWEEN
July 18 - August 10, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

- All shipments arriving to the facility prior to August 13, 2011 shipment will be refused and returned to the local trucking terminal.
- Shipments will only be received at the show during the move-in periods indicated on page one of this section.
- As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.
- Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: IFLA 2011
To: Your Company Name & Booth #
c/o: IMS, Inc.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

**DO NOT deliver prior to August 13, 2011
Facility will refuse shipment**



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
August 13, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
August 13, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Official Ground & Air Freight Carrier



On-Site... On-Time... Damage-Free

800-654-7019

Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions – air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF **tradeshow**
®
On-Site... On-Time... Damage-Free

tradeshow@abf.com

(800) 654-7019



Commercial Invoice

Date			Invoice #		PO #	
Shipper Name			Consignee Name			
Street Address			Street Address			
Contact (Shipper)		Email Address	Contact (Consignee)		Email Address	
Telephone/Fax Number			Telephone/Fax Number			
Tax ID Number (EIN)		Exporting Carrier	Tax ID Number (i.e. EIN, VAT)		Incoterms	
Other Information (i.e. ITN #)			AWB #			
Complete Commodity Description	HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.			Subtotal (USD \$)		0.00	
			Total Freight Charge			
			Total Insurance Cost			
			Total Invoice Value (USD \$)		0.00	
Signature and Title of Authorized Person			Date			These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is prohibited.

SHIPPER PLEASE NOTE

FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917
800-610-5544 ABFS

PLACE PRO LABEL HERE

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On 'Collect On Delivery' shipments, the letters "COD" must appear before consignee's name or as otherwise provided in item 430, Sec. 1.

CONSIGNEE

TO:

NAME PLUS

STREET

CITY/ST/ZIP

Check box if consignee contact required prior to delivery. Consignee telephone _____

TRAILER NUMBER

B/L DATE

ROUTE

SPECIAL INSTRUCTIONS

SHIPPER

FROM:

NAME PLUS

STREET

CITY/ST/ZIP

FOR PAYMENT, SEND BILL TO:

NAME

STREET

CITY/ST/ZIP

Collect on Delivery \$ _____ and remit to _____

Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's check, or bank-certified check unless shipper signs here to accept company check.

C.O.D. charge to be paid by Shipper
Consignee

Signed: _____

Hdlg Units No. Type	Packages No. Type	* HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

* Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify if problem enroute or at delivery _____

Name _____ Tel No. _____ Fax No. _____ (for informational purposes only)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See Item 780-1 of ABF 111 rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, Shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.

SHIPPER

PER (SIGNATURE REQUIRED)

CARRIER ABF FREIGHT SYSTEM, INC.

PER

DATE

Driver signature only acknowledges receipt of freight



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

Installation and Dismantle Labor Rates

Straight Time - \$65.00 per personnel hour

Overtime - \$97.75 per personnel hour

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday

Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.

One hour minimum charge on all labor. Cancellations must be in writing.

PLAN A: Installation and Dismantling of display under the supervision of IMS

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and Dismantling of display under the supervision of EXHIBITOR

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



[Back to Table of Contents](#)



IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

IMS SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.

Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing with Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

Outbound Shipping Information

Ship To: _____

In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.

IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Method of Shipment

Exhibit Transportation Common Carrier Air Freight Next Day 2nd Day Deferred

Other Carrier: Please indicate the carrier's name

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

Freight Charges Prepaid Bill To Collect

Fax form to **888-301-1273** along with completed payment policy

[Back to Table of Contents](#)



SUPERVISED LABOR



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to IMS Service Desk and approve the work order.

FORKLIFT W/OPERATOR:

	DATE	TIME	# of Forklift Crews	Standard Price	Overtime Price	TOTAL
INSTALL				\$121.50	\$155.75	
DISMANTLE				\$121.50	\$155.75	

ADDITIONAL LABOR::

	DATE	TIME	# of Additional laborers	Standard Price	Overtime Price	TOTAL
INSTALL				\$69.00	\$101.75	
DISMANTLE				\$69.00	\$101.75	

TOTAL \$ _____

Describe work to be done:

LABOR RATES
Straight Time
 8:00 a.m. to 4:30 p.m. Monday through Friday
***Overtime**
 4:30 p.m. to 8:30 p.m. Monday through Friday
 8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

INSTRUCTIONS:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

*Overtime
 4:30 p.m. to 8:30 p.m. Monday through Friday
 8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

Double Time
 All day holidays

Materials
 Cable, clamps, etc. additional and charged accordingly.

Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed

	Straight Time	Overtime
Condor		
Condor With Crew	\$ 390.00	\$ 465.00
Scissorlift		
Scissorlift with crew.....	\$ 300.00	\$375.00
Installation Estimate		
Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____
Dismantle Estimate		
Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____

Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly

No Supervision Required
 IMS, Inc
 Exhibitor Personnel
 Display House

- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

Exhibiting Name: _____ Booth # _____
 Contact Name: _____ Booth Size _____ x _____
 Email Address _____

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____
 Metal or Wood _____
 Other _____

Shape: Square _____
 Triangle _____
 Rectangle _____
 Other _____

Size: Height _____
 Length _____
 Width _____
 Weight of Sign _____

Does Your Sign Require:
 Electricity _____
 Assembly _____

PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- **The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.**

_____ Feet in from the back aisle# _____

_____ Feet in
from the left
aisle# _____



_____ Feet in
from the right
aisle# _____

_____ Feet in from the front aisle# _____

Installation Estimate

_____ Condor

_____ Scissorlift

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Supervision for assembly and disassembly of overhead hanging can be provided by IMS at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required

_____ IMS I & D

_____ Exhibitor Personnel

_____ Display House

** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Fax to **888-301-1273** along with completed payment policy





IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

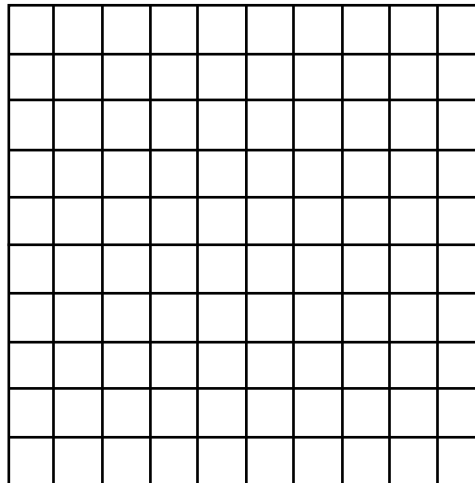
Hanging Sign Location Diagram

If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # _____

Adjacent Booth# _____



Adjacent Booth# _____

Adjacent Booth# _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy





HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: IFLA 2011
ABF Freight c/o IMS, Inc.
Road 5 km 7.4 Bldg.#1
Catano, Puerto Rico 00962

SHIPMENTS SHOULD ARRIVE BETWEEN
July 18 - August 10, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____



HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: IFLA 2011
ABF Freight c/o IMS, Inc.
Road 5 km 7.4 Bldg.#1
Catano, Puerto Rico 00962

SHIPMENTS SHOULD BEGIN ARRIVE BETWEEN
July 18 - August 10, 2011

EVENT: IFLA 2011

CARRIER: _____

NUMBER OF PIECES: _____



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DISCOUNT DEADLINE DATE • JULY 28, 2011

CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- Booth Sq. Ft. _____ x \$ 0.38 = \$ _____
- Booth Sq. Ft. _____ x \$ 0.42 = \$ _____

Vacuum Booth Carpet—**Daily** (before Show Opens)—3 days

- Booth Sq. Ft. _____ x4 = _____ Sq. Ft. x \$0.32 = \$ _____
- Booth Sq. Ft. _____ x 4 = _____ Sq. Ft. x \$0.35 = \$ _____

Calculate 3 times the square footage of booth space for daily

Shampoo Booth Carpet—One Time

- Booth Sq. Ft. _____ x \$ 0.46 = \$ _____
- Booth Sq. Ft. _____ x \$ 0.50 = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- \$ 65.00 per day 1-400 Sq. Ft. _____ specify days _____
- \$ 75.00 per day 1-400 Sq. Ft. _____ specify days _____
- \$ 95.00 per day 401-up Sq. Ft. _____ specify days _____
- \$ 110.00 per day 401-up Sq. Ft. _____ specify days _____

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- @ \$65.00 per 10' foot booth space \$ _____
- @ \$75.00 per 10' foot booth space \$ _____

Cleaning and dusting of display background and furnishings **DAILY** during show

- @ \$55.00 per day per 10' booth space \$ _____
- @ \$65.00 per day per 10' booth space \$ _____

Prices in blue reflect POST deadline date prices.

TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



[Back to Table of Contents](#)

CLEANING ORDER FORM



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

FLORAL

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ficus	\$60.00	\$70.00	
	Ficus Tree - 7' Long Leaf	\$80.00	\$90.00	
	Ficus Topiaries - 6' and up	\$80.00	\$90.00	
	Ferns	\$39.95	\$49.95	
	Flower Arrangements	\$75.00 and up	\$95.00 and up	
	4' - 5' Palm	\$60.00	\$70.00	
	6' - 7 1/2' Palm	\$75.00	\$85.00	
	Spatiphilum Sensatione	\$55.00	\$65.00	
	Schefflera up to 3 1/2'	\$35.00	\$45.00	
	Bromelia	\$15.00	\$25.00	

Container Style
 Black Plastic
 Terra Cotta Plastic

Floral Arrangements
 Please specify what you would like and the size and we will email you a quote.

Flower(s) _____

Greenery *circle one* yes no

Height _____ Width _____

Container Type/Color _____

COMPANY NAME _____
 BOOTH# _____

TOTAL \$ _____

Fax to **888-301-1273** along with completed payment policy



[Back to Table of Contents](#)



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- Prices below are for one-color copy (up to 10 words) on white card stock.
- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$47.30	\$70.95	
	7" x 22"	\$48.50	\$72.75	
	7" x 44"	\$52.50	\$78.30	
	9" x 44"	\$58.35	\$87.55	
	11" x 14"	\$61.95	\$92.95	
	14" x 22"	\$68.10	\$102.15	
	14" x 44"	\$88.55	\$132.85	
	22" x 28"	\$96.50	\$144.75	
	28" x 44"	\$136.75	\$205.15	
	20" x 60"	\$195.65	\$293.50	

TOTAL \$ _____

SIGN COPY: (Use additional sheet of paper if more space is needed.)



Vertical



Horizontal

Background Color: _____

Lettering Color: _____

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: _____

BOOTH #: _____

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IFLA 2011
 World Library and Information Congress
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 San Juan PR 00907

Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics. Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting. Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods

- CD-ROM
- E-Mail for files 1mg. and smaller
- 1.44 MB floppy disks: Mac or PC format



Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.



IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle				
120 VOLTS	QTY	Discount Price	Standard Price	TOTAL
501-1000 WATTS (10 AMPS)	___	130.25	169.75	___
1001-1500 WATTS (15 AMPS)	___	161.75	210.25	___
1501-2000 WATTS (20 AMPS)	___	180.25	235.00	___

Check here for 24 hour power
Double electrical rate for this service

ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle				
208 VOLTS SINGLE PHASE				
20 AMPS	___	231.00	300.25	___
30 AMPS	___	286.00	371.75	___
60 AMPS	___	390.00	429.00	___
100 AMPS	___	444.75	578.25	___

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/ items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

208 VOLTS THREE PHASE				
20 AMPS	___	286.00	371.25	___
30 AMPS	___	325.00	422.50	___
60 AMPS	___	494.00	642.25	___
100 AMPS	___	574.75	747.25	___

480 VOLTS SINGLE PHASE				
30 AMPS	___	714.75	929.00	___
50 AMPS	___	902.50	1173.25	___
60 AMPS	___	1003.50	1305.00	___

480 VOLTS THREE PHASE				
30 AMPS	___	743.75	966.75	___
50 AMPS	___	1010.75	1314.00	___
60 AMPS	___	1075.75	1398.50	___

ISLAND BOOTHS
 A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.

LIGHTING EQUIPMENT - (Including current consumed)				
150 WATT FLOOD LIGHT	___	88.00	114.50	___
300 WATT (1) FLOOD LIGHT	___	115.50	150.25	___
300 WATT (2) FLOOD LIGHTS	___	136.50	177.50	___

EXTENSION CORDS - (Electricity not including)				
SINGLE OUTLET 15'	___	20.00	26.00	___
SINGLE OUTLET 25'	___	30.00	39.00	___
POWER STRIP	___	35.00	45.50	___

LABOR				
ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays)	___	69.50		___
OT Mon - Fri 4 :30 pm - 8.00 am (Sat. /Sun./Holidays)	___	115.50		___

TOTAL \$ _____

FIRM NAME: _____ BOOTH # _____
 ADDRESS: _____ PHONE: _____ FAX: _____
 CITY,STATE: _____ ZIP CODE _____
 EMAIL ADDRESS: _____

Credit Card ___ Visa ___ MasterCard ___ AmeEx ___ Discover Expiration Date _____
 _____ Security Code _____
 Credit Card Number _____
 Signature of Card Holder _____

Fax to **888-301-1273** along with completed payment policy





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

Electrical Circuit Placement Diagram and Plug Configuration

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. *If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.*
3. Mark each circuit location with correct corresponding order on the application form. Important: The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis. .
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjacent Booth # _____

Adjacent Booth# _____

Adjacent Booth # _____

COMPANY NAME _____ BOOTH# _____

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IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

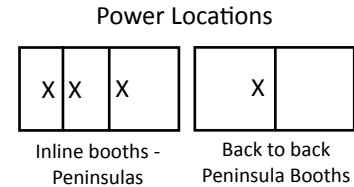
V120 PH1
Hz60
W1000

120 V Single
Phase=60
cycles 1000
watts

V230
A30
PH3

230 Volts =
30 Amp
3 Phases

WHERE WILL MY OUTLET BE LOCATED?
 Your outlet will be located as depicted as shown ***unless***
 POWER LOCATIONS: X Indicates location of outlet floor plan received indicates otherwise.



- Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
- The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

ISLAND BOOTHS!
 One drop within booth when powersource in ceiling or one location at IMS's discretion when power source is in the floor.
Please see Regulation #4 above.





IFLA 2011
World Library and Information Congress
August 13 – 18, 2011
100 Convention Blvd.
Puerto Rico Convention Center
San Juan PR 00907

10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.
13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice .
18. Exhibitor holds the electrical contractor harmless for any and all losses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism , faulty exhibitor equipment or overloads caused by exhibitor.
19. The official Electrical Contractor shall be responsible for:
 - *All under carpet distribution of electrical wiring
 - *All motor and equipment hook-ups requiring hardwire connections
 - *The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - *All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
 - *The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - *Zip cords or two-wire cords are ungrounded and could result in safety hazards.

Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.





IFLA 2011
 World Library and Information Congress
 August 13 – 18, 2011
 100 Convention Blvd.
 Puerto Rico Convention Center
 San Juan PR 00907

DISCOUNT DEADLINE DATE • JULY 28, 2011

COMPUTER SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
20" Flat Monitor with Table Stand (no speakers)		\$324.50	\$422.00	
32" Flat Monitor with Table Stand (no speakers)		\$517.00	\$672.00	
42" Plasma Display with Floor Stand (no speakers)		\$654.50	\$851.00	
50" Plasma Display with Floor Stand (no speakers)		\$929.50	\$1,208.50	
Set of Speakers		\$82.50	\$107.25	

VIDEO SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
32" Flat Monitor with Table Stand w/ DVD and Set of Speakers		\$643.50	\$836.50	
42" Plasma Display with Floor Stand w/ DVD and Set of Speakers		\$863.50	\$1,122.50	
50" Plasma Display with Floor Stand w/ DVD and Set of Speakers		\$1067.00	\$1,387.00	

COMPUTERS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Desktop Computer with 17" Flat Monitor		\$247.50	\$321.75	
Laptop Computer		\$357.50	\$464.75	
Laser Printer (B/W)		\$302.50	\$393.25	
Multi-Function Printer/Fax/Scanner		\$165.00	\$214.50	
Copier (price for 5 days, only weekly rental)		\$1,870.00	\$2,430.00	

SOUND SYSTEMS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Small Sound System with 1 Speaker and 1 wired microphone		\$220.00	\$286.00	
Small Sound System with 1 Speaker and 1 wireless microphone		\$357.50	\$464.75	
Additional Speakers		\$137.50	\$178.75	
CD Player		\$104.50	\$135.75	

DELIVERY INFORMATION

Meeting Rm # _____
 Delivery Date _____
 Time: _____
 Pickup Date _____
 Time: _____

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.
- **CANCELLATIONS:**
 A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.
 B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

TOTAL \$ _____

FIRM NAME: _____ BOOTH # _____
 ADDRESS: _____ PHONE: _____ FAX: _____
 CITY, STATE: _____ ZIP _____
 EMAIL ADDRESS: _____

Credit Card ___ Visa ___ MasterCard ___ AmEx ___ Discover Expiration Date _____
 _____ Security Code _____
 Credit Card Number _____
 Signature of Card Holder _____

COMPANY NAME _____ BOOTH# _____

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[Back to Table of Contents](#)



Partners In Show!



Puerto Rico Convention Center
 100 Convention Blvd.
 San Juan, PR 00907
 TEL. 787.300.6737 FAX 787.300.6922

NETWORK AND VOICE SERVICES ORDER FORM

CUSTOMER INFORMATION

Company Name:	Show Name:
Billing Contact Name:	Show Dates:
Billing Street Address:	City, State & Zip:
E-Mail Address	Phone Number:
On-Site Contact Name:	On Site Contact Cell Phone:

STANDARD VOICE SERVICES	QTY		RATE	=	TOTAL
Single Line (for standard phone, fax, modem, ATM or CC machine)		x	\$225.00	=	
Single Handset Rental		x	\$25.00	=	
Multi-Lines (Two lines)		x	\$350.00	=	
Multi-Line Handset Rental		x	\$100.00	=	
<i>There is an additional cost on long distance and international calls (per minute)</i>					
		x		=	

CUSTOMIZED VOICE OPTIONS	QTY		RATE	=	TOTAL
Voice Mail Box		x	\$50.00	=	
Hunting/Rollover (If order multiple lines)		x	\$50.00	=	

STANDARD NETWORK SERVICES	QTY		RATE	=	TOTAL
HSIA Initial Connection 256K (Dynamic IP Address)		x	\$400.00	=	
Additional Line(s) (Per Computer, Per Day)		x	\$150.00	=	

ADDITIONAL NETWORK SERVICES	QTY		RATE	=	TOTAL
Additional/Dedicated Bandwidth - 384K		x	\$600.00	=	
Additional/Dedicated Bandwidth - 512K		x	\$800.00	=	
Additional/Dedicated Bandwidth - 1M		x	\$1,200.00	=	
Additional/Dedicated Bandwidth - T1		x	\$1,800.00	=	

CUSTOMIZED NETWORK OPTIONS	QTY		RATE	=	TOTAL
Static IP Address Surcharge (Per Computer, Per Day)		x	\$100.00	=	
Private VLAN		x	\$950.00	=	

RENTAL EQUIPMENT	QTY		RATE	=	TOTAL
24 Port Cisco Switch		x	\$150.00	=	
Cisco Wireless Access Point		x	\$150.00	=	
Polycom Conference Speaker Phone		x	\$150.00	=	
Laptop Computer		x	\$200.00	=	
Desktop Computer		x	\$150.00	=	
Laser Printer (B/W)		x	\$200.00	=	
Multi-Function Priter/Fax/Scanner		x	\$100.00	=	
Copier (price for 5 days, only weekly rental)		x	\$1,500.00	=	

ALL SERVICE MUST BE PAID IN ADVANCE AND WITH THE ORDER. PAYMENT METHODS ARE CHECK OR CREDIT CARD.

	SUBTOTAL	=	
	Sales Tax 7.00%	=	
	ESTIMATED GRAND TOTAL	=	

ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.



Credit Card Consent Form / Security Deposit

Credit Card Type:

AMEX

Visa - MC - Diners Club

Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

Cancellation Policy

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days but more than 72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal.

Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature _____ Date _____