



CONVENTION + EXPO  
MANAGEMENT SERVICES, LLC

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PO Box 6330 McAllen, TX. 78502

## 2010 South Texas International Motorcycle Show

**Dear Exhibitors:** Convention & Expo Management Services, LLC (CEMS) is pleased to advise that we have been selected as the official exhibit contractor for the **South Texas International Motorcycle Show** at The Freeman Coliseum, San Antonio, Texas on **March 19-21, 2010**.

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

### General Information

#### Key Contacts:

##### **South Texas International Motorcycle Show**

Contact: Quincy Barnes  
Email: [quincy@smc-events.com](mailto:quincy@smc-events.com)  
Phone: (210) 832-8444 ext 202  
Fax:

##### **Convention & Management Service (CEMS)**

Contact: Mario Rodriguez  
Email: [mrod@conventionandexpo.net](mailto:mrod@conventionandexpo.net)  
Phone: 956.702.4926  
Fax: 956.688.8339  
Cell: 956.605.2220

##### **The Freeman Coliseum**

Contact: Jennifer Fox  
Email: [jenniferf@freemancoliseum.com](mailto:jenniferf@freemancoliseum.com)  
Phone: 210.225.2562  
Location: Freeman Coliseum  
3201 E. Houston  
San Antonio, Texas, 78219

##### **M2 MotoMedia**

Contact: Reynolds Mannson  
Phone: 210-259-9916

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

**Vendor Move-in:** Thursday – March 18, 2010 - 11:00 am – 7:00 pm  
Friday – March 19, 2010 – 8:00 am – 2:00 pm

**Show Hours:** Friday– March 19, 2010 - 3:00pm - 9:00pm  
Saturday– March 20, 2010 10:00am - 7:00pm  
Sunday– March 21, 2010 10:00am - 6:00pm

**Show Closes:** 6:00 pm – Exhibitors can begin to move out.

**Booths Packages:** 10' x 10' standard draped exhibit booths equipped with 8' tall backdrop drape, 3' tall side divider drape, one 6ft. skirted table and one 7' x 42' booth identification sign consisting of one line of copy stating the exhibitor company name. Show Colors are Black & Silver

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

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

**Electrical for your booth** If you require electrical please read and complete the enclose electrical form & payment policy form. Once complete, you may fax, email or mail forms back to CEMS.



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## CEMS Material Handling Form

**To Warehouse:** All exhibitors shipping freight for the South Texas International Motorcycle Show held at The Freeman Coliseum, San Antonio, Texas; on **March 19-21, 2010** need to be shipped to 1305 E. Suite H Pecan Blvd., McAllen, TX. 78501. The freight needs to be shipped to arrive between the hours of 9:00 a.m. – 4:00 p.m. Shipments will be received and stored in advance and delivered to your booth. All packages must have your assigned Booth number written on the outside of the package and South Texas International Motorcycle Show. At the conclusion of the show, the exhibitor's are responsibility to arrange for a common carrier to pick up freight.

### The cost for material handling is the following:

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

**Rates: \$40.00 per 100 lbs. 100 lbs. minimum charge**

**Weight: # of pounds \_\_\_\_\_ x \$40.00= \_\_\_\_\_**  
**(Round off to the nearest 100 lbs.) Total Amount Due**

**Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_**

#### General Information and Terms:

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



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## CEMS Booth Furnishing Form

<b>SHOW:</b>	<i>South Texas International Motorcycle Show</i>		
<b>SHOW DATE:</b>	<i>March 19-21, 2010</i>	<b>BOOTH NO:</b>	
<b>COMPANY NAME:</b>			
<b>ADDRESS:</b>		<b>CITY, STATE, ZIP:</b>	
<b>ORDERED BY:</b>		<b>PHONE #:</b>	

<u>DISPLAY TABLES ONLY</u>		<u>ACCESSORIES</u>	
4FT X 2FT WIDE	25.00	BAG STANDS	20.00
6FT X 2FT WIDE	30.00	COUNTER-HI CHAIR	25.00
8FT X 2FT WIDE	35.00	WOODEN STOOL	15.00
<u>DISPLAY TABLES W/SKIRTING</u>		METAL EASEL	15.00
4FT X 2FT WIDE	35.00	WASTEBASKET	8.00
6FT X 2FT WIDE	40.00	8' Uprights & Bases	15.00
8FT X 2FT WIDE	45.00	Telescoping Sliders (6'-10')	15.00
4TH SIDE DRAPED	10.00		
		<u>CARPET</u>	
		9 x 10	60.00
		9 x 20	120.00
		9 x 30	180.00
<u>COUNTER HIGH TABLES W/SKIRTING</u>		<b>Circle carpet color:</b>	Blue
4FT X 2FT X 42" H	60.00		Green
6FT X 2FT X 42" H	60.00		Black
8FT X 2FT X 42" H	60.00		
4TH SIDE DRAPED	10.00		

**FOR ANY OTHER SPECIAL AND/OR REQUEST PLEASE CONTACT CEMS**

<b>ALL PAYMENTS MUST BE INCLUDED WITH ORDER.</b>	<b><u>SUBTOTAL:</u></b>
<b>ORDERS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW.</b>	<b>8.25% TAX:</b>
<b>FLOOR ORDERS ARE SUBJECT TO 30% INCREASE.</b>	<b>3% CC fee:</b>
<b>ADD 3% FOR CREDIT CARD ORDERS</b>	<b>Total:</b>



**FREEMAN COLISEUM UTILITIES REQUIREMENTS**

**POWER AVAILABLE:** AC, 60 cycle, 120 volt, single phase  
 AC, 60, cycle, 208 volt, single phase  
 AC, 60, cycle, 120/208 volt, three phase

**For current other than above, Exhibitor must provide transformer.**

<u>120 Volt Power</u>	<u>Advance Standard Rate</u>	<u>Show Site Standard Rate</u>	<u>Total</u>
<b>Quantity</b>			
_____ 500 watts	\$65.00	\$75.00	\$ _____
_____ 1000 watts	\$90.00	\$100.00	\$ _____
_____ 2000 watts	\$115.00	\$110.00	\$ _____

<u>208 Volt Power</u>			
<u>Quantity</u>	<u>Amps</u>	<u>Phase</u>	
_____ <b>20</b>	1	3	\$135/\$155
_____ <b>30</b>	1	3	\$155/\$175
_____ <b>40</b>	1	3	\$175/\$195
_____ <b>50</b>	1	3	\$195/\$215
			\$130/\$150
			\$150/\$170
			\$170/\$190
			\$190/\$210
			TOTAL
			\$ _____

**Voltage requirements other than listed above require customer supplied transformer.**

**Wireless internet is available at a charge of \$60.00 per laptop.**

Quantity \_\_\_\_\_ \$ \_\_\_\_\_

**\*\*\*\*\*IT IS IMPERATIVE THAT YOU DESIGNATE 1or 3 PHASE WHEN REQUESTING 208 VOLT POWER\*\*\*\*\***

Connection rates listed above cover bringing service from source to booth. All work performed within booth attaching lines to the equipment will be charged on a time and material basis in addition to connection fee.

**Conditions:**

- 1) W all outlets and post outlets are not part of the booth space. Separate outlets must be ordered for each booth connected. All material and equipment furnished by the Coliseum remains the sole property of the Freeman Coliseum
- 2) Rates include bringing circuits to the booth. Should it be necessary to run lines into the booth, hook up motors or panels and remove same, a labor order must be placed at the Service Desk and will be charged on a time and material basis.
- 3) Any power or outlets ordered after installation of booths begins, will be charged the standard rate, plus time and materials.
- 4) Any work not covered by the above schedule will be done on a time and material basis. Said rate is \$20.00 per hour with a half hour minimum for such time and material work.

**Customer Information**

Name of Firm \_\_\_\_\_ Booth Number \_\_\_\_\_

Address: \_\_\_\_\_

Event/Show: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone#: \_\_\_\_\_

**Pre-event ordering is available and can be mailed in no later than 2 weeks prior to the event to:  
 CEMS - PO Box 6330 McAllen, TX. 78502 - Cash / Check or Credit Card Accepted**

**Please include both the booth name and number.**

Day of Event ordering is also available.

**\*\*Water has a limited availability in limited locations. Please address needs with CEMS Staff**



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## Order Summary & Recap Sheet Form & CEMS Credit Card Authorization

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

### Recap Order:

<b>Freight Handling</b>	\$ _____
<b>Booth Furnishing</b>	\$ _____
<b>Total Amount Due</b>	\$ _____

### METHOD OF PAYMENT

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

**Convention & Expo Management Services, LLC**

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

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Name on card (please print)

\_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_ CV Code \_\_\_\_\_

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

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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