



April 11-13, 2014

**El Paso Convention
Center
El Paso, Texas**

EXHIBITOR KIT



EXHIBITOR'S TIMELINE

- Immediate** Room reservations at area hotel
- Immediate** Balance due for exhibit space
- Immediate** Texas Application for Sales Tax Permit and/or Use Tax Permit
Visit the website at www.window.state.tx.us/taxpermit/
Registration is completed online.
- April 4** Additional Punch Card form due
- April 4** Exhibitor Services Orders must be placed for booth furnishings, parking, internet, electric, telephone. Please visit the facility website at:
https://elpasolive.com/additional_info/service_order_forms for forms and more information
- April 9-10** Set-up time for show at El Paso Convention and Performing Arts Center
- April 8-9** All freight being shipped directly to the show **must** arrive on these dates only
- April 11** Show opens at 10:00a.m.

If you have any questions please call the show hotline at 1-800-848-6247



GENERAL INFORMATION

- Show Dates:** April 11-13, 2014
- Show Location:** El Paso Convention Center
One Civic Center Plaza
El Paso, TX 79901
- Show Times:** Friday 10:00 am – 8:00 pm
Saturday 10:00am – 8:00 pm
Sunday 10:00 am – 4:00 pm
- Move-In:** Exhibitor set-up times are the following:
- Wednesday, April 9:**
9:00am-5:00pm (Dealers and large island booths only)

1:00pm-5:00pm for 10x10's, 10 x 20's, etc.
- Thursday, April 10:**
9:00am-5:00pm—remaining exhibitors
- Move-Out:** Booth teardown does not start until close of the show at 4:00 pm on Sunday, April 13 and goes until 11:00pm. Additional move-out time will be available from 8:00am to 2:00pm on Monday, April 14.
- Hotel Reservations:** See area hotel on page 10 in this kit.
- Security:** El Paso Convention Center security will be in force during move-in and show hours.
- Promoter:** GS Media & Events
250 Parkway Drive, Suite 270, Lincolnshire, IL 60069
Telephone: 800-848-6247 ext. 2427, Fax: 270-438-4723
www.gsevents.com

EXHIBITOR HOTLINE: 800-848-6247

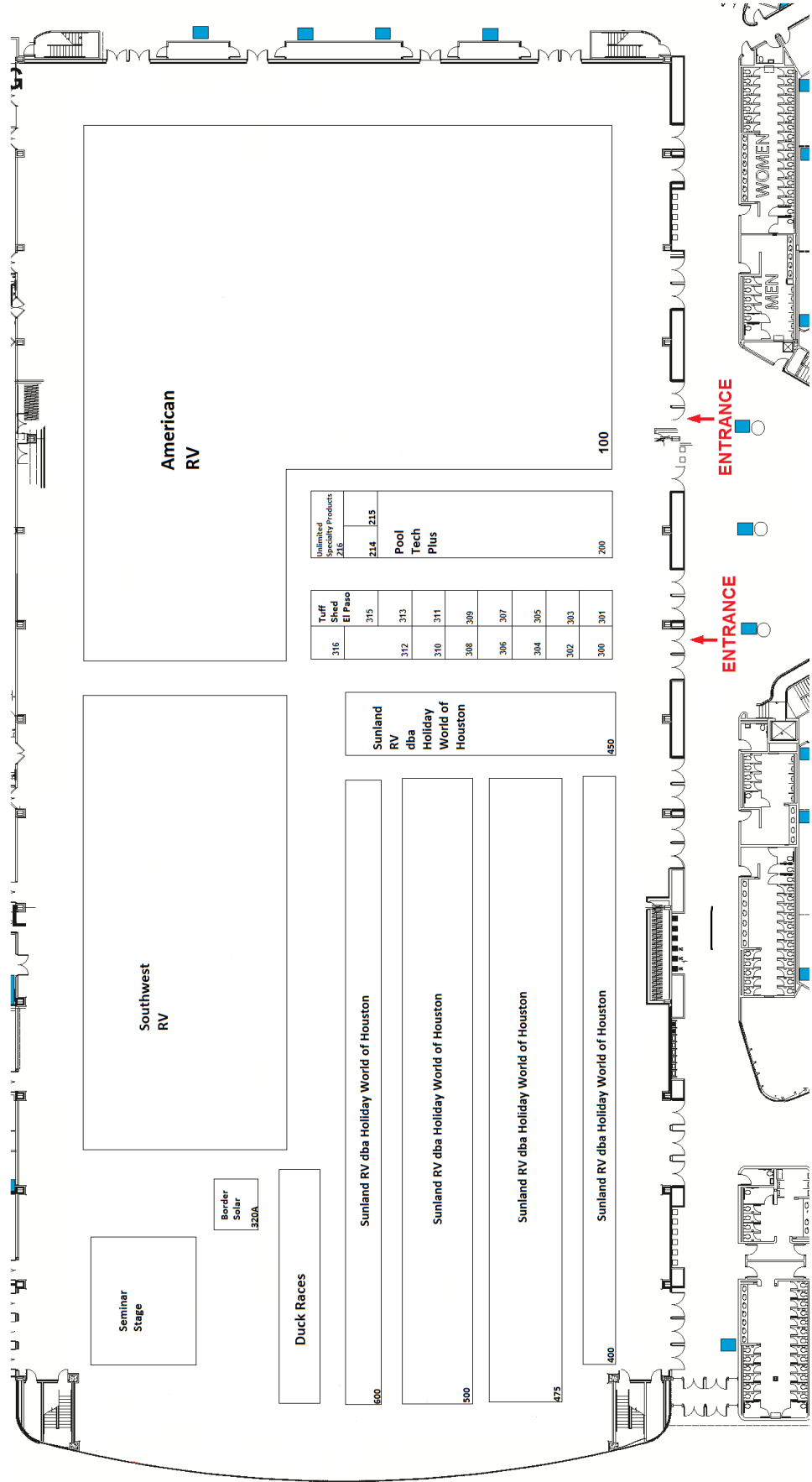


El Paso RV & Travel Show

El Paso Convention Center

April 11-13, 2014

Revised: 03-25-14





Exhibitor Admission: In order to expedite admission to the show for exhibitors, we are using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive the following allotment:

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours. Signature is required on your company form at the time of pick-up.
- 4) Exhibitors **must** sign their Punch Cards. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @ \$5.00each Total: _____

****Credit Card Payment Options****

Visa MasterCard Discover

Credit Card #: _____ Exp Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. Please fax this form to Michelle Quill, Events Administrator, at 270-438-4723 no later than **April 4, 2014.**



RETAIL SELLING/CERTIFICATE OF COMPLIANCE

Retail Selling will be allowed and is a major benefit to exhibitors at the show. Regardless if you are selling products from your exhibit or just displaying, you must complete BOTH of the following items:

- 1) Texas Application for Sales Tax Permit and/or Use Tax Permit
Please visit the website at www.window.state.tx.us/taxpermit/ to learn more. Registration is completed online.

- 2) Certificate of Insurance (see attached form)

****Remember, impulse purchases are very strong at the show. Be prepared and ready to sell your products to active enthusiasts****

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

Phone: _____

Insured: _____

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
					PRDCTS-COMP OPS AGGREGATE	\$
					PERSONAL & ADVERTISE INSURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hire Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____				COMBINED SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INSURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS
 2014 El Paso RV & Travel Show - April 11-14, 2014
 El Paso Convention & Performing Arts Center, One Civic Center Plaza, El Paso, TX 79901

Contractual Liability covers all written and oral contracts between the insured and the City of Denver
 The General Liability and Excess Liability policies name the City of Denver, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Denver

CERTIFICATE HOLDER

El Paso Convention & Performing Arts Center
 GS Events c/o: Michelle Quill
 250 Parkway Drive, Suite 270
 Lincolnshire, IL 60069

Certificate For:
 Contract Number:
 License Type:
 Purchase Order Number:
 Official Publication Number:
 Lease:

City Department/Division For Which Goods or Services Provided

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____



SHOW REGULATIONS

Booth Size: Standard booths are 10' x 10' unless otherwise noted. All booths are draped with an 8' high back drape and 3' high side drapes. Booths must not have sides that exceed 4' in height at the front half and must not exceed 8' in height in the back. No booths will be allowed to block neighboring booth. If you have special needs or sizes, please address with show management in advance.

Booth Materials: All booth decorations must be fireproofed to comply with fire regulations. Gasoline and propane tanks must be empty and a locking fuel cap must be installed or the tanks must have their filler caps secured with duct tape. Storage is not allowed in booth space. If you need additional storage, please see show manager. No decals ("stickers") will be allowed on walls or tables. The City of El Paso takes fire safety VERY SERIOUSLY. Please review the El Paso Convention Center Notice to Exhibitors carefully.

Booth Staffing: Booths must be open and staffed at all times during show hours. Only staff members with the proper show badges are to work booths. This is for your security! Exhibitors may enter the show floor one hour prior to show opening. Do not try to enter the show floor at any time during the weekend when the show is not in progress. This rule is for the security of your display and equipment.

Use of Space: Distribution of advertising or promotional material will be restricted to the exhibitor's booth. No part of the booth or product may extend into the aisle. No exhibitor shall assign or sublet any portion of his/her space to another exhibitor. No business or individual not assigned space will be permitted to distribute materials or solicit business during show hours. Show management reserves the right to decline, limit or prohibit an exhibit or part of an exhibit, which, in its judgment, is out of keeping with the character of the show.



SHOW REGULATIONS

- Liability:** Exhibitor must carry general liability coverage as outlined on the show contract. Exhibitor assumes all responsibility for damages to exhibit area caused by their negligence. The exhibitor agrees to keep and hold harmless GS Events, the El Paso Convention Center, Convention Services of the Southwest, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or damage to property arising in connection with the exhibitor's use of the exhibit space. Neither GS Events nor the service contractor (Convention Services of the Southwest) nor the El Paso Convention Center nor any staff member of the above will be responsible for the safety of the exhibits from theft, damages by fire, water, vandalism or other causes. However, all reasonable precautions will be taken by show management to protect the exhibits from such losses.
- Security:** Security from the El Paso Convention Center will be onsite during the duration of the show. Exhibitors will be allowed in the hall one hour before the opening of the show with an exhibitor punch card. If an exhibitor needs to be on the show floor prior to or after published times, please see show management.
- Labor:** Exhibitors will be allowed to assemble and dismantle their booths on their own (no union regulations or charges are in effect at the El Paso Convention Center). If an exhibitor needs assistance, the hire of labor is available through Convention Services of the Southwest (see labor order form in your Convention Services of the Southwest information).
- Sound Level:** Any devices that produce sound must be operated at a level that does not disturb other exhibitors. Show management reserves the right to determine acceptable sound levels. If you have any special sound needs, check with show management in advance.
- Cancellation:** In the event of a cancellation of exhibit space by the exhibitor, exhibition management shall retain as a cancellation fee, all amounts paid by the exhibitor (and those fees due from the exhibitor) to the time of cancellation. All cancellations must be in writing. In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to re-sell the exhibit space or to move another exhibitor into that space.



AREA HOTELS

Headquarters Hotel:

Doubletree by Hilton El Paso Downtown/City Center
600 N. El Paso Street | El Paso, TX 79901
Phone: 915-532-8733 | Fax: 915-532-8732
www.doubletreeelpasohotel.com
DoubleTree.com

Rate is \$85.00/night for single or double room

For more listings go to www.elpasocvb.org



EL PASO CONVENTION & PERFORMING ARTS CENTER

EXHIBITOR BOOTH SERVICES

MAIL OR FAX WITH PAYMENT TO:
 El Paso Convention & Performing Arts Center
 1 Civic Center Plaza
 El Paso, Texas 79901
 Phone: (915) 534-0649 | Fax: (915) 541-3715
 Email: mformandez@elpasocvb.com

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please **PRINT CLEARLY** in blue or black ink only.

BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

PAYMENT INFORMATION

CARD NUMBER:	EXPIRATION:	CARD CODE:
CHECK: MAKE PAYABLE TO EL PASO CONVENTION CENTER	CHECK NUMBER:	DATE SIGNED:

The Advanced Rate will be only applied to all items ordered prior to the scheduled move-in date. Any items ordered during the move-in or after will be subject to the Floor Rate.

EXHIBITOR BOOTH SERVICES

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	10FT X 10FT BOOTH	\$40.00		
	10FT X 20FT BOOTH	\$80.00		
	10FT X 50FT BOOTH	\$200.00		
	CARPET	\$100.00		
	PIPE & DRAPE (PRICE PER FOOT)	\$2.25		
	FOLDING CHAIR	\$0.75		
	COCKTAIL TABLE (SHORT OR TALL)	\$10.00		
	DRAPED & SKIRTED TABLE	\$15.00		
	BOOTH VACUUMING	\$62.50		
	OFFICE TRASH / RECYCLE BIN (7 GALLON)	\$15.00		

TAX (8.25%):	
TOTAL AMOUNT DUE:	

PLEASE NOTE:

- Material and/or equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for service(s)/item(s) installed and not utilized.
- A \$20.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the credit card information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: _____

Date: _____



DRAYAGE SERVICES

MAIL OR FAX WITH PAYMENT
1 CIVIC CENTER PLAZA
EL PASO, TEXAS 79901
PHONE (915) 534-0611 / FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card shown below.

SHOW NAME:		LOCATION:				SHOW DATES:	
COMPANY NAME:						BOOTH NUMBER:	
STREET ADDRESS:		CITY:		STATE:		ZIP CODE:	
ORDERED BY: (SIGNATURE)			PRINT NAME:			PHONE NUMBER:	
CREDIT CARD INFORMATION ___ MC ___ VISA ___ AmEx ___ DISCOVER ___ CHECK		ACCOUNT NO. PRINT LEGIBLY		EXP. DATE:		FAX NO:	
MAKE CHECKS PAYABLE TO: EL PASO CONVENTION CENTER		SECURITY CODE:					
CARDHOLDER'S SIGNATURE				CARDHOLDER'S NAME PLEASE PRINT			
DISCOUNT DEADLINE DATE:							

Drayage Service Includes:

- Receiving and storing your shipment for up to 14 business days prior to show load-in date. Shipments received more than 14 days in advance must pay an additional storage fee of \$3.00/day per space. Each space is exactly 7'W x 20'L.
- Delivering your shipment to your booth, storing empties during the show and returning empties to your booth at the conclusion of the show.
- Storage of packages for up to three days following the conclusion of the show.

PLEASE NOTE:

- Exhibitor must provide bill of lading for shipments leaving the El Paso Convention Center. We do not provide shipping service.
- Exhibitors are permitted to hand-carry shipments into the building and to their booth at no charge.
- No C.O.D.'s will be accepted.

Shipment weight	<u>Crated Material</u> Total Weight	Charge	<u>Uncrated Material</u> Total Weight	Charge	Amount Due
Per 100 lbs.		\$40.00/100 lbs.		\$50.00/100 lbs.	
General Labor	-	_____ hrs.		\$30.00/hr.	
Forklift Use	-	_____ hrs.		\$60.00/hr.	
SUBTOTAL					
TAX (8.25%)					
LABOR CHARGE TOTAL					
TOTAL OF ORDER					

Order (with payments), must be received a minimum of fourteen (14) days prior to scheduled event move-in for advance payment rates. Orders received less than fourteen (14) days prior to scheduled event move-in will be charged at the floor rate.

ANY SINGLE ITEM OVER 100 LBS. REQUIRES USE OF FORKLIFT. FORKLIFT MUST BE OPERATED BY THE EL PASO CONVENTION CENTER PERSONNEL.

ANY SINGLE ITEM OVER 500 LBS., PLEASE CALL FOR A QUOTE.

- These amounts to be determined at time of load-in and added to your account.

IMPORTANT: WHEN FAXING OR MAILING THIS FORM, PLEASE CALL TO CONFIRM RECEIPT BY OUR OFFICE.

FOR OFFICE USE ONLY

DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY	

Last updated: 8/21/12



EL PASO CONVENTION & PERFORMING ARTS CENTER

ELECTRICAL SERVICES

MAIL OR FAX WITH PAYMENT TO:
 El Paso Convention & Performing Arts Center
 1 Civic Center Plaza
 El Paso, Texas 79901
 Phone: (915) 534-0649 | Fax: (915) 541-3715
 Email: mfernandez@pasocvb.com

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BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:		EVENT NAME:	
ADDRESS:		CITY:	STATE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:		BOOTH NUMBER:	
		ZIP CODE:	

PAYMENT INFORMATION

CARD NUMBER:	EXPIRATION:	CARD CODE:
CHECK: MAKE PAYABLE TO EL PASO CONVENTION CENTER	CHECK NUMBER:	DATE SIGNED:

The Advanced Rate will be only applied to all items ordered prior to the scheduled move-in date. Any items ordered during the move-in or after will be subject to the Floor Rate.

ELECTRICAL SERVICES

STANDARD ELECTRICAL DROP				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	20 AMPS	\$75.00	\$190.00	
SINGLE PHASE 208V*				
	20 AMPS	\$110.00	\$287.50	
	30 AMPS	\$146.00	\$382.50	
	40 AMPS	\$181.00	\$474.00	
	50 AMPS	\$216.00	\$470.00	
	60 AMPS	\$260.00	\$470.00	
	100 AMPS	\$292.00	\$652.50	
	150 AMPS	\$394.40	\$971.00	
	200 AMPS	\$681.00	\$1,221.50	
3 PHASE 208V*				
	20 AMPS	\$146.00	\$275.00	
	30 AMPS	\$199.00	\$374.00	
	40 AMPS	\$252.00	\$473.50	
	50 AMPS	\$305.00	\$573.50	
	60 AMPS	\$358.00	\$749.50	
	100 AMPS	\$602.00	\$1,080.50	
	150 AMPS	\$902.00	\$1,619.00	
	200 AMPS	\$1,204.00	\$2,857.50	

RENTAL ITEMS				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	50 FT. CORD	\$15.00	\$20.00	
	BLOWN FUSE	N/A	\$2.00	
	TRANSFORMER TO BOOST TO 208V	\$1,000/AMP	\$2.00/AMP	
SUBTOTAL FOR ELECTRICAL SERVICES AND RENTAL ITEMS:				
TAX (8.25%):				
*ELECTRICAL LABOR CHARGES (FOR 208V AND ABOVE):				
TOTAL AMOUNT DUE:				

*ELECTRICAL LABOR

- Straight Time - Mon. - Fri., 8AM to 5PM, \$45.00 per hour

IMPORTANT!

- Payment in full must be rendered before service is connected.
- 24 Hour Power & Dedicated Circuits Available.
- On dedicated circuits, 20 amps minimum.
- To receive Advanced prices, we must receive your order and full payment before scheduled move in date.
- No credits will be issued on any order once installed, even though not used.
- Electricity will be turned on within 20 minutes of show opening and off within 20 minutes after the show has closed.
- There is a minimum labor charge of one (1) hour for installation of island booths and 208 volts or higher services.
- Island booths must provide a scaled floor plan including booth orientation showing location of electrical outlets, connections, and lighting equipment.
- 480 volt available upon request.

The undersigned hereby declares that the credit card information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: _____ Date: _____



EL PASO CONVENTION &
PERFORMING ARTS CENTER

EXHIBITOR PARKING SERVICES

MAIL OR FAX WITH PAYMENT TO:
El Paso Convention & Performing Arts Center
1 Civic Center Plaza
El Paso, Texas 79901
Phone: (915) 534-0649 | Fax: (915) 541-3715
Email: mfernandez@elpasoconvb.com

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BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

PAYMENT INFORMATION

CARD NUMBER:	EXPIRATION:	CARD CODE:
CHECK: MAKE PAYABLE TO EL PASO CONVENTION CENTER	CHECK NUMBER:	DATE SIGNED:

The Advanced Rate will be only applied to all items ordered prior to the scheduled move-in date. Any items ordered during the move-in or after will be subject to the Floor Rate.

EXHIBITOR PARKING PASSES

QUANTITY	DESCRIPTION	LICENSE PLATE NUMBER & STATE	RATE	SUBTOTAL
	STANDARD CAR/TRUCK		\$20.00 (5 DAYS MAX)	
	RV / TOUR BUS		\$20.00 / DAY	
	RENTAL TRUCK / TRAILER (OVER 16FT)		\$20.00 / DAY	
	RENTAL TRUCK / TRAILER (UNDER 16FT)		\$90.00 / DAY	

ELECTRICAL/WATER CONNECTIONS FOR RV ONLY

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	SINGLE PHASE 208V, 30 AMP	\$90.00	\$207.50	
	SINGLE PHASE 208V, 30 AMP	\$142.00	\$282.50	
	WATER CONNECTION, 100GAL.	\$100.00	\$140.00	

SUBTOTAL FOR <u>RV ELECTRICAL CONNECTIONS</u> :	
SUBTOTAL FOR <u>RV WATER CONNECTIONS</u> :	
TAX (8.25%):	
SUBTOTAL FOR <u>PARKING PASSES</u> :	
TOTAL AMOUNT DUE:	

PLEASE NOTE:

- This pass provides unlimited access in and out. Due to limited parking, there will be a possibility of off-site parking. All trailers must be parked in the West Lot only. No trailers are permitted to park underground.
- Electrical and water service are not included in the RV per day rate.
- Vendors will be required to purchase a parking pass for vehicle and separate pass for trailer.
- Cars parked at owners risk. Articles left in car are at owners risk. We reserve the privilege of moving cars to other sections of lot. Not responsible for theft or damage to vehicles. No attendant after regular hours (8AM to 5PM, Monday - Friday).
- No loitering, skateboarding, jaywalking or alcohol consumption allowed on premises.
- A \$20.00 service charge will be assessed for all returned checks.

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Cardholder's/Authorized Signature: _____

Date: _____



FORKLIFT RENTAL SERVICES

MAIL OR FAX WITH PAYMENT
 1 CIVIC CENTER PLAZA
 EL PASO, TEXAS 79901
 PHONE (915) 534-0611 / FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below.

SHOW NAME:		LOCATION:				SHOW DATES:				
COMPANY NAME:						BOOTH NUMBER:				
STREET ADDRESS:			CITY:		STATE:		ZIP CODE:			
ORDERED BY: (SIGNATURE)			PLEASE PRINT NAME:				PHONE NUMBER:			
CREDIT CARD INFORMATION <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AmEx <input type="checkbox"/> DISCOVER <input type="checkbox"/> CHECK MAKE CHECKS PAYABLE TO: EL PASO CONVENTION CENTER		ACCOUNT NO. PRINT LEGIBLY						EXP. DATE:		FAX NO:
								SECURITY CODE:		
CARDHOLDER'S SIGNATURE:						CARDHOLDER'S NAME PLEASE PRINT:				
DISCOUNT DEADLINE DATE:										

LABOR REQUEST:

DESCRIPTION	Number Of Hours	Rate per ½ hour	Rate per hour	TOTAL DUE
Forklift with operator		\$ 50.00	\$ 85.00	
Scissor Lift with operator		\$ 50.00	\$ 85.00	
Banners (This includes hanging and removing banner, forklift and labor)		\$ 75.00	\$ 110.00	

SUBTOTAL	\$
TAX (8.25%)	\$
TOTAL OF ORDER	\$

FOR OFFICE USE ONLY

DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY	

Last updated: 8/21/12



EL PASO CONVENTION & PERFORMING ARTS CENTER

INTERNET & TELEPHONE SERVICES

MAIL OR FAX WITH PAYMENT TO:
 El Paso Convention & Performing Arts Center
 1 Civic Center Plaza
 El Paso, Texas 79901
 Phone: (915) 534-0649 | Fax: (915) 545-3715
 Email: mfernandez@elpaso.cvo.com

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BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

PAYMENT INFORMATION

CARD NUMBER:	EXPIRATION:	CARD CODE:
CHECK - MAKE PAYABLE TO EL PASO CONVENTION CENTER	CHECK NUMBER:	DATE SIGNED:

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INTERNET & TELEPHONE SERVICES

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	WIFI ACCESS (PER COMPUTER / DEVICE)	\$60.00	\$115.00	
	WIRED CONNECTION (PER COMPUTER / DEVICE)	\$120.00	\$150.00	
	FIBER CONNECTION (10MB UP / 10MB DOWN)	\$4,000.00	\$6,000.00	
	TELEPHONE LINE (LOCAL & LONG DISTANCE ONLY, 8AM-6PM)	\$125.00	\$200.00	
	8 PORT SWITCH RENTAL	\$325.00	\$500.00	
	24 PORT SWITCH RENTAL	\$500.00	\$1000.00	
	ADDITIONAL 25FT PATCH CABLE (CAT5E)	\$10.00	\$20.00	
	LABOR (PER HOUR)	\$75.00	\$75.00	
		TAX (6.25%)		
		TOTAL AMOUNT DUE:		

PLEASE NOTE:

- Rates listed include 1 (one) IP address, service to booth in the most convenient manner, does not include computer equipment, wireless/WiFi card, TFTP software or any power to booth.
- Due to the nature of the Internet, the El Paso Convention Center cannot guarantee any level of performance or accessibility beyond our gateway.
- The choice of the Internet Service Provider (ISP) is at the sole discretion of the El Paso Convention Center.
- Special services available upon request (Dedicated bandwidth, additional IP addresses, VOIP, etc). Call for pricing.
- Material and/or equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for services installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the credit card information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: _____

Date: _____



WATER CONNECTION & DRAIN SERVICES

MAIL OR FAX WITH PAYMENT
 1 CIVIC CENTER PLAZA
 EL PASO, TEXAS 79901
 PHONE (915) 534-0611 / FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card shown above and accepts responsibility for payment of water service requested.

SHOW NAME:		LOCATION:				SHOW DATES:	
COMPANY NAME:					BOOTH NUMBER:		
STREET ADDRESS:			CITY:		STATE:		ZIP CODE:
ORDERED BY: (SIGNATURE)			PLEASE PRINT NAME:			PHONE NUMBER:	
CREDIT CARD INFORMATION <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AmEx <input type="checkbox"/> DISCOVER <input type="checkbox"/> CHECK MAKE CHECKS PAYABLE TO EL PASO CONVENTION CENTER		ACCOUNT NO. PRINT LEGIBLY				EXP. DATE:	FAX NO:
						SECURITY CODE:	
CARDHOLDER'S SIGNATURE:				CARDHOLDER'S NAME: PLEASE PRINT			
DISCOUNT DEADLINE DATE:							

	QUANTITY	ADVANCED RATE	DISCOUNT RATE (2 weeks prior)	FLOOR RATE	COST
Water Connection, no drain service		\$ 100.00 each	\$ 120.00 each	\$ 140.00 each	
One Time Fill and Drain up to 250 gallons		\$ 100.00 each	\$ 120.00 each	\$ 140.00 each	
One Time Fill and Drain 251 - 500 gallons		\$ 150.00 each	\$ 170.00 each	\$ 190.00 each	
One Time Fill and Drain 500 - 750 gallons		\$ 200.00 each	\$ 220.00 each	\$ 240.00 each	
				SUB TOTAL	
				TAX (8.25%)	
				TOTAL	

Order (with payments), must be received a minimum of fourteen (14) days prior to scheduled event move-in for advance payment rates. Orders received less than fourteen (14) days prior to scheduled event move-in will be charged at the floor rate.

IF YOU SHOULD REQUIRE ADDITIONAL WATER ABOVE THE 750 GALLONS PLEASE CALL FOR QUOTE.

CLIENT MUST PROVIDE ALL HOSES AND CONNECTORS TO EQUIPMENT.

 LICENSSEE DATE _____

FOR OFFICE USE ONLY

DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY	

Last updated: 8/21/12

