“LAEMC” LA EMERGENCY MANAGEMENT CONFERENCE  
L’Auberge Casino & Resort  
Lake Charles, LA  
May 4-7, 2020

Clark Services has been chosen as the exhibit decorator for this event. We welcome your participation and the opportunity to be of service. Please plan your space carefully and order early. Note that advance orders save you money and allow us to serve you better.

Enclosed are the forms for the variety of services we offer. Please review each of the forms, fill out the services you require and email or fax your orders with payment or credit card authorization.

Booth Description
Booths are formed using 8’ back drape & 3’ side drapes. Each booth includes an ID sign, (1) 2’x6’ covered & skirted table, (2) chairs & (1) wastebasket. Other furnishings can be ordered by using the enclosed order forms.

Electrical Service
The association has provided each booth with 5A (500watts) basic electric service. For additional electric, see enclosed electrical order form.

Drayage & Labor
The exhibit facility is not equipped to receive or store your exhibit freight. Clark Services can receive & deliver freight to the exhibit site as described on the enclosed form. Please notify us that freight is being shipped. Freight should arrive at our warehouse no later than Thursday, April 30, 2020. Also labor can be ordered for setting up & dismantling your booth. See enclosed order form.

Other Services
Audio-visual equipment/support, as well as cleaning service are also available by using the enclosed order forms.

Discount Prices
To qualify for discount prices, full payment including 8.45% tax or credit card authorization MUST be included with your orders & received no later than Monday, April 27, 2020.

PLEASE NOTE: Standard rates will be charged for orders received without payment and for orders placed at show.

Payment Policy
All fees are due at the show. NO POST SHOW INVOICING. We accept cash, checks, VISA, Master Card & American Express.
CREDIT CARD AUTHORIZATION

Clark Services offers you the option to charge the amount of your advance order(s) to your credit card account. Our payment policy requires 100% payment plus tax at show site. It you wish to use this method of payment, please complete the information requested below and return the completed form with your order(s).

CHARGE (Check One):

[ ] Check [ ] MasterCard* [ ] Visa [ ] American Express
(500) (501) (501) (502)

Expiration Date: ___/____

Account No: _____________ _____________ _____________ _____________ _____________ _____________ _____________ _____________ _____________

Signature: _____________________________________________________________________

Please print clearly the following information:

Cardholder's Name: _____________________________________________________________________

Cardholder's Billing Address: _____________________________________________________________________

For your convenience, we will also process your card for payment of any additional charges incurred at show site for services provided by Clark Services. We will provide this service automatically, unless you indicate below you do not want us to proceed in this manner.

____DO NOT use the card for additional services.

Company: ________________________________________________________________________________ Date: __________

Address: ________________________________________________________________________________

(City/State) (Zip)

Auth. Signature: ________________________________________________________________________________

Phone No: (_____)__________________________ Fax No: (_____)__________________________

Email: ________________________________________________________________________________

Name of Event: “LAEMC” LA Emergency Management Conference 2020

Booth No: __________

cn auth 0105
EXHIBIT FURNISHINGS

To qualify for Advance Order rate, payment and tax must be received 7 days prior to move-in. Unpaid orders or those placed at the show are payable at Floor Order rates and are due at the show.

**DESCRIPTION** | **ADVANCE** | **FLOOR** | **QUANTITY** | **PRICE X**
--- | --- | --- | --- | ---

### SEATING
- **Folding Chair** | $10.00 | $12.00 | (51) |  
- **Padded Chair** | $15.00 | $18.00 | (53) |  
- **Counter Stool** | $20.00 | $24.00 | (54) |  

### WOOD TABLES 30" HIGH
- Draped Tables: Draping includes white vinyl top & skirting on 3 sides
  - **2' x 4’** | $40.00 | $48.00 | (55) |  
  - **2' x 6’** | $50.00 | $60.00 | (56) |  
  - **2' x 8’** | $60.00 | $72.00 | (57) |  
  - **4th side draped on 30” tables** | $20.00 | $24.00 | (76) |  
  - Without Drapes: Bare Wooden Table
    - **2' x 4’** | $26.00 | $30.00 | (58) |  
    - **2' x 6’** | $33.00 | $37.00 | (59) |  
    - **2' x 8’** | $42.00 | $46.00 | (60) |  

### WOOD COUNTERS 42" HIGH
- Draped Counters: Draping includes white vinyl top & skirting on 3 sides
  - **2' x 4’** | $50.00 | $60.00 | (61) |  
  - **2' x 6’** | $60.00 | $72.00 | (62) |  
  - **2' x 8’** | $70.00 | $84.00 | (63) |  
  - **4th side draped on 42” counters** | $20.00 | $24.00 | (76) |  

### CARPET
- Circle color: **Blue - Burgundy - Gold - Red - Grey**
  - $50.00 | $60.00 | (64, 65, 66, 67, 68) |  
- **Carpet Padding** | $25.00 | $35.00 | (77) |  

### MISCELLANEOUS
- **Step Riser-4’,6’,8’ (price/ft)** | $3.00 | advance only | (19) |  
- **Waste Basket** | $10.00 | $12.00 | (70) |  
- **Metal Tripod Easel** | $15.00 | $18.00 | (71) |  
- **Drape (price/ft)** | $4.00 | $5.00 | (75) |  
- **Flood Lights** | $20.00 | $25.00 | (133) |  

**SUBTOTAL** |  
**8.45% TAX** |  
**TOTAL** |  

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Company: ____________________________ Date: ____________________________

Address: ____________________________________________________________________________

Street City/State Zip

Auth. Signature: ________________________________________________________________________

Phone: (_____)____________________ Fax No: (_____)____________________

Email: ________________________________________________________________________________

Name of Event: “LAEMC” LA Emergency Management Conference 2020  Booth No: ________
**ELECTRICAL SERVICE ORDER FORM**

Please indicate the electrical service required for this event and note the following specifications.

1. All electrical distribution is controlled by the contractor. However, Clark Services assumes no liability for any failure of electrical supply beyond our specific control.
2. Charges cover only the bringing of service to the rear of booth.
3. Special wiring for islands and multiple booths are on time and material basis.
4. Diagrams for specific location should be attached.
5. Exhibitor connectors, strips or taps must comply with National Electric Code and be UL approved.
6. Advance rates apply only to orders received and paid prior to show.
7. All payments are due at the show.

**Ordering Instructions:**
___Determine what equipment needs electrical power.
___Look on the back of all equipment to determine the watts(or amps) and volts needed to operate each piece.
___In the chart below select watts (or amps) needed in each voltage category.
___If you simply can't figure it out, please describe what you are bringing and list any information available.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>QUANTITY</th>
<th>PRICE X QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VOLTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500W (5A)</td>
<td>$35.00</td>
<td>(112)</td>
<td>$45.00</td>
<td>(136)</td>
</tr>
<tr>
<td>1000W (10A)</td>
<td>$45.00</td>
<td>(101)</td>
<td>$55.00</td>
<td>(126)</td>
</tr>
<tr>
<td>2000W (20A)</td>
<td>$55.00</td>
<td>(102)</td>
<td>$65.00</td>
<td>(127)</td>
</tr>
<tr>
<td><strong>208V SINGLE PHASE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000W (20A)</td>
<td>$80.00</td>
<td>(104)</td>
<td>$95.00</td>
<td>(129)</td>
</tr>
<tr>
<td>EA Add’l 10A (on same circuit)</td>
<td>$40.00</td>
<td>(105)</td>
<td>$48.00</td>
<td>(130)</td>
</tr>
<tr>
<td><strong>208V THREE PHASE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000W (20A)</td>
<td>$100.00</td>
<td>(106)</td>
<td>$120.00</td>
<td>(131)</td>
</tr>
<tr>
<td>EA Add’l 10A (on same circuit)</td>
<td>$60.00</td>
<td>(107)</td>
<td>$72.00</td>
<td>(132)</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Light</td>
<td>$15.00</td>
<td>(108)</td>
<td>$25.00</td>
<td>(133)</td>
</tr>
<tr>
<td>Multi-Outlet Box</td>
<td>$10.00</td>
<td>(109)</td>
<td>$20.00</td>
<td>(134)</td>
</tr>
<tr>
<td>Extension Cord</td>
<td>$5.00</td>
<td>(110)</td>
<td>$10.00</td>
<td>(135)</td>
</tr>
</tbody>
</table>

Subtotal _________________
8.45% TAX _________________
TOTAL _________________

*All 208 POWER IS DELIVERED “BARE WIRE”. You must know your neutral configuration. Basic labor (for hook-up) rate is $28.00/hr (weekdays 8am-5pm) Double time (after 5pm and weekends) (125)*

Company: __________________________ Date: __________________
Address: __________________________________________ Street City/State Zip
Auth. Signature: ___________________________ Phone: (___) ___-_____
Email: ______________________________________________________________________________

Name of Event: “LAEMC” LA Emergency Management Conference 2020  Booth No: _________
DRAYAGE RATES AND INFORMATION

PLEASE DO NOT SHIP MATERIAL TO THE EXHIBIT SITE.
THERE ARE NO FACILITIES FOR RECEIVING AND STORING PRIOR TO MOVE-IN DATE.

While we exercise all reasonable care as freight handlers, we regret we cannot be responsible for damage or loss of your equipment and/or display. For your protection, all shipments should be insured.

Clark Services will provide the following services:
1. Receive and store shipments. Two weeks free storage allowed.
2. Handling into exhibit site.
3. Removal and return of empty crates to and from booths.
4. Provide clerical assistance in preparing bills of lading for outbound shipments.
5. *Arrange for outbound shipments from show site. All outbound must ship from show site. Please inform your specific carrier.

*EXHIBITOR MUST LABEL OUTBOUND SHIPMENTS AND SUBMIT COMPLETED BILLS OF LADING TO DRAYAGE SERVICE DESK!! LABELS AND BILLS OF LADING AVAILABLE AT SERVICE DESK.

HANDLING RATES

DRAYAGE SHIPPED TO CLARK SERVICES WAREHOUSE OR OFF-SITE DESTINATION
*$28.00 per cwt or fraction thereof with a minimum charge of $56.00. These rates are based on total weight of merchandise received and are PER SHIPMENT. Add 50% to quoted rates for uncrated and van shipments.

*Any freight not delivered to our warehouse at least THREE DAYS prior to show opening, or freight that requires special handling and/or handling to the exhibit site, will be charged a $28.00 minimum per man, in addition to regular drayage cost.

DRAYAGE DELIVERED TO SHOW SITE
*Drayage delivered to show site and handled by Clark Services (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of $28.00 per cwt.

ADDITIONAL INFORMATION
*Outbound will ship from show site. Please advise your specific carrier.

*In order to expedite removal of materials from exhibit area, we reserve the right to change designated carriers without notice to exhibitor.

*We cannot be held responsible for shipments left in booth by exhibitor if they have not made previous arrangements with Clark Services personnel to handle exhibit.

*Exhibits and material not removed from exhibit hall on removal day will be transported to our warehouse at a reasonable rate to await disposition.

*Retain this sheet for your files and/or information. Please advise us that freight is being shipped. Carrier and Pro # will aid in tracking your freight.
**NO COLLECT SHIPMENTS WILL BE ACCEPTED**

### SHIPPING INSTRUCTIONS TO CLARK SERVICES

* All shipments should be made on straight bills of lading and be addressed identically to labels on exhibit material.
* Labels should read:

  Your Company Name  
  C/O Clark Services  
  113 Board Road  
  Lafayette, LA 70508

  Show Name: ____________________________  
  Booth Number: ________________________(If available)

### TRACKING INFORMATION (PLEASE FILL OUT THE FOLLOWING)

  # Pieces being shipped ____________________________  
  Carrier __________________________________________  
  Approximate Weight ________________________________  
  Company Contact __________________________________  
  Phone # __________________________________________  
  Shipping Date ________________________________

### DRAYAGE CHARGES

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 200 LBS</td>
<td>$ 56.00 MIN. (151)</td>
<td></td>
</tr>
<tr>
<td>ADDL 100 LBS</td>
<td>$ 28.00 Each (or Fraction) (152)</td>
<td></td>
</tr>
</tbody>
</table>

### OUTBOUND SHIPPING INSTRUCTIONS AT CLOSE OF SHOW

Ship To: ________________________________  Attention: ________________________________

Address: ____________________________________________________________  
Street ___________________________  City/State ______________________  Zip __________

Name of Show: ________________________________________________________  Booth No.: _____  Required Arrival: ______________

PLEASE NOTE: EXHIBITOR IS RESPONSIBLE FOR DRAYAGE CHARGES – WE DO NOT BILL YOUR SUPPLIER FOR DRAYAGE.

### TO ORDER SERVICES FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

Company: _______________________________________  Date: ______________________________

Address: ______________________________________  Street ___________________________  City/State ______________________  Zip __________

Auth. Signature: _________________________________________________________________

Phone: (____) ______________________________________  Fax No: (____) __________________

Email: __________________________________________

Name of Event: “LAEMC” LA Emergency Management Conference 2020  Booth No: ________
LABOR ORDER FORM

Labor for Setup and Dismantling Displays:
Labor can be supplied to assist you in setting up and dismantling your display. Charges are as follows:

$30.00 / hour for straight time (161)
Monday-Friday 8am-5pm

$45.00 / hour for overtime (162)
Monday-Friday 5pm-8am
Weekends and Holidays

A one hour minimum applies to all labor charges and are payable at the show.

To order labor, please fill in information below:

1. Clark Services is authorized to preset display
   Display being shipped to Clark Services
   Instructions with display

2. Wait for vendor representative to arrive
   **Must set arrival time to check in at service desk

Arrival time for setup ________
Departure time for teardown ________

**Labor will be billed from specified time for minimum 1 hour**

<table>
<thead>
<tr>
<th># MEN NEEDED</th>
<th>X</th>
<th># HOURS NEEDED</th>
<th>X</th>
<th>RATE</th>
<th>LABOR</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$30.00(ST) OR $45.00(OT)</td>
<td></td>
</tr>
<tr>
<td>SET UP</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>=</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>TEAR DOWN</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>=</td>
<td>________</td>
<td></td>
</tr>
</tbody>
</table>

Company: ____________________________________________ Date: ________________
Address: ____________________________________________
Street ________________ City/State ____________ Zip __________
Show Contact: ________________________________________________________________________________
Auth. Signature: ______________________________________________________________________________
Phone: (_____)________________________ Fax: (_____)________________________
Email: _______________________________________________________________________________________
Name of Show: **LA Engineering Society “JESC” 2020** Booth No: ________________
AUDIO-VISUAL ORDER FORM

Clark Services can provide Audio-Visual to enhance the sales incentive, or to help with private sales meeting. Listed below you will find the most frequently request equipment. Advance rates apply only if ordered one week prior to exhibitor move-in date. All orders placed after that, add 20% to advance rates. Please call our office if you have any questions.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DAILY RATE</th>
<th>QTY</th>
<th># of Days</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>100.00</td>
<td>(203)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>DVD Player / VHS Player</td>
<td>35.00</td>
<td>(204)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>23” Flat Screen Computer Monitor with Table Stand</td>
<td>30.00</td>
<td>(206)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>“32” LCD Display – Table Mount (Computer or Video)</td>
<td>75.00</td>
<td>(207)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>“42” LCD/Plasma Display–Table Mount (Computer or Video)</td>
<td>100.00</td>
<td>(208)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>“50” LCD/Plasma Display–Table Mount (Computer or Video)</td>
<td>150.00</td>
<td>(209)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>60”-72” Floor Stand for LCD/Plasma</td>
<td>75.00</td>
<td>(211)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>Stereo Computer Speakers</td>
<td>15.00</td>
<td>(213)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>Data Projector (2000 Lumens)</td>
<td>150.00</td>
<td>(217)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>6’ Tripod Screen (Call for other sizes &amp; types)</td>
<td>15.00</td>
<td>(218)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>42” Draped Monitor Cart</td>
<td>10.00</td>
<td>(219)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>54” Draped Monitor Cart</td>
<td>15.00</td>
<td>(220)</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld</td>
<td>100.00</td>
<td>(222)</td>
<td>___</td>
<td></td>
</tr>
</tbody>
</table>

Call for additional items not listed

Subtotal ____________________________
8.45% Tax ____________________________
Delivery/Installation $75.00
Total ________________________________

Rental Agreement: It is understood and agreed that the customer is renting equipment for a specific period of time and is responsible for its safe return. Customer agrees to be billed for damages or loss.

Advanced Order Payment must be received on or before: April 27, 2020
Fax orders with credit card authorization to 337-232-0243 or email to clarkservices@bellsouth.net

Company: ____________________________________________ Date: ________________________
Address: _____________________________________________________________________________
Auth. Signature: _____________________________________________________________________
Phone: (_____)___________________________________ Fax: (_____)__________________________
Email: ____________________

Name of Event: “LAEMC” LA Emergency Management Conference 2020    Booth No: _________
CLARK SERVICES
Audio-Visual & Exhibit, Inc.
P.O Box 91265
Lafayette, LA 70509
Phone: 337-234-5653       Fax: 337-232-0243   E-mail: clarkservices@bellsouth.net

SPECIAL CLEANING & PORTER SERVICE ORDER FORM

Clark Services provides additional services (Vacuuming & Porter) to exhibitors to help enhance your image. Below you will find the cost for those services.

VACUUMING
Your booth will be vacuumed…
- Before opening of show only (178) Cost per square foot $ .20
- Every Night (176) Cost per square foot $ .15

Booth Sizes _____x_____=_____SQ.FT.

Vacuuming: _______(SQ.FT)  x  _______(Rate)  x  ________(# of Days)  =  $ ________

PORTER SERVICE
We will remove refuse from containers in your booth once an hour (show hours only) on a daily rate basis.

- Opening Day (179) $30.00/Day
- Every Show Day (179) $30.00/Day
- Only on Days specified $30.00/Day

Specify Days ______________________

Porter Service: _______(Rate)  x  ________(# of Days)  =  $ ________

TO ORDER SERVICES, FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

Company: ___________________________________________________ Date: __________
Address: _________________________________________________________________________________
            Street                                    City/State          Zip
Auth. Signature: ____________________________________________________________
Phone: (_____)________________________ Fax No: (_____)________________________
Name of Event: “LAEMC” LA Emergency Management Conference 2020       Booth No: _______