



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

“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.

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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
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QTY**SEATING**

Folding Chair	\$ 10.00 (1)	\$12.00 (51)	_____	_____
Padded Chair	\$ 15.00 (3)	\$ 18.00 (53)	_____	_____
Counter Stool	\$ 20.00 (4)	\$ 24.00 (54)	_____	_____

WOOD TABLES 30" HIGH

Draped Tables: Draping includes white vinyl top & skirting on 3 sides

2' x 4'	\$ 40.00 (5)	\$ 48.00 (55)	_____	_____
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2' x 6'	\$ 50.00 (6)	\$ 60.00 (56)	_____	_____
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2' x 8'	\$ 60.00 (7)	\$ 72.00 (57)	_____	_____
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4 th side draped on 30" tables	\$ 20.00 (27)	\$ 24.00 (76)	_____	_____
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Without Drapes: Bare Wooden Table

2' x 4'	\$ 26.00 (8)	\$ 30.00 (58)	_____	_____
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2' x 6'	\$ 33.00 (9)	\$ 37.00 (59)	_____	_____
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2' x 8'	\$ 42.00 (10)	\$ 46.00 (60)	_____	_____
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WOOD COUNTERS 42" HIGH

Draped Counters: Draping includes white vinyl top & skirting on 3 sides

2' x 4'	\$ 50.00 (11)	\$ 60.00 (61)	_____	_____
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2' x 6'	\$ 60.00 (12)	\$ 72.00 (62)	_____	_____
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2' x 8'	\$ 70.00 (13)	\$ 84.00 (63)	_____	_____
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4 th side draped on 42" counters	\$ 20.00 (27)	\$ 24.00 (76)	_____	_____
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CARPET Circle color: Blue - Burgundy - Gold - Red - Grey

	\$ 50.00	\$ 60.00	_____	_____
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(14, 15, 16, 17, 18)		(64, 65, 66, 67, 68)	_____	_____
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Carpet Padding	\$ 25.00 (77)	\$ 35.00 (78)	_____	_____
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MISCELLANEOUS

Step Riser-4',6',8' (price/ft)	\$ 3.00 (19)	advance only	_____	_____
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Waste Basket	\$10.00 (20)	\$12.00 (70)	_____	_____
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Metal Tripod Easel	\$15.00 (21)	\$18.00 (71)	_____	_____
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Drape (price/ft)	\$ 4.00 (25)	\$ 5.00 (75)	_____	_____
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Flood Lights	\$20.00 (108)	\$25.00 (133)	_____	_____
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SUBTOTAL _____

8.45% TAX _____

TOTAL _____

Company: _____ Date: _____

Address: _____

Street

City/State

Zip

Auth. Signature: _____

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

Email: _____

Name of Event: **"LAEMC" LA Emergency Management Conference 2020** Booth No: _____



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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.

DESCRIPTION	ADVANCE	FLOOR	QUANTITY	PRICE X QTY 120
VOLTS				
500W (5A)	\$ 35.00 (112)	\$ 45.00 (136)	_____	_____
1000 W (10A)	\$ 45.00 (101)	\$ 55.00 (126)	_____	_____
2000W (20A)	\$ 55.00 (102)	\$ 65.00 (127)	_____	_____
208V SINGLE PHASE*				
2000W (20A)	\$ 80.00 (104)	\$ 95.00 (129)	_____	_____
EA Add'l 10A (on same circuit)	\$ 40.00 (105)	\$ 48.00 (130)	_____	_____
208V THREE PHASE*				
2000W (20A)	\$100.00 (106)	\$120.00 (131)	_____	_____
EA Add'l 10A (on same circuit)	\$ 60.00 (107)	\$ 72.00 (132)	_____	_____
MISCELLANEOUS				
Flood Light	\$ 15.00 (108)	\$ 25.00 (133)	_____	_____
Multi-Outlet Box	\$ 10.00 (109)	\$ 20.00 (134)	_____	_____
Extension Cord	\$ 5.00 (110)	\$ 10.00 (135)	_____	_____

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: _____



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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.



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DRAYAGE ORDER FORM

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

WEIGHT	RATE	CHARGES
___ Up to 200 LBS	\$ 56.00 MIN. (151)	_____
___ ADDL 100 LBS	\$ 28.00 Each (or Fraction) (152)	_____

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: _____



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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 YES NO
- Display being shipped to Clark Services YES NO
- Instructions with display YES NO

- 2. Wait for vendor representative to arrive YES NO
- **Must set arrival time to check in at service desk YES NO

Arrival time for setup _____

Departure time for teardown _____

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

	# MEN NEEDED	X	# HOURS NEEDED	X	RATE LABOR=	=	CHARGES
					\$30.00(ST) OR \$45.00(OT)		
SET UP	_____	x	_____	x	_____	=	_____
TEAR DOWN	_____	x	_____	x	_____	=	_____

Company: _____ Date: _____

Address: _____

Street City/State Zip

Show Contact: _____

Auth. Signature: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Name of Show: **LA Engineering Society "JESC" 2020** Booth No: _____



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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.

DESCRIPTION	DAILY RATE	QTY	# of Days	TOTAL
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EQUIPMENT

Laptop	100.00 (203)	_____	2	_____
DVD Player / VHS Player	35.00 (204)	_____	2	_____
23" Flat Screen Computer Monitor with Table Stand	30.00 (206)	_____	2	_____
*32" LCD Display – Table Mount (Computer or Video)	75.00 (207)	_____	2	_____
*42" LCD/Plasma Display–Table Mount (Computer or Video)	100.00 (208)	_____	2	_____
*50" LCD/Plasma Display–Table Mount (Computer or Video)	150.00 (209)	_____	2	_____
60"-72" Floor Stand for LCD/Plasma	75.00 (211)	_____	2	_____
Stereo Computer Speakers	15.00 (213)	_____	2	_____
Data Projector (2000 Lumens)	150.00 (217)	_____	2	_____
6' Tripod Screen (Call for other sizes & types)	15.00 (218)	_____	2	_____
42" Draped Monitor Cart	10.00 (219)	_____	2	_____
54" Draped Monitor Cart	15.00 (220)	_____	2	_____
Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld	100.00 (222)	_____	2	_____
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: _____	
Street	City/State Zip
Auth. Signature: _____	
Phone: (____) _____	Fax: (____) _____
Email: _____	
Name of Event: "LAEMC" LA Emergency Management Conference 2020	Booth No: _____



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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: _____