

SHOW NAME + LOCATION + DATES

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SHOW NAME + LOCATION + DATES

RCS CONTACT INFORMATION

Raphael's Convention Services (RCS)
8606 Miramar Road
San Diego, CA 92126

Phone: 858 689 7368
Fax: 858 689 8040
Email: flora@raphaels.com

SHIPPING ADDRESSES

RCS Warehouse

Raphael's Convention Services
8606 Miramar Road
San Diego, CA 92126

Warehouse Hours
9:00 am – 4:00 pm
Monday - Friday

Venue Address

* RCS accepts no responsibility for items arriving at warehouse or venue outside listed hours *
* RCS accepts no responsibility for items shipped without a paid material handling order *

RCS ON-SITE HOURS

Return to: Raphael's Convention Services ♦ Fax: 858 689 8040 ♦ email: flora@raphaels.com

All orders are governed by the RCS Terms & Conditions of Contract and Payment Policy in this Exhibitor Manual.

Company Name	Email	Booth #		
Address	City	State	Zip	Country
Phone	Fax			
Contact	Cell			

Payment Policy

Payment for Services – RCS requires payment in full at the time services are ordered. RCS accepts Mastercard, Visa, Amex, Discover, cash and check, however a completed credit card authorization is required for all orders, regardless what form of payment is used.

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

Adjustments and Cancellations – Cancellation of any order once delivered or rendered will result in a 100% cancellation fee. Additions to existing orders will be charged at the time the order is placed.

♦ If you have any questions about our payment policy, please contact us at 800 564 7755.

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** We require credit card authorization even if you are paying by cash or check.

Account Number

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Expiration Date

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CVV:

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Cardholder's Name		
Address		
City	State	Zip

I agree in placing this order that I have accepted RCS payment policy and RCS Terms & Conditions of Contract.

X

Authorized Signature (Cardholder)

X

Please Print Name

/ /

Date

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***Discount Price is valid until one week prior to show date.**

QTY	Description	Disc. Price	Show Price	Total
<u>CHAIRS</u>				
	Plastic Folding Chair	\$7.00	\$12.00	
	Blue Ballroom Chair	\$18.00	\$23.00	
	Director Chair	\$24.00	\$29.00	
	Wood Barstool	\$18.00	\$23.00	
	Black Swivel Barstool	\$25.00	\$30.00	
	Black / Chrome Barstool	\$25.00	\$30.00	

<u>MISCELLANEOUS</u>				
	Table Skirt	\$25.00	\$30.00	
	Velon Table Cover	\$6.00	\$11.00	
	Aluminum Easel	\$18.00	\$23.00	
	Brass Easel	\$24.00	\$29.00	
	Wastebasket	\$7.00	12.00	
	8 x 10 Drape Wall	\$40.00	\$50.00	

<u>FLOORING</u>				
	10 x 10 Carpet	\$100.00	\$115.00	
	10 x 20 Carpet	\$200.00	\$225.00	
	10 x 30 Carpet	\$300.00	\$330.00	

CHOOSE CARPET COLOR:

☐ Black ☐ Blue ☐ Red ☐ Gray

	10 x 10 AstroTurf	\$42.00	\$52.00	
	10 x 20 AstroTurf	\$84.00	\$94.00	
	10 x 30 AstroTurf	\$126.00	\$136.00	

CHOOSE TURF COLOR

☐ Black ☐ Green ☐ Tan ☐ Red ☐ Blue/Black

	Carpet Padding (sq. ft)	\$.95	\$1.10	
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QTY	Description	Disc. Price	Show Price	Total
<u>TABLES (L x W x H) * includes cover & skirt</u>				
	4' x 30" x 30" Table	\$47.00	\$57.00	
	5' x 30" x 30" Table	\$52.00	\$62.00	
	6' x 30" x 30" Table	\$58.00	\$68.00	
	8' x 30" x 30" Table	\$63.00	\$73.00	
	4' x 30" x 40" Table	\$58.00	\$68.00	
	6' x 30" x 40" Table	\$68.00	\$78.00	
	8' x 30" x 40" Table	\$73.00	\$83.00	
	6 x 18" x 30" Table	\$63.00	\$73.00	
	8 x 18" x 30" Table	\$68.00	\$78.00	

SPECIFY SKIRT COLOR (INCLUDED W/ TABLE)

☐ NONE ☐ White ☐ Black ☐ Red ☐ Blue ☐ Purple ☐ Teal

* Tables are available without skirt or cover at half of listed price.

* If no skirt color is chosen, table will be provided with a white skirt. Any swaps as a result will be at a 100% cancellation fee.

<u>ROUND TABLES (skirting / cover not included)</u>				
	24" Round	\$39.00	\$49.00	
	36" Round	\$45.00	\$55.00	
	24" Belly Bar (40" high)	\$45.00	\$55.00	
	36" Belly Bar (40" high)	\$52.00	\$62.00	

TABLECLOTH

	90" Round	\$32.00	\$37.00	
	120" Round	\$37.00	\$42.00	
	130" Round	\$50.00	\$55.00	
	60 x 120 Banquet	\$32.00	\$37.00	
	90 x 132 Banquet	\$37.00	\$42.00	
	90 x 156 Banquet	\$37.00	\$42.00	

TOTAL: \$

MISCELLANEOUS ITEMS (If you don't see what you need here, please call for more info. This is only a partial catalogue)

QTY	DESCRIPTION	PRICE

Customer is responsible for rental items from the time they are delivered until they are picked up by RCS

How to "Handle" Material Handling (Drayage)

Material Handling – what is it?

Material handling charges apply when RCS' assistance is required in moving your materials to / from your location or the venue loading dock to / from your booth. This charge is separate from the actual shipping costs, which remain between the exhibitor and their freight carrier. We accept shipments to our advance warehouse up to 14 days prior to the event and will store them for up to 14 days after the event. Shipments sent directly to / from the venue will also be accepted / released by RCS, with transportation to / from your booth being included in the material handling charges. Please note, however, that RCS is not a shipper and does not make the shipping arrangements for exhibitors.

STEP BY STEP: HOW TO FACILITATE THE DELIVERY / RETURN SHIPMENT OF MATERIALS

Shipping to RCS Advance Warehouse

1. Materials will be accepted up to 14 days prior to the show and delivered by RCS directly to your booth.
2. Complete both the Material Handling Order Form & the Credit Card Authorization Form and fax / email to RCS.
3. Ensure your materials are properly labeled with show name, company name & booth number.
4. *Shipments received without a completed material handling order will not be delivered until payment is received.*

Shipping Direct to Venue

1. See show information page in this exhibitor packet or call RCS for acceptable dates & times for direct shipments.
2. Complete both the Material Handling Order Form & the Credit Card Authorization Form and fax / email to RCS.
3. Ensure your materials are properly labelled with show name, company name & booth numbers.
4. *Shipments received without a completed material handling order will not be delivered until payment is received.*
5. RCS is responsible only for direct shipments arriving on the published dates and times.

Return Shipping from RCS Advance Warehouse

1. See show information page in this exhibitor packet for acceptable dates / times for scheduling the pick-up of materials from our Warehouse.
2. Ensure your shipment is properly labeled with destination name and address.
3. Attain a completed Bill of Lading or appropriate pre-paid shipping label (UPS / FedEx) from your freight carrier. Attach a copy to your shipment and provide a second copy to RCS. RCS will have blank Bills of Lading available on-site if needed. We are not responsible for unlabeled materials or materials left without a Bill of Lading.
4. RCS will pick up your shipment from the booth and transport to our warehouse.
5. Call your freight carrier and schedule the pick- up. RCS does not make shipping arrangements.
6. Ensure that your carrier knows whose items they are picking up (your company name) when they arrive at RCS' warehouse. Materials will not be released to a carrier without this information.

Return Shipping from Venue

1. See show information page in this exhibitor packet or call RCS for acceptable dates & times for direct pick ups
2. Ensure your shipment is properly labeled with destination name and address.
3. Attain a completed Bill of Lading or appropriate pre-paid shipping label (UPS / FedEx) from your freight carrier. Attach one copy to your shipment and provide a second copy to RCS. RCS will have blank Bills of Lading available on-site if needed. We are not responsible for unlabeled materials or materials left without a Bill of Lading.
4. RCS will pick up your shipment from the booth and release to your freight carrier.

*** RCS IS NOT RESPONSIBLE FOR ITEMS LEFT UNATTENDED ON THE SHOW FLOOR ***

5. Material Handling Order Form

Return to: Raphael's Convention Services ♦ Fax: 858 689 8040 ♦ email: flora@raphaels.com

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Company Name	Email	Booth #		
Address	City	State	Zip	Country
Phone	Fax			
Contact	Cell			

* Material handling charges also apply to shipments sent direct to venue, if RCS' assistance is needed in transporting the materials to the booth. Items received by RCS without a completed material handling order will be held until payment is received.

* Exhibitors are responsible for all freight charges.

* **Please note that there is a 200 lb. Minimum charge for material handling.**

* Materials remaining at RCS warehouse for longer than 14 days after show close will be subject to storage fees or destroyed.

PLEASE ESTIMATE THE NUMBER OF PIECES YOU ARE SHIPPING AND THE APPROXIMATE WEIGHT OF THE SHIPMENT. EXACT WEIGHT WILL BE CALCULATED BY YOUR CARRIER AND ORDER SHALL BE REVISED ACCORDINGLY WHERE NECESSARY.

QTY	DESCRIPTION	WEIGHT

For ONE WAY handling, please indicate which way RCS can expect to handle your materials

IN ☐ OUT ☐

Total Weight	
ONE WAY Rate (per lb)	\$0.65
TWO WAY Rate (per lb)	\$1.30
Total Price =	\$

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PRICE LIST

IMPORTANT INFORMATION

Description	Disc. Price	Show Price
5 Amp / 500 Watts	\$80.00	\$90.00
10 Amp / 1000 Watts	\$105.00	\$115.00
20 Amp / 2000 Watts	\$140.00	\$150.00

- RCS is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an RCS electrician. RCS will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by persons other than an RCS electrician.
- Electricity will be turned on 30 minutes prior to show opening and shut down approximately 30 minutes after show close.
- **OUTLET LOCATION / DISTRIBUTION:** All electrical outlets will be installed on the floor at the draped back-wall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.

PLACE ORDER HERE:

Description	Price	QTY	Total
			\$
			\$
			\$
I agree in placing this order that I have accepted RCS Payment Policy and Terms & Conditions of Contract		Total :	

Signature: _____

Date: _____ / _____ / _____

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Company	Email	Booth #
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Please complete this form if you need assistance installing or dismantling your booth or loading / unloading your vehicle. Additional labor services may be offered at your show. Please call for any requests that do not seem to be covered here.

INDICATE SERVICES NEEDED

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> INSTALL | <input type="checkbox"/> DISMANTLE |
| <input type="checkbox"/> LOAD | <input type="checkbox"/> UNLOAD |
| <input type="checkbox"/> FORKLIFT | |

** Please note that forklift service and any labor charges associated with unloading / loading vehicles is included in the material handling charges.*

PLACE ORDER HERE

Date	Start Time	End Time	Total Hours	Total Workers	Labor Rate (per hour)	Total
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
	AM PM	AM PM			\$65.00	
I agree in placing this order that I have accepted RCS Payment Policy and RCS Terms & Conditions of Contract.					TOTAL	\$

Signature: _____

Date: _____ / _____ / _____

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<p>To ensure your booth is show ready, please specify your requirements below. Please call us if you have a special need. RCS is the exclusive cleaning contractor for your show and will handle all cleaning services on the show floor.</p> <p>Discount price is valid until one week prior to show opening.</p>		
PRICE LIST		

Item #	Description	Disc. Price	Show Price
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BOOTH CLEANING

Includes emptying your wastebasket nightly

100	Cleaning for Duration of Show	price per square foot per day of show =	\$0.31	\$0.46
101	Cleaning per Day	price per square foot per day of show =	\$0.40	\$0.60
102	Cleaning Before Show Only	price per square foot =	\$0.42	\$0.64

CALCULATE TOTAL SQUARE FOOTAGE:

Width: _____ x Length: _____ = _____ Sq. Ft.

ORDER SERVICE

Date	Item #	Sq. Ft.	Price	Subtotal
I agree in placing this order that I have accepted RCS Payment Policy and RCS Terms & Conditions of Contract.			TOTAL = \$	

Signature: _____

Date: _____ / _____ / _____