



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

EXHIBITOR INFORMATION

LOUISIANA RURAL WATER ASSOCIATION

3rd Annual Fall Management Mini Conference

Hotel Bentley – Downtown - Alexandria, LA

October 15-16, 2019

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.

Please review each of the forms, fill out the services you require, and return **WITH PAYMENT**. You may fax orders to 337-232-0243 with the credit card authorization or email to clarkservices@bellsouth.net

Booth Description:

Most booths are formed using 8' back drapes & 3' side drapes and includes an ID sign, (1) 6' skirted table & (2) chairs. Other furnishings can be ordered by using the enclosed forms.

Electrical Service

LRWA has provided power limited to 5 amps (500 watts) to each booth at no charge to you. Additional electrical requirements can be ordered by using the enclosed 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 for the fee indicated on the enclosed form. Please notify us that freight is being shipped. Freight should arrive at our warehouse **no later than Thursday, 10/10/2019**. Also, labor can be ordered for setting up & dismantling your booth.

Other Services

Audio-visual equipment/support (monitors, printers, projectors, microphones, laptops, etc...), as well as cleaning service is also available by calling or emailing your needs to clarkservices@bellsouth.net

Discount Prices/Payment Policy

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 Tuesday, 10/8/2019**.

PLEASE NOTE: Standard rates will be charged for orders received without payment & for orders placed at show. All fees are due at the show. **NO POST SHOW INVOICING**. We accept cash, checks, VISA, Master Card & American Express.



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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: ____/____ 3 or 4 digit security code (____)

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: _____

LRWA -3rd Annual Mini Conference 2019

Booth _____



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EXHIBIT FURNISHINGS

To qualify for Advance Order rate, payment and tax must be received 7 days before the show. Some items are not available at show site. Rental prices are for the duration of the show and include delivery & setup. Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.

DESCRIPTION	ADVANCE	FLOOR	QUANTITY	PRICE X 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)	_____	_____
2' x 6'	\$ 50.00 (6)	\$ 60.00 (56)	_____	_____
2' x 8'	\$ 60.00 (7)	\$ 72.00 (57)	_____	_____
Table skirt for 4 th side	\$ 20.00 (27)	\$ 24.00 (76)	_____	_____
Without Drapes: Bare wooden Table				
2' x 4'	\$ 26.00 (8)	\$ 30.00 (58)	_____	_____
2' x 6'	\$ 33.00 (9)	\$ 37.00 (59)	_____	_____
2' x 8'	\$ 42.00 (10)	\$ 46.00 (60)	_____	_____
WOOD COUNTERS 42" HIGH				
Draped: Draping includes white vinyl top & Skirting on 3 sides				
2' x 4'	\$ 50.00 (11)	\$ 60.00 (61)	_____	_____
2' x 6'	\$ 60.00 (12)	\$ 72.00 (62)	_____	_____
2' x 8'	\$ 70.00 (13)	\$ 84.00 (63)	_____	_____
4 th side draped on 42" counters	\$ 20.00 (27)	\$24.00 (76)	_____	_____
CARPET Circle color: <u>Blue - Burgundy - Gold - Red - Grey</u>				
8' x 10'	\$ 50.00	\$ 60.00	_____	_____
	(14, 15, 16, 17, 18)	(64, 65, 66, 67, 68)	_____	_____
Carpet Padding (booth size)	\$ 25.00 (77)	\$ 35.00 (78)	_____	_____
MISCELLANEOU				
Step Riser-4',6',8' (price/ft)	\$ 3.00 (19)	advance only	_____	_____
Waste Basket	\$10.00 (20)	\$12.00 (70)	_____	_____
Metal Tripod Easel	\$15.00 (21)	\$18.00 (71)	_____	_____
Cocktail Table (20" x 36")	\$25.00 (22)	\$29.00 (72)	_____	_____
Drape (price/ft)	\$ 4.00 (25)	\$ 5.00 (75)	_____	_____
Table Skirts w/Velcro clips	\$20.00 (26)	\$24.00 (69)	_____	_____
Flood Lights	\$20.00 (108)	\$25.00 (133)	_____	_____
				SUBTOTAL _____
				8.45% TAX _____
				TOTAL _____

Company: _____ Date: _____

Address: _____

Street City/State Zip

Auth. Signature: _____

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

Email: _____

LRWA -3rd Annual Mini Conference 2019 Booth _____



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ELECTRICAL SERVICE ORDER FORM

Dear Exhibitor:

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 source.
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 & estimated labor/material charges included.
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. Credit card users can fax order.
7. All payments are due at the show. Purchase orders are not considered payment.

Ordering Instructions:

- Determine which equipment needs electrical power.
- Look on the back of all equipment to determine the watts (or amps) and volts required.
- 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)	\$ 45.00 (112)	\$ 54.00 (136)	_____	_____
1000 W (10A)	\$ 55.00 (101)	\$ 66.00 (126)	_____	_____
2000W (20A)	\$ 70.00 (102)	\$ 84.00 (127)	_____	_____
208V SINGLE PHASE*				
2000W (20A)	\$110.00 (104)	\$130.00 (129)	_____	_____
EA Add'l 10A (on same circuit)	\$ 40.00 (105)	\$ 48.00 (130)	_____	_____
208V THREE PHASE*				
2000W (20A)	\$140.00 (106)	\$170.00 (131)	_____	_____
EA Add'l 10A (on same circuit)	\$ 60.00 (107)	\$ 72.00 (132)	_____	_____
MISCELLANEOUS				
Flood Light	\$ 20.00 (108)	\$ 25.00 (133)	_____	_____
Multi-Outlet Box	\$ 15.00 (109)	\$ 18.00 (134)	_____	_____
Extension Cord	\$ 15.00 (110)	\$ 18.00 (135)	_____	_____
				SUBTOTAL _____
				8.45% TAX _____
				TOTAL _____

*All 208 POWER IS DELIVERED "BARE WIRE". You must know your neutral configuration.

Basic labor rate is \$38.00/hr

Company: _____	Date: _____
Address: _____	
Street	City/State Zip
Auth. Signature: _____	
Phone: (____) _____	Fax: (____) _____
Email: _____	
LRWA -3rd Annual Mini Conference 2019	Booth _____



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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

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

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 # (____) _____

Email: _____

LRWA -3rd Annual Mini Conference 2019 **Booth** _____



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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 <u>preset</u> 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= \$30.00(ST) OR \$45.00(OT)	=	CHARGES
-----------------	---	-------------------	---	---	---	---------

SET UP _____ X _____ X _____ = _____

TEAR DOWN _____ X _____ X _____ = _____

Company: _____	Date: _____
Address: _____	
Street	City/State Zip
Show Contact: _____	
Auth. Signature: _____	
Phone: (____) _____	Fax #(____) _____
Email: _____	
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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 # (_____) _____

Email: _____

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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
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	_____
For Monitors/LCDs: Indicate type of connector (VGA/HDMI/RCA) & if audio is needed.			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: 10/8/2019

Fax orders with credit card authorization to 337-232-0243 or email: clarkservices@bellsouth.net

Company: _____	Date: _____
Address: _____	
Street	City/State Zip
Auth. Signature: _____	
Phone: (____) _____	Fax: (____) _____
Email: _____	
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