



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

Lake Charles Civic Center

July 13-16, 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.

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: Sizes are 8'x10' Booths

Most booths are formed using 8' back drapes & 3' side drapes and includes an ID sign, (1) 6' skirted table, (2) chairs and carpet. 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, July 9, 2020. 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. See enclosed order forms.

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, July 7, 2020.**

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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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: _____	
Name of Event: LA Rural Water Association 2020(LRWA 2020)	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 showsite. 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)	_____

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: _____

Name of Show: *LA Rural Water Association 2020 (LRWA 2020)* Booth # _____



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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: _____
Name of Show: *LA Rural Water Association 2020 (LRWA 2020)* Booth # _____



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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
EQUIPMENT				
Laptop	100.00 (203)	_____	_____	_____
DVD Player / VHS Player	35.00 (204)	_____	_____	_____
23" Flat Screen Computer Monitor with Table Stand	30.00 (206)	_____	_____	_____
*32" LCD Display – Table Mount (Computer or Video)	75.00 (207)	_____	_____	_____
*42" LCD/Plasma Display–Table Mount (Computer or Video)	100.00 (208)	_____	_____	_____
*50" LCD/Plasma Display–Table Mount (Computer or Video)	150.00 (209)	_____	_____	_____
60"-72" Floor Stand for LCD/Plasma	75.00 (211)	_____	_____	_____
Stereo Computer Speakers	15.00 (213)	_____	_____	_____
Data Projector (2000 Lumens)	150.00 (217)	_____	_____	_____
6' Tripod Screen (Call for other sizes & types)	15.00 (218)	_____	_____	_____
42" Draped Monitor Cart	10.00 (219)	_____	_____	_____
54" Draped Monitor Cart	15.00 (220)	_____	_____	_____
Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld	100.00 (222)	_____	_____	_____
Call for additional items not listed				

Subtotal _____
8.45% Tax _____
Delivery/Installation **\$75.00**
Total _____

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

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: 7/7/2020

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 Show: LA Rural Water Association 2020 (LRWA 2020)	Booth # _____