



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](mailto:clarkservices@bellsouth.net)

#### EXHIBITOR INFORMATION

### ACADIANA FLOW MEASUREMENT SOCIETY "AFMS"

Lafayette Hilton & Towers

Lafayette, LA

April 20-22, 2009

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 information and order forms for the variety of services we offer. Please review each of the forms, fill out the services you require and mail or fax your orders with payment or credit card authorization form.

#### **Booth Description**

Booths are formed using 8' back drapes & 3' side drapes. Each booth is 8' deep and 10' wide and includes an ID sign, (1) 2'x6' covered & skirted table, (2) chairs and a wastebasket. Other furnishings and carpet can be ordered using the enclosed form.

#### **Electrical Service**

AFMS has provided each booth 5 amps (500 watts) of electrical power. See enclosed form for additional requirements.

#### **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 Friday, April 17, 2009.*** Also, labor can be ordered for setting up and dismantling your booth. See enclosed form.

#### **Other Services**

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

#### **Discount Prices**

To qualify for discount prices, **full payment including 8% tax** or credit card authorization **MUST** be included with your orders & **received no later than April 13, 2009.**

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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## 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.

If 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:** \_\_\_\_/\_\_\_\_

\*If using MasterCard indicate the four numbers above <sup>y</sup>our name

**Account No:** | | | | | | | | | | | | | | | | | | | | | |

Signature: \_\_\_\_\_

**Please *print* clearly the following information:**

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Driver's Identification (State and Number): \_\_\_\_\_

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: \_\_\_\_\_

Auth. Signature: \_\_\_\_\_ (State) (Zip)  
 Phone No: ( \_\_\_\_ ) \_\_\_\_\_

Name of Event: *Acadiana Flow Measurement Society 2009 "AFMS"* Booth No: \_\_\_\_\_



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## EXHIBIT FURNISHINGS

To qualify for Advance Order rate, payment and tax must be received 7 days before the show. 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 QTY
<b>SEATING</b>			
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 <sup>th</sup> 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 ( )	
2' x 6'	\$ 60.00 (12)	\$ 72.00 ( )	
2' x 8'	\$ 70.00 (13)	\$ 84.00 (63)	
4 <sup>th</sup> side draped on 42" counters \$ 20.00	(27)	\$ 24.00 (76)	

CARPET Circle color: Blue - Burgundy - Gold - Red - Grey

8' x 10' (14, 15, 16, 17, 18)	\$ 50.00	\$ 60.00 (64, 65, 67, 68)	
Carpet Padding (booth size)	\$ 25.00(77)	\$ 35.00(78)	

### MISCELLANEOUS

Step Riser-4',6',8' (price/ft)	\$ 3.00(	advance only	
Waste Basket	\$10.00(	\$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(	\$ 5.00(75)	
Table Skirts w/Velcro clips	\$15.00(	\$17.00(69)	
Flood Lights	\$20.00(108)	\$25.00(133)	

SUBTOTAL	_____
8% TAX	_____
<b>TOTAL</b>	_____

Company: _____	Date: _____
Address: _____	
Street	State Zip
Auth. Signature: _____	Phone:( ) _____ -
Name of Event: <b>Acadiana Flow Measurement Society 2009 "AFMS"</b>	Booth No.:



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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
<b>120 VOLTS</b>				
500W (5A)	\$ 55.00 (112)	\$ 59.00 (136)		
1000 W (10A)	\$ 60.00 (101)	\$ 71.00 (126)		
2000W (20A)	\$ 75.00 (102)	\$ 89.00 (127)		
EA Add'l 10A (on same outlet)	\$ 20.00 (103)	\$ 25.00 (128)		
<b>208V SINGLE PHASE*</b>				
2000W (20A)	\$110.00 (104)	\$130.00 (129)		
EA Add'l 10A (on same circuit)	\$ 40.00 (105)	\$ 48.00 (130)		
<b>208V THREE PHASE*</b>				
2000W (20A)	\$140.00 (106)	\$170.00 (131)		
EA Add'l 10A (on same circuit)	\$ 60.00 (107)	\$ 72.00 (132)		
<b>MISCELLANEOUS</b>				
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% 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 State Zip

Auth. Signature: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_ -

Name of Event: *Acadiana Flow Measurement Society 2009 "AFMS"* 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 or our warehouse.

**\*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**

\*\$25.00 per cwt or fraction thereof with a minimum charge of \$50.00. 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 \$25.00 minimum per man, in addition to regular drayage cost.

#### **DRAYAGE DELIVERED TO SHOW SITE**

\*Drayage delivered to show site and handled by Clark Services upon arrival (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of \$20.00 per cwt.

### **ADDITIONAL INFORMATION**

\*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	\$ 50.00 MIN. (151)	
___ ADDL 100 LBS	\$ 25.00 Each (or Fraction)	

### SHIPPING INSTRUCTIONS AT CLOSE OF SHOW

Ship To: \_\_\_\_\_ Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street 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 State Zip  
 Auth. Signature: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Name of Show: *Acadiana Flow Measurement Society 2009 "AFMS"* 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:

\$25.00 / hour for straight time (161)

Monday-Friday 8am-5pm

\$37.50 / 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 <i>preset</i> 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 X NEEDED		RATE LABOR = \$25.00(ST) OR \$37.50(OT)	CHARGES
SET UP	_____	x	_____	x	_____	_____
TEAR DOWN		x		x	=	

Company: _____	Date: _____
Address: _____	
Street	State      Zip
Show Contact: _____	
Auth. Signature: _____	Phone: (      )      -

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AUDIO-VISUAL ORDER FORM

Clark Services can provide Audio-Visual to enhance the your sales incentive, or to help with private sales meeting. Listed below you will find the most frequently request equipment. Please call our office if you have any questions.

Table with columns: DESCRIPTION, ADV RATE, FL RATE, QTY, RATE. Includes equipment list like Desktop PIV 3.2GHz, Laptop 3.2GHz, DVD Player, monitors, speakers, printers, projectors, and tripods. Includes a subtotal and total section at the bottom right.

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.

Fax orders with credit card authorization to 337-232-0243

Form with fields for Company, Date, Address (Street, State, Zip), Auth. Signature, Phone, Name of Event (Acadiana Flow Measurement Society 2009 "AFMS"), and Booth No.



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## EXHIBIT PLANT ORDER FORM

Clark Services is offering Plant Rental for your booth or event. Plants will be delivered to your booth during the designated setup time and will be picked up during the tear down. All plants will be in decorative clay pots or baskets. Below you will find several options to meet your display needs.

DESCRIPTION	ADVANCE ORDERS ONLY	QUANTITY	PRICE X QTY
OPTION 1			
( 2 ) T r e e s 2 ' - 4 ' t a l l P l a n t	B u s h y (1) Large Table		\$ 75.00 (181)
*(Floor orders are not always available)			
OPTION 2			
( 3 ) (1) Large Table Plant	Bushy Trees 2'- 4' tall		\$ 100.00 (182)
*(Floor orders are not always available)			
OPTION 3			
( 2 ) T r e e s 5 ' - 7 ' t a l l B u s h y T r e e s 2 ' - 4 ' t a l l L a r g e T a b l e P l a n t	B u s h y ( 3 ) (1)		\$ 150.00 (183)
			_____
			_____
			SUBTOTAL
			8% TAX
			<b>TOTAL</b>
			_____

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

Company: _____	Date: _____
Address: _____	
Street	State Zip
Auth. Signature: _____	Phone:(_____) _____ -
Name of Show: <b>Acadiana Flow Measurement Society 2009 "AFMS"</b>	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

State

Zip

Auth. Signature: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ -

Name of Show: *Acadiana Flow Measurement Society 2098 "AFMS"*

Booth No.: