



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

ACADIANA FLOW MEASUREMENT SOCIETY "AFMS"

Lafayette Hilton & Towers

Lafayette, LA

April 12-14, 2010

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 5amps (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 9, 2010. 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 5, 2010.**

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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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.

Table with columns: DESCRIPTION, ADVANCE, FLOOR, QUANTITY, PRICE X QTY. Rows include SEATING (Folding Chair, Padded Chair, Counter Stool), WOOD TABLES 30" HIGH (Draped Tables 2' x 4', 2' x 6', 2' x 8', Table skirt for 4th side, Without Drapes: Bare wooden Table 2' x 4', 2' x 6', 2' x 8'), WOOD COUNTERS 42" HIGH (Draped: 2' x 4', 2' x 6', 2' x 8', 4th side draped on 42" counters), CARPET (Circle color: Blue - Burgundy - Gold - Red - Grey, 8' x 10', Carpet Padding (booth size)), MISCELLANEOUS (Step Riser-4', 6', 8' (price/ft), Waste Basket, Metal Tripod Easel, Cocktail Table (20" x 36"), Drape (price/ft), Table Skirts w/Velcro clips, Flood Lights), SUBTOTAL, 8% TAX, TOTAL.

Company: _____ Date: _____
Address: _____
Auth. Signature: _____
Phone No: (____) _____ Fax No: (____) _____
Name of Event: Acadiana Flow Measurement Society 2010 "AFMS" 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.

Table with columns: DESCRIPTION, ADVANCE, FLOOR, QUANTITY, PRICE X QTY. Rows include 120 VOLTS, 208V SINGLE PHASE*, 208V THREE PHASE*, and MISCELLANEOUS items like Flood Light, Multi-Outlet Box, and Extension Cord. Includes SUBTOTAL, 8% TAX, and TOTAL.

*All 208 POWER IS DELIVERED "BARE WIRE". You must know your neutral configuration.
Basic labor rate is \$38.00/hr

Form with fields for Company, Date, Address (Street, State, Zip), Auth. Signature, Phone No, Fax No, Name of Event, and 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

*\$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 (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

*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	\$ 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 No: (____) _____ Fax No: (____) _____

Name of Show: *Acadiana Flow Measurement Society 2010 "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 NEEDED	X	RATE LABOR=	=	CHARGES
					\$25.00(ST) OR \$37.50(OT)		
SET UP	_____	x	_____	x	_____	=	_____
TEAR DOWN	_____	x	_____	x	_____	=	_____

Company: _____		Date: _____	
Address: _____			
	Street	State	Zip
Show Contact: _____			
Auth. Signature: _____			
Phone No: (____) _____		Fax No: (____) _____	
Name of Show: Acadiana Flow Measurement Society 2010 "AFMS"			Booth No.: _____



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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.

DESCRIPTION	ADV RATE	FL RATE	QTY	RATE
EQUIPMENT				
Desktop PIV 3.2GHz w/512 RAM & 17" Monitor, Keyboard & Mouse	\$145.00 (201)	\$165.00 (301)	_____	_____
Desktop Dual Core w/2G RAM & 17" Monitor Keyboard & Mouse	165.00 (202)	175.00 (302)	_____	_____
Laptop 3.2GHz w/512 RAM	225.00 (203)	270.00 (303)	_____	_____
DVD Player / VHS Player	50.00 (204)	60.00 (304)	_____	_____
17" LCD Flat Screen Computer Monitor	155.00 (205)	175.00 (305)	_____	_____
20" Flat Screen Computer Monitor with Table Stand	195.00 (206)	265.00 (306)	_____	_____
*32" LCD Display – Table Mount (Computer or Video)	300.00 (207)	350.00 (307)	_____	_____
*42" LCD/Plasma Display–Table Mount (Computer or Video)	795.00 (208)	895.00 (308)	_____	_____
*50" LCD/Plasma Display–Table Mount (Computer or Video)	940.00 (209)	1175.00 (309)	_____	_____
*61" LCD/Plasma Display–Table Mount (Circle one) Computer or Video	1995.00 (210)	2295.00 (310)	_____	_____
60"-72" Floor Stand for LCD/Plasma	75.00 (211)	95.00 (311)	_____	_____
Side Mount Speakers for 42", 50", 61" LCD/Plasma	50.00 (212)	70.00 (312)	_____	_____
Stereo Computer Speakers	15.00 (213)	25.00 (313)	_____	_____
HP 4250 LaserJet Printer	175.00 (214)	225.00 (314)	_____	_____
HP 2300 LaserJet Printer	165.00 (215)	175.00 (315)	_____	_____
HP 2600 Color LaserJet Printer	550.00 (216)	575.00 (316)	_____	_____
XGA Data Projector (2000 Lumens)	450.00 (217)	540.00 (317)	_____	_____
6' Tripod Screen (Call for other sizes & types)	50.00 (218)	70.00 (318)	_____	_____
42" Draped Monitor Cart	45.00 (219)	60.00 (319)	_____	_____
54" Draped Monitor Cart	45.00 (220)	60.00 (320)	_____	_____
Amplified Speaker on Stand with Mixer	180.00 (221)	220.00 (321)	_____	_____
Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld	265.00 (222)	375.00 (322)	_____	_____
Call for additional items not listed				
		Subtotal	_____	_____
		8% 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.

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

Company: _____	Date: _____
Address: _____	
Street	State Zip
Auth. Signature: _____	
Phone No: (____) _____	Fax No: (____) _____
Name of Event: Acadiana Flow Measurement Society 2010 "AFMS"	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) Bushy Trees 2'- 4' tall			
(1) Large Table Plant	\$ 75.00	(181)	_____
*(Floor orders are not always available)			
OPTION 2			
(3) Bushy Trees 2'- 4' tall			
(1) Large Table Plant	\$ 100.00	(182)	_____
*(Floor orders are not always available)			
OPTION 3			
(2) Bushy Trees 5'- 7' tall			
(3) Bushy Trees 2'- 4' tall			
(1) Large Table Plant	\$ 150.00	(183)	_____
			SUBTOTAL _____
			8% TAX _____
			TOTAL _____

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

Company: _____	Date: _____
Address: _____	
Street	State Zip
Auth. Signature: _____	
Phone No: (____) _____	Fax No: (____) _____
Name of Show: <i>Acadiana Flow Measurement Society 2010 "AFMS"</i>	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 No: (____) _____		Fax No: (____) _____	
Name of Show: <i>Acadiana Flow Measurement Society 2010 "AFMS"</i>			Booth No.: _____