

See you soon in
San Antonio!



October 3-4, 2017 • San Antonio, Texas

Exhibitor Package

9th Annual 2017 Grounding & Lightning Conference

www.ceati.com

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Pre-Event: Have you...

- Made your hotel reservations?**
Conference attendees are eligible for a discounted rate of \$121 USD per night (single/double occupancy), subject to availability at the Omni Hotel at the Colonnade. You may make your reservation by calling +1(210) 691 8888 and mentioning "CEATI". Or <https://www.omnihotels.com/hotels/san-antonio/meetings/ceati-international-inc>
The deadline to reserve this rate is **August 28, 2017**.
- Made your shipping and storage arrangements?**
Shipments may arrive at the Omni Hotel at the Colonnade for storage no more than 3 days in advance.
- Provided the names and contact details for exhibitor attendees?**
The full name and contact details for individuals using the conference passes are required by **September 20, 2017**. Please email events@ceati.com with their full name, email address, title, and phone number.
- Submitted your electrical services request form?**
The electricity services request form should be ordered at least **10 days in advance**.
- Submitted your equipment order form?**
Equipment order form must be received at least 10 days prior to the event
Fax: +1(210).699.5844 or email it to bridget.ferguson@omnihotels.com

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Aug 28, 2017:	Hotel reservation deadline at the preferred rate
Sep 21, 2017:	Last day for hotel to receive electrical forms
Sep 28, 2017:	Hotel starts accepting shipments
Oct 2, 2017: <i>2-5 PM</i>	Exhibitor move in
Oct 3, 2017: <i>7 AM</i>	Doors of exhibition room open to exhibitors for last minute set-up
<i>8 AM - 5 PM</i>	Exhibition Hall opens (including lunches & breaks)
<i>6 - 7.30 PM</i>	Exhibitor's reception in exhibition hall
Oct 4, 2017: <i>7 AM - 5PM</i>	Exhibition (including breakfast, lunches & breaks)
<i>3:30 - 5PM</i>	Exhibitor move out

EXHIBITOR PRICE GUIDE

CLIENT / EXHIBITOR INFORMATION

Event Name

Contact Name

Company Name

Billing Address

City, State, Zip

Phone

Fax

Email

Booth Number (if applicable)

Date equipment needed

Time equipment needed (start)

Event start date

Event end date

Date equipment use ends

Date equipment use ends

EXHIBITOR PRICE GUIDE

STANDARD WIRED INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared ethernet	\$100.00			
Additional user/device	\$50.00			
			Subtotal	

WIRELESS INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Each device	\$49.95			
			Subtotal	

SPECIAL NETWORK SERVICES BY REQUEST

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Higher Bandwidth Caps - Available (current per user cap - 6Mbps)	\$55.00/each add'l Mbps			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom items available	Please Call			
			Subtotal	

TELECOMMUNICATION SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Direct Inward Dial (DID)	Please Call			
Standard Analog Line	Please Call			
Polycom Speakerphone	\$250.00			
			Subtotal	

Standard Wired Internet Services Subtotal _____

Wireless Internet Services Subtotal _____

Special Network Services Subtotal _____

Telecommunication Services Subtotal _____

(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

EXHIBITOR PRICE GUIDE

VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
DVD	\$125.00			
24" LCD Monitor	\$200.00			
40" LCD Monitor w/stand	\$400.00			
52" LCD Monitor w/stand	\$500.00			
60" LED Monitor w/stand	\$600.00			
LCD Projector (WXGA) w/stand & 6' Screen	\$500.00			
Other monitor and screen sizes available, please call for a quote.				Subtotal

SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$40.00			
Powered Speaker (100W)	\$75.00			
Wireless Microphone Handheld/Lavaliere	\$140.00			
Custom systems available, please call for a quote.				Subtotal

ELECTRICAL SUPPORT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Laptop Computer, PC	\$150.00			
MacBook	\$225.00			
Custom system available, please call for a quote.				Subtotal

Video Equipment Subtotal _____

Sound Equipment Subtotal _____

Electrical Support Subtotal _____

(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL _____

Exhibit Rental Reservation GRAND TOTAL

Networking/Telecom TOTAL _____

Equipment TOTAL _____

(Before taxes service charge and/or labor) GRAND TOTAL _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

EXHIBITOR PRICE GUIDE

FUNCTION SPACE

FUNCTION SPACE	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH
Start Date & Time:					
End Date & Time:					

CLIENT/EXHIBITOR INFORMATION

Event Name	Event Location	
Exhibitor	Booth#	
Contact Name	Email Address	
Address	Phone #	
Fax#	City	
State	Zip	Delivery Date

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place.

Pick-up Date: _____

Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Comments

- ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.
- Equipment listed is a partial inventory. Additional equipment is available upon request.
- Custom sizes and/or specifications are also available. Please call for a quote.

EXHIBITOR PRICE GUIDE

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: _____ (Required)

EXHIBITOR PRICE GUIDE

CREDIT CARD AUTHORIZATION FORM

Cardholder's Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder's Phone Number

Order Number

Amount

I, _____, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges. **2.** Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. **3.** Rentals in the City of Atlanta are subject to city tax of 7%. **4.** Insurance for the subject equipment is Lessee's responsibility. **5.** On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 **6.** Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. **7.** It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. **8.** Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 210-699-5854

