



EVENTS AND EXPOSITIONS

National Conference of State Fleet Administrators

National Conference of State
Fleet Administrators 2008
September 30-October 1, 2008
Long Beach Convention Center
Long Beach, CA



For: Steve Saltzgeber

National Conference of State Fleet Administrators

By: **Debra Cukjati-Lineberry, CMP**
National Sales Manager
CDS

Submitted: **March 3, 2008**

National Conference of State Fleet Administrators 2008

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Our Commitment

CDS is honored to have your consideration as a potential Event Service Contractor for the **National Conference of State Fleet Administrators 2008**. Based on the requirements as I understand them, CDS appreciates the opportunity to present a comprehensive proposal for your consideration.

- ▶ It is our commitment to **NCSFA** to assess and understand the needs of your event and do everything we can to make certain that your goals are successfully met.
- ▶ It is our commitment to **NCSFA** to provide services that will result in a highly innovative and creative event.
- ▶ It is our commitment to **NCSFA** to provide a competitive pricing structure without compromising quality or service

As an independently owned and operated company, CDS empowers its employees, enabling them to assist you, your exhibitors and your attendees, at every opportunity. The elevated and personal level of service this allows us to provide is what sets us apart from our competitors.

We value your business and will respond with **commitment**.



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Show Management Recap

FLOOR PLANS.....	NO CHARGE
EXHIBIT FLOOR LAYOUT	NO CHARGE
ATTENDEE & EXHIBITOR REGISTRATION.....	2 @ NO CHARGE
ADDITIONAL COUNTERS	\$125.00 EACH
BOOTH EQUIPMENT PACKAGE.....	\$61.00 PER BOOTH
MASKING DRAPES	
3' HIGH	\$1.50 PER LINEAR FOOT
8' HIGH	\$2.00 PER LINEAR FOOT
12' HIGH.....	\$5.00 PER LINEAR FOOT
16' HIGH.....	\$10.00 PER LINEAR FOOT
ENTRANCE UNIT	\$500.00
SIGNS - (*MUST RECEIVE SIGN ORDER BY <u>September 9, 2008</u> FOR BELOW DISCOUNT RATES TO APPLY)	
*22"X28" SINGLE/DOUBLE SIDED	63.00 / \$94.00 EACH
*28"X44" SINGLE SIDED	\$94.00 EACH SINGLE
1MX1M SINGLE/DOUBLE SIDED	\$99.00 / \$149.00 EACH
1MX8" SINGLE/DOUBLE SIDED	\$264.00 / \$396.00 EACH
GRAPHICS/BANNERS/CUSTOM SIZE SIGNAGE.....	\$11.00 PER SQ FT
DISCOUNTS FOR SHOW MANAGEMENT	
STANDARD FURNITURE.....	50% DISCOUNT
CUSTOM FURNITURE	25% DISCOUNT
LABOR.....	15% DISCOUNT
SPECIAL HANDLING OF MANAGEMENT FREIGHT	
1000 LBS OF MANAGEMENT MATERIALS.....	NO CHARGE
ADDITIONAL MANAGEMENT MATERIALS OVER 1000 LBS	25% DISCOUNT
AISLE CARPET	\$2.75 PER LINEAR FOOT
POST SHOW CLEANING	\$35.00 PER MAN PER HOUR



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Show Management Services

Floor Plans

Floor plans are the road map of your exposition. To guarantee your safety and the safety of your attendees and exhibitors, we follow an approval process that starts with you, the show manager, and concludes with obtaining Fire Marshal approval of all floor plans.

A STAGED APPROVAL PROCESS.

1. **Show Management** - Initial approval is, of course, yours. CDS will provide you with a floor plan based on your objectives and appropriate for the scope of your event.
2. **Facility** - A floor plan, which has been approved by the show manager, is provided to the facility. Providing the facility with this information allows them to better anticipate your needs.
3. **Fire Marshal** - The final approval for safety is granted by the fire marshal. This process is routine as all plans are drawn in accordance with current fire safety regulations.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
<i>As needed</i>	<i>Floor Plan Design and Approvals</i>	<i>Revisions as necessary</i>	No Charge

Exhibit Floor Layout

CDS will mark the entire space on the floor according to the final approved floor plan. Each area of space, island or peninsula will be clearly marked with ¼" tape at all side openings to the aisles.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
<i>As needed</i>	<i>Marking of the Entire Exhibit Floor</i>	<i>Labor and materials</i>	No Charge



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Attendee and Exhibitor Registration

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
2	Attendee and Exhibitor Registration	Registration counters with lighted headers and standard furnishings	No Charge Additional counters @\$125.00 ea



In the event that registration set-up and dismantle hours DO NOT COINCIDE with exhibitor move-in and move-out, there will be a labor charge based on actual costs to CDS for delivery and pickup.

Booth Equipment Package

CDS will install and dismantle a minimum sixty booths.

<i>Description</i>	<i>Each Includes</i>	<i>Cost</i>
Booth Equipment Package	8' high back drape 3' high side dividers 1 – 6' draped table 2 – chairs 1 – wastebasket 1 – 7" x 44" ID sign	\$61.00 per booth

Masking Drapes

CDS offers drape in 16 available colors of a cloth material. Vinyl and plastic drapes are also available in limited colors, with prices quoted upon request.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
TBD	3' High Masking Drape	Installation and removal	\$1.50 per linear foot
TBD	8' High Masking Drape	Installation and removal	\$2.00 per linear foot
TBD	12' High Masking Drape	Installation and removal	\$5.00 per linear foot
TBD	16' High Masking Drape	Installation and removal	\$10.00 per linear foot



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Entrance Unit

<i>Quantity</i>	<i>Description</i>	<i>Each Includes</i>	<i>Cost</i>
One (1)	Entrance Unit	2- towers with 10' header and simple graphics	\$500.00
	Custom graphics quoted on request.		

Signs

Signage is a key element in any event and serves numerous purposes ranging from branding of your event, highlighting activities in an area, promoting sponsors, and/or directional information for break-out rooms.

<i>Description</i>	<i>Each Includes</i>	<i>Exhibitor Manual Discount Rates</i>		<i>Show Management Discount Rates</i>	
		<i>Single Sided</i>	<i>Double Sided</i>	<i>Single Sided</i>	<i>Double Sided</i>
		<small>Below rates apply for sign orders received after September 9, 2008.</small>		<small>Below rates apply for sign orders received by September 9, 2008.</small>	
22"x28" Signs	Signs	\$78.00	\$117.00	\$63.00	\$94.00
28"x44" Signs	Signs	\$117.00	N/A	\$94.00	N/A
1M x 1M	Signs	N/A	N/A	\$99.00	\$149.00
1M x 8'	Signs	N/A	N/A	\$264.00	\$396.00
	Graphics/Banners/Custom Size Signage to be charged at \$11.00 per sq. ft.				

Discounts for Show Management

Orders by Show Management of the items below will receive the following discounts.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Discounts</i>
TBD	Standard Furniture	Installation and removal	50% discount on published rates
TBD	Custom Furniture	Installation and removal	25% discount on published rates
TBD	Labor	Installation and removal	15% discount on published rates



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Special Handling of Management Freight

<i>Description</i>	<i>Includes</i>	<i>Cost</i>
<i>1000 Pounds of Management Materials</i>	<i>Movement of Management materials into and out of the exposition.</i>	No Charge
<i>Additional Management Materials Over 1000 lbs.</i>	<i>Movement of Management materials into and out of the exposition</i>	<i>25% discount on published rates</i>


Aisle Carpet

If desired, CDS will provide Show Management:

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
<i>TBD</i>	<i>10' Wide Aisle Carpet</i>	<i>Installation, removal and nightly cleaning</i>	<i>\$2.75 per lineal foot</i>
	<i>If the convention facility/hotel handles the cleaning of management areas as well as for exhibitor booths, then you must negotiate with them for nightly cleaning and vacuuming.</i>		

Post Show Cleaning

In the event that your contracted facility has a Facilities Use Clause in its agreement with you, you will be responsible for returning the facility to the clean condition in which you received it. If you find this to be the case, CDS, upon request, will arrange for cleaning upon move-out.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
<i>TBD</i>	<i>Exhibit Hall Cleaning</i>	<i>Cleaning crews and equipment</i>	<i>\$35.00 per man hour</i>
	<i>Client will be advised of estimated hours required prior to cleaning.</i>		




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Exhibitor Services

Exhibitor Service Manual

CDS will provide and distribute the official exhibitor service manual.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
TBD	Exhibitor Service Manual	All official show suppliers forms	No Charge
	A listing of exhibitors, addresses, phone numbers, fax numbers, booth numbers and e-mail address is needed at least sixty (60) days prior to show opening.		

Exterior Traffic Control

CDS will be responsible for the overall freight move-in / move-out traffic control. CDS will have the right of preference for use of the freight docks and only at our discretion, will other vehicles be allowed access. Emergency vehicles will be granted unconditional access at any time. A hand-carry door will be allocated prior to move-in for those exhibitors not needing any assistance. Trucks will also be marshaled single-file around the perimeter of the facility using the existing street lane. CDS will obtain the necessary permits for this use.

Exhibitor Service Center

The CDS Exhibitor Service Center is the business link with your exhibitors. CDS fully services all exhibitor needs in an expedient, professional, courteous, and helpful manner while assisting Show Management with all its objectives. Our Service Center will be appropriately located on the show floor and attractively decorated and arranged to be functional within a business atmosphere.

Furniture

Furnishings required by the exhibitor will be provided in accordance with the exhibitor service manual. All of our equipment is well maintained and will complement your exhibits. All rates include delivery, installation, and removal from the exhibit area.



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Installation / Dismantle Labor

A skilled labor force will be available to assist exhibitors in the installation and dismantling of exhibits. Advance order forms for this service will be included in the exhibitor service manual. Pre-planning of this requirement will assure the exhibitor of available manpower.

Material Handling

To assist the exhibitors, CDS agrees to provide your exhibitors with complete convention material handling, through our transportation division, including 30 days pre-show storage, move-in, handling of empty containers to and from the booth and move-out, at prevailing rates.

Graphics Service

CDS is fully equipped to offer complete in-house computerized graphics services, including all types of lettering, vinyl, silk screening and art work, reproduction of emblems, trademarks, logos, etc.

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General Terms and Conditions

This Tradeshow Agreement ("Agreement") is entered into by and between CDS, a Texas corporation, and **NCSFA**, ("Client") as of March 3, 2008.

Engagement: Client hereby engages CDS as the EVENT CONTRACTOR for the Show (as defined below) to be sponsored by Client at Venues described below. Subject to the provisions herein, CDS shall provide the services and equipment to Client with respect to the Show for the prices as specified in the attached Pricing Proposal or Response to Client's Request for Proposal (the "Proposal"), dated as of March 3, 2008, each page of which is initialed by the parties hereto. (Such services and equipment are collectively referred to herein as "Services").

1. **Description of Show, as provided by Client:**

Should the location or dates of the events specified herein change, CDS retains the right to adjust rates for services, if applicable.

Name of Show: National Conference of State Fleet Administrators 2008
Venue(s): Long Beach Convention Center – Grand Ballroom

CDS move in: TBD – 9/29/08 CDS clear venue: 10/1/08
Show start date: 9/30/08 Show close date: 10/1/08

2. **Payment Policy:** Client will pay CDS the estimated amounts due for Services as follows:

The advance deposit of 50% of the estimated invoice is due 30 days prior to the event. The remaining balance is due upon presentation of the final invoice at show-site.

Any variance to estimated amount due for Services would be sent to Client as a supplemental invoice payable within 15 days of receipt. The prices that CDS quotes are exclusive of sales, use and other applicable taxes. Any amount payable to CDS pursuant to this Agreement and not paid by the above deadlines shall bear interest at the rate of 1 ½% per month, or the maximum legal rate, whichever is less.

3. **Insurance:** CDS carries adequate insurance including liability. A certificate of insurance will be provided upon request

4. **Indemnification:** CDS will indemnify and hold harmless **NCSFA**, their offices, directors, and employees from and against any bodily injury or property damage liability claims, judgments, damages, costs or expense, including reasonable attorneys' fees, arising out of the operations performed by CDS, except for the occurrences caused by the sole negligence of **NCSFA** or any other party.



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5. **Contract Termination:** Either party shall have the right to terminate this Agreement for nonperformance of any material term or condition of this Agreement and failure to remedy such within thirty (30) days after written notice is provided to the non-defaulting party; or because of the filing by or against the other party of a petition for liquidation under the U.S. Bankruptcy Code or corresponding laws or procedures of any applicable jurisdiction.

The termination or expiration of this agreement shall not relieve **NCSFA** from its obligations to compensate CDS for all services set forth in this proposal which are provided up to and including the termination date including reimbursement for direct and actual costs incurred by CDS. Such direct costs will be evidenced by labor time cards and paid invoices.

6. **Force Majeure:** Performance of the agreement by either party is subject to acts of God, war, terrorism, government regulations, disaster, fire, strikes or work stoppages, civil disorder, curtailment of transportation facilities, or other similar causes beyond the control of the parties making it inadvisable, illegal, or impossible to hold the event. If for the reasons above, it becomes necessary to cancel the event, CDS shall be compensated for all services performed and actual costs incurred for materials and equipment up to and including the date of cancellation. Such direct costs will be evidenced by labor time cards and paid invoices.

7. **Complimentary and Discounted Services:** The complimentary and discounted services quoted within this proposal are based upon delivery and pick up of equipment simultaneously with the scheduled installation and dismantle of the exhibits. CDS reserves the right to access additional charges for time and labor should these services be required to be provided at an earlier or later date and/or time.

8. **Cancellation:** In the event that it is necessary to cancel this contracted event prior to the scheduled move-in date, for any cause within the control of **NCSFA**, CDS shall be compensated for all services as set forth in this proposal, which are provided up to and including the date of cancellation as well as any direct and actual costs incurred by CDS such as labor, materials and equipment purchased for the contracted event. Such direct costs will be evidenced by labor time cards and paid invoices.

9. **Proprietary Information:** the information in this proposal is confidential in nature, is the exclusive property of CDS, and may not be used by **NCSFA** and its directors, officers and employees for the sole purpose of evaluating and accepting this proposal. Without CDS's prior written consent, **NCSFA** will not disclose to any third parties or make public any or all of the contents of the proposal.



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If this Agreement meets with your approval, please sign and return to CDS.

**CDS
3559 Belgium Lane
San Antonio, Texas 78219**

**National Conference of State
Fleet Administrators**

BY: _____

NAME: **Debra Cukjati-Lineberry, CMP**

TITLE: National Sales Manager

DATED: March 3, 2008

BY: _____

NAME: Steve Saltzgeber

TITLE:

DATED: _____

Clients Taxpayer Identification Number

_____ **Check here if exempt from sales tax**

