



TUCSON ASSOCIATION OF REALTORS®

Exhibit Hall Hours

Wednesday, Sept 19, 2018

4:00 pm – 6:00 pm

Exhibitor Set-Up

Thursday, September 20, 2018

7:30 am – 9:30 am

Exhibitor Set-Up

10:00 am – 3:00 pm

Exhibit Hall Open

3:00 pm – 5:00 pm

Exhibitor Move-Out

10' x 10' Booth & Inventory

8' Back Drape & 3' Side Drapes

1) 8' x 24" Topped & Skirted Table

2) Chairs

1) Wastebasket w/liner

1) 7" x 44 Vendor ID Sign

- The exhibit area is not carpeted; however, you may order carpet to coordinate with the colors of your booth.
- Exhibitors must stay within their booth space – not to extend into the aisles.
- No credits, substitutions, or swapping of equipment by exhibitors is permitted.
- Show Management provides the items listed above for you, additional equipment may be ordered from Arizona Cine Equipment – See Packet

Arizona Cine Equipment - Show Decorator

Contact: Linda A. Oliver, CMP

Phone #: (520) 623-8268 Cell #: (520) 241-0921 Fax #: (520) 623-1092

Email: Linda@azcine.com

Office Hours: 8:00 am to 5:00 pm (M-F) Mountain Standard Time

Address: 2125 E. 20th Street, Tucson, AZ 85719

TAR - Contact

Liza Lopez-Corral – Events Coordinator

Tucson Association of Realtors®

2445 N. Tucson Blvd.

Phone #: 520-327-4218 Ext.105 Fax #: 520-322-6613

Email: Liza@tucsonrealtors.org

Deadlines

Booth dressing discounts – Wednesday, September 5, 2018

Freight deadline without penalty – Friday, September 14, 2018

Arizona Cine Equipment

Conventions • Motion Picture • Theatrical • Audiovisual • Sound • Video • Theme Parties
2125 East 20th Street Tucson, Arizona 85719 (520) 623-8268 Fax (520) 623-1092

**Exhibit
Services**

Additional Equipment & Services – Are Available

Should you desire additional booth dressings please use the enclosed order forms.

| | | | |
|---------------|-----------------|----------|-----------------|
| Easels | Chairs | Counters | DVD's |
| I & D Labor | Stools | Rounds | LCD Panels |
| Carpet | Special Signage | Video | Video Projector |
| Tackboards | Audio Visual | Plasma's | TV Combo's |
| Posterboards | Freight/Drayage | Monitors | Screens |
| Floral/Plants | Tables | VCR's | Cameras |

Drayage & Freight Handling – Ship ONLY to Arizona Cine Equipment

Please Do Not ship freight directly to the Exhibit Facility.

Shipping labels have been provided in your exhibit packet for your use.

Freight should arrive by Friday, September 14, 2018. Freight received at the warehouse after Friday, September 14, 2018 is subject to additional late shipment charges.

Drayage is based on weight per shipment. Collect Shipments will not be accepted.

Arizona Cine Equipment will assist with all outbound drayage, shrink-wrapping, banding, labels, tape, bills of lading etc.

Electric

Electrical Services are provided by Commonwealth Electric. Please contact Jennifer Sutherland at (520) 623-2155 or email Jennifer Sutherland at Jsutherland@commonwealthelectric.com

Phone, Internet & Water

Phone, Internet & Water services are provided by the Tucson Convention Center. Please contact Karen Foley (520) 837-4757 or email Karen Foley at Austin.Connors@Tucsonaz.gov

Safety

You have been provided Tucson Fire Regulations provided by TFD - please review. Standing on chairs, tables or other rental furniture is prohibited. ACE will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor I&D order forms.

Keep It Tidy

Exhibitors who create excessive litter, such as packing materials, empty boxes, garbage, or other debris, during all show hours (set/show/strike) may be assessed a cleanup charge.

Please leave your booth in the condition received. Vacuuming & Porter services are available.

Payment

Orders received without full payment or credit card will not be processed.

A credit card is required on file for all services.

Purchase orders are not considered payment; therefore, a check or credit card is required.

No adjustments will be made after close of show.

Declined credit cards or non-payment, will be invoiced a 25% surcharge.

We accept: Visa, MasterCard, American Express, Cash, Check and Money Orders.

All Prices are in U.S. Dollars.

Cancellation & Adjustments

No Refunds will be issued for equipment canceled after delivery. Orders canceled 3 working days prior will be charged 50% of rental rate. Special order equipment will be charged 100% regardless of cancellation date.

Miscellaneous

Rental items not ordered, yet found in booths, will be invoiced on-site pricing plus 25%.

ACE is the exclusive provider of all exhibit items.

All rental items remain the property of ACE.

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**Exhibit
Services**

Video Equipment

| | |
|--------------------------------|-------------------|
| Player / Playback Decks | Daily Rate |
| _____ DVD Player | 35.00 |
| _____ Blue Ray Player | 55.00 |

Monitors

| | |
|----------------------|----------|
| Monitors | |
| _____ 32" LCD/Plasma | 150.00 |
| _____ 42" Plasma | 250.00 |
| _____ 50" Plasma | 350.00 |
| _____ 60" Plasma | 500.00 |
| _____ 80" Plasma | 1,000.00 |

Computer Monitors

| | |
|---|--------|
| Computer Monitors | |
| _____ 22" LCD Panel | 55.00 |
| _____ 24" LCD Panel | 75.00 |
| _____ 27" LCD Panel | 95.00 |
| _____ 32" LCD Panel | 150.00 |
| _____ Data/Video Projector XGA 3000 Lumens | 150.00 |
| _____ Data/Video Projector XGA 4000 Lumens | 250.00 |
| _____ Data/Video Projector XGA 6000 Lumens | 350.00 |
| _____ Data/Video Projector XGA 7000 Lumens | 450.00 |
| _____ Data/Video Projector XGA 12000 Lumens | 800.00 |

Call for Computer Needs

Accessories

| | |
|-------------------------------------|--------|
| Accessories | |
| _____ Eye-level Video Cart - Draped | 45.00 |
| _____ 35' 15 Pin Video Cables | 35.00 |
| _____ Plasma Stands | 125.00 |

Audiovisual Technician

| | | |
|---------------------------|-------------------------------|-------------------|
| Regular Hours Rate | Overtime & Holiday | Tech Labor |
| Per Hour | Per Hour | Per Hour |
| \$55.00 set/strike | \$82.50 | \$55.00 |

One hour per person minimum. Regular Hours Rate applies from 8:30 A.M. to 4:30 P.M. Monday through Friday. Overtime and Holiday Rates apply to all other times and all Holidays. All charges are subject to union contract charges. Tech time, O.T. & Holiday 3.0 hr. minimum.

Date: _____ Time: _____ Location: _____

Approximate number of hours: _____

Type of services required: _____

Special Instructions: _____

In the interest of prompt and efficient processing of exhibitors requirements, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Show Name: _____ **Booth Number** _____

Exhibitor / Co. _____ **Fax #** _____

Contact _____ **Telephone Number** _____

Address _____ **Email** _____

City _____ **State** _____ **Zip** _____

Authorized by (signature) _____ Date _____

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE. Payment in full upon Delivery. Electricity is not included in rental. ACE is not responsible for loss or damage of equipment after delivery. AV Prices subject to change.

Sub Total: _____

X Number of Days: _____

8.7% Tax: _____

Page Total: _____

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Deluxe Carpet of your color choice can be rented, cut, and sized to fit your custom space.
Price includes laying, cutting and taping seams:
Advance order \$24.75 per sq. yd. Floor order \$36.00 per sq. yd.

Color shades may not match between multiples of Standard Size carpets.
Floor tile quotations will be furnished upon request.

Special instructions:

Arizona Cine Equipment can also furnish tackboards, pegboards, easels, lecterns, platforms, aisle stanchions, tables, counters and special decorations.

**Floor Maintenance
ORDER FOR SERVICE**

BOOTH CLEANING SERVICES AND RATES
(Includes emptying of trash)

Vacuum / Trash / Clean Booth # _____

Prior to show's opening on date: _____/_____/_____ and/or after show closes
on these days (circle): Sun. Mon. Tu. Wed. Thurs. Fri. Sat.

Total number of vacuum / trash / cleanings: _____

Booth area is _____ Square Feet.

Carpet:

Nightly / daily vacuuming / trash \$55.00 per cleaning for 100 square feet or
less, plus, \$35.00 per cleaning for each additional 100 square feet.
Shampooing \$.50 per sq. ft.

Floor Maintenance:

Price On Request

Sweeping
Damp mopping
Strip & wax
Mop & wax

Porter Service:

Porter Service - \$55.00 Regular Time \$70.00 Overtime per man/per hour.
3 Hour Minimum.

Special Instructions:

**ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING
SURCHARGE. Payment in full upon Delivery.**

6.1% tax on vacuuming or labor.

Sub Total: _____
8.7% Tax: _____
X Number of Days: _____
Page Total: _____

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Special Services

Plants / Floral

| | On-Site | Discount |
|--|----------------|-----------------|
| _____ 2'-3' High Silk Plants various | \$40.00 | \$35.00 |
| _____ 3'-4' High Silk Plants various | 55.00 | 45.00 |
| _____ 5'-8' High Ficus | 155.00 | 140.00 |
| _____ Orchid / Live Plant | 40.00 | 30.00 |
| _____ Blooming / Live Plants Mums, Azalea or Similar | 65.00 | 45.00 |
| _____ Bouquet / Custom Floral Arrangement (med.) | 125.00 | 100.00 |
| _____ Bouquet / Custom Floral Arrangement (large) | 175.00 | 150.00 |
| _____ 2'-3' High Red Silk Poinsettia | 45.00 | 35.00 |

For Custom Bouquet Please Circle: Summer Seasonal Spring Bouquet
Write in Flower and Color Requests below

Rental Plants not in booth at close of show will be charged triple the rental price.

**Miscellaneous
Popcorn,
Candy/Chocolate**

Write-in your miscellaneous needs below.

**Poster Sessions/
Pegboards/
Tackboards**

Pegboard's and Tackboard's are available.

Pegboard hardware is not supplied (holes are 1/4" diameter)

| | |
|--|----------|
| _____ 4' X 8' Poster/Tack Board (Velcro/Tack Compatible) | \$52.50 |
| _____ 4' X 8' Pegboard | 52.50 |
| _____ Peg board hardware | 1.00 ea. |

(Circle one) horizontal (Left to Right) vertical (Up & Down)

Glass Showcases

| | | |
|-------------------------------------|----------|----------|
| _____ 6'X 6' Full Trophy Showcases | \$350.00 | \$300.00 |
| _____ 6'X 24" Full Vision Showcases | 250.00 | 225.00 |

A great merchandising tool for your fragile and valuable items. Designed to enhance the products it displays. See-through top, sides, & front, lockable, rear mirrored & solid doors. Comes with adjustable glass shelving & fluorescent lighting fixture (draws 1 amp).

**Merchandising
Racks / Fixtures,
Shelves**

We stock a variety of wire racks for brochures, clothing racks, stands, store fixtures, and display materials for rental. Contact your Arizona Cine Equipment, Inc. representative for more information.

**Discount
Deadline Date**

**TAR
9/5/18**

Show Name: _____ **Booth Number** _____

Exhibitor / Co. _____ **Fax #** _____

Contact _____ **Telephone Number** _____

Address _____ **Email** _____

City _____ **State** _____ **Zip** _____

Authorized by (signature) _____ **Date** _____

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% SURCHARGE. Payment in full upon Delivery.

Sub Total: _____

8.7% Tax: _____

Page Total: _____

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Signs

| Quantity/Standard Size | Overtime Rate Per Sign | Discount Rate Per Sign |
|------------------------|---------------------------|---------------------------|
| _____ 7" x 11" | \$50.00 | \$35.00 |
| _____ 11" x 14" | 75.00 | 50.00 |
| _____ 11" x 28" | 40.00 | 30.00 |
| _____ 7" x 44" | 65.00 | 45.00 |
| _____ 22" x 28" | 135.00 | 90.00 |
| _____ 28" x 44" | 190.00 | 125.00 |

_____ Other (Specify Size) _____

Shape (circle one): Horizontal Vertical Special (specify) _____

All standard signs are digitally produced on white background. Standard sign price includes text/copy placement in a color specified by customer and is single sided.

Cardboard easel backs are available – prices start at \$8.00 each.

WHEN A SIGN CARD IS TO BE DONE WITH SPECIAL INSTRUCTION (I.E., COLOR CARD, SPECIAL COLOR PAINT, GLITTER, TRADEMARKS OR LOGOS DUPLICATED, ETC.), AN ADDITIONAL CHARGE WILL BE MADE. ADVANCE ESTIMATES ARE AVAILABLE UPON REQUEST.

Orders received 3 business days prior to the opening of the show are subject to overtime charges.

Indicate copy here or on an attached sheet:

Additional services available:

Banners, Framing, Foam-core Signs, Special Graphics, and Logo Work is also available Prices Quoted Upon Request. Camera Ready Artwork must be provided.

Cancellation Policy: Signs canceled or changed after order is received will be charged 100% of original price.

ARIZONA CINE EQUIPMENT RESERVES THE RIGHT TO ADJUST RATES WITHOUT PRIOR NOTICE.

Show Name: _____ Booth Number _____

Exhibitor / Co. _____ Fax # _____

Contact _____ Telephone Number _____

Address _____ Email _____

City _____ State _____ Zip _____

Authorized by (signature) _____ Date _____

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE. Payment in full upon Delivery.

Sub Total: _____

8.7% Tax: _____

Page Total: _____

**Discount
Deadline Date**

**TAR
9/5/18**

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Shipping And Handling

Arizona Cine Equipment has been selected as the official storage and hauling contractor to coordinate all of your freight needs. Please follow all the instructions below to assure the prompt and proper handling of your order:

1. Please mark and consign shipments as follows: *(Please use pre-made shipping labels provided by ACE to expedite handling. For more labels simply copy or call ACE Convention Services at the above phone number).*

Freight Should Arrive On or before Friday, September 14, 2018 to Avoid Additional Late Charges

**From: Exhibiting Company Name
Show Name
Booth Number
C/o Arizona Cine Equipment
2125 E. 20th St.
Tucson, AZ 85719**

2. All shipments must be prepaid or they will not be accepted.

3. All shipments should be scheduled to arrive at least one week prior to move-in.

4. Bills of lading and Notice of Shipment should be promptly mailed/faxed to Arizona Cine Equipment, Convention Division, to enable Arizona Cine Equipment, Inc. to properly trace and control all shipments. **Be sure to furnish name of delivery carrier & tracking number.**

5. Shipments must be consigned to Arizona Cine Equipment so carriers will deliver directly to the Arizona Cine Equipment warehouses.

Do Not ship directly to the exhibit facility. Shipments sent directly to the exhibit facility may be refused and will be charged drayage by both exhibit facility & ACE. All freight regardless if sent to ACE or show site will be charged for drayage handling, per contract with Show Promoter.

6. The official Hauling Contractor (Arizona Cine Equipment) is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling, it is suggested that even local exhibitors clear all movement of exhibit materials through Arizona Cine Equipment. Arizona Cine is prepared to handle local pick-ups and deliveries on a coordinated schedule.

7. It is requested that exhibitors be asked to cooperate in avoiding congestion and to follow the recommendation that all shipments be handled through Arizona Cine Equipment, Inc.

Limits of Liability

1. Arizona Cine Equipment is not responsible for shipments after delivery to exhibition hall, before pick-up from exhibition hall and after it is loaded onto your carrier of choice truck.

2. The liability of Arizona Cine Equipment is hereby limited to 30 cents per pound values exceeding this limitation should be insured by the exhibitor.

3. Shipments received without carrier receipts will be delivered to booth with no piece count guarantee.

4. Arizona Cine Equipment is not responsible for concealed damage.

5. Packages received without documentation will be delivered without guarantee of piece count or condition

6. Arizona Cine Equipment reserves the right to reroute and/or warehouse materials at the close of show if scheduled shipper fails to pick up by the time ACE is finished with show strike or refuses to accept said shipments. Exhibitor will be charged accordingly

(More information on reverse side)

Empty Labels Shipping cartons will be picked up stored and returned after the scheduled show time if the exhibitor affixes empty cartons with empty labels. Empty labels are available at the ACE Service Center and are for empty storage only. Please put boxes inside boxes.

**Surcharge for
Late Freight After**

**TAR
9/14/18**

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**Exhibit
Services**

**Drayage Rates
Rates Are Billed
Per Shipment**

DRAYAGE: The internal handling of an exhibit from a facility dock or storage warehouse to the exhibit site; the removal and return of empty crates and arrangement of return transportation from show site.

| Description | Per Cwt. | Min. Charge Per Shipment |
|--|----------------|-----------------------------|
| 1. Handling Incoming Through Warehouse Shipments of common freight and crated exhibits will be received at warehouse--stored up to 30 days prior to move-in period delivered to exhibit area and placed in booth; empty crates removed when necessary from booth (when tagged as empty) to storage and returned to booth at close of show, move shipments from booth to dock and reload to trucks. Rates are per cwt. (100 lb.) or fraction, with a 200 lb. minimum per shipment/including broken shipments. | \$75.00 | \$150.00 |
| 2. Handling at Exhibit Site Shipments of common freight and crated exhibits will be received at exhibit hall dock from outside carriers' trucks- <i>during ACE installation period only (Wednesday, September 19, 2018 8:00 am to 4:00 pm)</i> and moved to booth; empty crates removed when necessary from booth (when tagged empty) to storage and returned to booth at close of show, move shipments from booth to dock and reload to outside carriers' trucks. Some facilities will charge for onsite packages as well as ACE. Rates are per cwt. (100 lb.) or fraction, with a 200 lb. minimum per shipment. Including broken shipments. Fgt. must be consigned to an ACE Rep. | 90.00 | 180.00 |
| 3. Handling of Small Packages-envelopes 5 lb. or less Each additional package 5 lb. or less. | 25.00 12.50 | 25.00 12.50 |
| 4. Handling Out-going Shipments Back to Warehouse Shipments delivered at the close of the show to ACE Warehouse for storage & or re-routing - Per Shipment. If carrier fails to pick up from show site, show closes after hours, weekend or holidays - shipments will be sent to ACE warehouse for storage & or re-routing. <i>Exhibitor is responsible for providing shipper numbers</i> | 35.00 | 100.00 |
| 5. Storage and Warehouse Handling Route Freight to ACE Warehouse for long-term storage (1000 lb. Minimum) 10.00 cwt. Storage per month (1000 lb. Minimum) 7.50 cwt. Storage Warehouse handling in \$4.50 and out \$4.50 (1000 lb. Minimum) 4.50 cwt. | | |
| 6. Special Handling of Crated, Un-crated & Padded Material Rates in items 1 and 2 above apply to common freight and crated exhibits. For crated, un-crated, padded, van shipments, side load, stacked, Ground load, constricted space, un-skidded machinery without lifting bars add the additional rate to cover additional labor & time. | 12.00 Item 1 | 14.00 to Item 2 |
| 7. Late Delivery Shipments received at warehouses after <i>9/14/18</i> will be charged an additional 35% of total drayage charges for late arrival. | 35% | 75.00 |

Please comply with our regulations by completing the following "order for service".

Sign & return at the earliest possible date.

You must also fill out the In-bound Freight and Out-bound Freight shipping form.

Order for Service

Show Name _____ Booth Number _____

Exhibiting Co. _____ Fax # _____

Contact _____ Telephone # _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Authorized Signature _____ Date _____

Shipments left at convention site without proper forwarding instructions will be returned to Arizona Cine Equipment's warehouse at the expense of the exhibitor.

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE.

6.1% Tax On Drayage

Drayage Total: _____

6.1% Tax: _____

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Inbound Freight

Ship To:

Show Name
Exhibiting Company Name
Booth Number
C/o Arizona Cine Equipment
2125 E. 20th Street
Tucson, AZ 85719

*Do Not Ship directly to the
Exhibit Facility*

Please comply with our regulations by completing the following inbound and outbound freight information. In order for us to trace delayed shipments, we must have complete routing information with name of the originating carrier and connecting carriers. Rates are charged per shipment /including broken shipments. Please refer to shipping and handling rate sheet for pricing information.

Inbound Freight Information

Shipped from: (Co.) Name _____

Address _____ E-Mail _____

City _____ State _____ Zip _____

Ship Date _____ Approx. Arrival Date _____

Carrier (UPS/Fed-Ex/Truck Line etc.) _____

Tracking or Pro. Numbers _____

Of Pieces In Shipment _____ Total Weight _____

Are you expecting Multiple Shipments (yes) _____ (no) _____

Total Weight _____

On Site Representative _____ Cell # _____

Outbound Freight

Outbound Freight Information - Return shipments at end of show to:

Ship to (Co. Name) _____

Representative _____ Telephone # _____

Address _____ E-mail _____

City _____ State _____ Zip _____

Pre-Paid _____ Collect _____

Description _____ Total # of Pcs. _____

Ground: UPS or Fed-ex / All Ground Shipments MUST Be Addressed Shipped From an Arizona Address.
UPS & Fed-Ex Will Not Accept Ground Shipments at the Show site.

*It Is HIGHLY Suggested That You Prepare and Bring With You
Pre-Printed Outbound Labels From Your Computer
With Your Company Account Numbers.*

UPS Shipper # _____ Fed-Ex Shipper # _____

Motor/Van Fgt. (Carrier & Shipper #) _____

Air Freight (Carrier & Shipper #) _____

Other (Carrier & Shipper #) _____

SHIPMENTS LEFT AT SHOW SITE WITHOUT PROPER FORWARDING INSTRUCTIONS WILL BE RETURNED TO ARIZONA CINE EQUIPMENT'S WAREHOUSE AT THE EXPENSE OF THE EXHIBITOR
SHOWS THAT END AFTER HOURS, HOLIDAYS OR WEEKENDS WILL RE-ROUTE TO ACE FOR FORWARDING

Authorized Signature _____ Date _____

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**Exhibit
Services**

Exhibition Freight

From:

ADVANCED SHIPMENT

TO: _____

Exhibiting Co. Name

_____ **TAR** _____

Name of Exhibition

Booth Number

SHIP TO:

Hold For:

**C/O Arizona Cine Equipment
2125 E. 20th Street
Tucson, AZ 85719**

***Shipments Should Arrive On or Between:
August 14, 2018 and September 14, 2018
Freight Received After 9/14/18 Will Incur Late Fees***

Carrier _____

Number _____ **of** _____ **Pieces**

Exhibition Freight

From:

ADVANCED SHIPMENT

TO: _____

Exhibiting Co. Name

_____ **TAR** _____

Name of Exhibition

Booth Number

SHIP TO:

Hold For:

**C/O Arizona Cine Equipment
2125 E. 20th Street
Tucson, AZ 85719**

***Shipments Should Arrive On or Between:
August 14, 2018 and September 14, 2018
Freight Received After 9/14/18 Will Incur Late Fees***

Carrier _____

Number _____ **of** _____ **Pieces**

Labor

Installation and Dismantling of Displays

| | Regular Hours Rate | Overtime and Holiday |
|--|--------------------|----------------------|
| | Per Hour | Per Hour |
| Skilled labor | \$55.00 | \$110.00 |
| Scissor Lift/Fork lift with ACE operator | Call | Call |
| Shrink wrap | 35.00 per pallet | \$ 35.00 per pallet |
| Banding minimum 1 hr. labor + 1.50 per ft. | | |

One hour per person minimum. Regular Hours Rate applies from 8:30 A.M. to 4:30 P.M. Monday through Friday. Overtime and Holiday Rates apply to all other times and all Holidays. All Labor charges are subject to union contract charges (*4.0 hour minimum*)

| | |
|-----------------------------------|------------------------------------|
| Number of Persons Required | Approximate Number Of Hours |
|-----------------------------------|------------------------------------|

_____ Install display..... Time _____ AM PM....for _____ hours
 _____ Dismantle display..... Time _____ AM PM....for _____ hours

Please check appropriate instructions:

_____ ACE Supervised – Plans attached. O.K. to proceed without exhibitor.
 _____ Exhibitor Supervised – Do not proceed. Exhibitor will call for labor on _____ at _____ (A.M. P.M.)
 _____ Remove our equipment at conclusion of show and ship to:
 Name / Co. _____
 Address _____
 City _____ State _____ Zip _____
 Carrier _____ Account # _____

All O.K. to proceed orders will be supervised by a representative of Arizona Cine Equipment; a 30% fee will be added to the cost of set-up and dismantling \$45.00 min.

In the interest of prompt and efficient processing of exhibitors labor requirements for set up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases. There will be an additional 25% charge for floor order labor.

Labor is assigned to orders at 8:30 a.m. daily and completion time of first assignments are uncertain. Therefore, starting times after 8:30 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring labor back to service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per man requested unless 72-hour advance notice is provided.

Show Name: _____ **Booth Number** _____
Exhibitor / Co. _____ **Fax #** _____
Contact _____ **Telephone Number** _____
Address _____ **Email** _____
City _____ **State** _____ **Zip** _____
Authorized by (signature) _____ **Date** _____

ALL INVOICES NOT PAID BY CLOSE OF SHOW WILL BE SUBJECT TO A 25% BILLING SURCHARGE. Payment in full upon Delivery. 6.1% tax on labor.

Sub Total: _____
6.1% Tax: _____
Page Total: _____

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