



1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

15th LS-DYNA Users Conference
Edward Village – Dearborn, MI
June 10 – 12, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **15th LS-DYNA USER'S CONFERENCE** to be held at the Edward Village Michigan Hotel in Dearborn, MI.

EVENT SCHEDULE				
Move In	Sunday	June 10, 2018	10:00 a.m. – 4:00 p.m.	Decorator Set-up
	Sunday	June 10, 2018	12:00 p.m. – 4:00 p.m.	Exhibitors
Open	Sunday	June 10, 2018	5:00 p.m. – 8:00 p.m.	Exhibit Hall Open
	Monday	June 11, 2018	7:00 a.m. – 5:00 p.m.	Exhibit Hall Open
	Tuesday	June 12, 2018	7:00 a.m. – 4:30 p.m.	Exhibit Hall Open
Move Out	Tuesday	June 12, 2018	5:30 p.m. – 8:30 p.m.	Exhibitors & Decorator

Each 8' x 10' Booth will include the following items:
8' High Back Wall Drape, Black and Beige
3' High Side Rail Drape, Black (end booths)
8' High Side Rail Drape, Black and Beige (adjacent booths)
One (1) 6' Table, Skirted Black
Two (2) Plastic Chairs, Black
One (1) Wastebasket
One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #
Electrical provided by Show Management

As Services Contractor, for the 2018 Conference, we have enclosed the necessary forms for ordering additional furniture, drayage services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please be sure to **READ THIS MANUAL**. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. Reading the manual will help you save money and help ensure that you reach your show objectives. If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

Please complete the forms for services required and submit by **Thursday, June 7, 2018**. Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.
Customer Service Department

Visit us at **www.convshow.com** for fast and easy online order processing.



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IMPORTANT DATES AND DEADLINES

The following items are due to the appropriate contractors no later than the dates indicated. To take advantage of advanced rate discounts, be sure to make your arrangements early.

<u>Date</u>	<u>Day</u>	<u>Information</u>
April 23, 2018	Monday	EAC form due to CSS office by end of day
May 7, 2018	Monday	First day advance warehouse open for receiving advance shipments Hours for receiving are Monday – Friday, 8:00 a.m. – 4:00 p.m. CSS warehouse: (313) 386-5555
June 7, 2018	Thursday	Deadline to receive advance pricing on standard rentals Last day advance warehouse open for receiving advance shipments
June 10, 2018	Sunday	Direct shipments may arrive at the exhibit site Decorator Install: 10:00 a.m. – 4:00 p.m. Exhibitor Move In: 12:00 p.m. – 4:00 p.m. Registration Open: 5:00 p.m. – 8:00 p.m. Exhibit Hall Open: 5:00 p.m. – 8:00 p.m.
June 11, 2018	Monday	Registration Open: 7:30 a.m. – 4:00 p.m. Exhibit Hall Open: 7:00 a.m. – 5:00 p.m.
June 12, 2018	Tuesday	Registration Open: 7:30 a.m. – 4:00 p.m. Exhibit Hall Open: 7:00 a.m. – 4:30 p.m. Exhibitor Move Out: 4:30 p.m. – 8:30 p.m. <i>Empty containers will be returned after 4:30 p.m.</i> Carriers must be checked in by 7:00 p.m. Freight will be forced at 7:00 p.m. All exhibitor materials must be cleared of the exhibit hall by 7:30 p.m.



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SHOW INFORMATION

SHOW

15th LS-DYNA User’s Conference <http://www.ls-dynaconferences.com>
Exhibitor Move In: June 10, 2018
Show Open: June 10-12, 2018
Exhibitor Move Out: June 12, 2018

LOCATION

Edward Village Michigan - Dearborn, MI <http://www.hotel-dearborn.com/>
 600 Town Center Drive p: (313)592-3622
 Dearborn, MI 48126 f: (313)593-3366

OFFICIAL SERVICE CONTRACTOR

Convention & Show Services, Inc. www.convshow.com
 1250 John A Papalas Dr. p: (313)386-5555
 Lincoln Park, MI 48146 f: (313)386-2048

SHIPPING ADDRESSES

<p>Advance Warehouse <i>Company Name and Booth #</i> 15th LS-DYNA c/o CSS 1250 John A Papalas Dr. Lincoln Park, MI 48146</p> <p>Shipments Should Arrive: May 7, 2018 – June 8, 2018</p> <p>Warehouse Receiving Hours: Monday – Friday 8:30 a.m. – 4:00 p.m.</p>	<p>Direct Shipments <i>Company Name and Booth #</i> 15th LS-DYNA c/o CSS 600 Town Center Drive Dearborn, MI 48126</p> <p>Shipments Should Arrive: June 10, 2018</p> <p>Direct Receiving Hours: Sunday 12:00 p.m. – 3:30 p.m.</p>
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SERVICE DESK HOURS

<u>Date</u>	<u>Day</u>	<u>Hours</u>
June 10, 2018	Sunday	10:00 a.m. – 4:30 p.m.
June 12, 2018	Tuesday	4:00 p.m. – 8:00 p.m.

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PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. Failure to remit payment with your orders may result in a delay of your move-in, unless prior arrangements have been made. Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor. Final invoices will be completed approximately one week after the move-out of this event. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% will be applied to all accounts that are fourteen (14) days or more delinquent.

Convention & Show Services, Inc. will accept the following methods of payment:

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc. Checks must be made payable in U.S. Funds.

BANK TRANSFER

Bank transfer to:

Comerica Bank, Detroit, MI 48226
 ABA#: 072000096
 Account # / Name: 1840263857 / Convention & Show Services, Inc

International Wire Transfer:

Swift Code: MNBDUS33
 Account # / Name: 1840263857 / Convention & Show Services, Inc.

Please reference your company name and exhibit so that we can properly credit your account. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. By completing the information below you are authorizing Convention & Show Services, Inc. to charge the amount of your advance orders, deposit amount, and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. Convention & Show Services, Inc. requires this form to be completed and returned to our office prior to installation. Any balance that remains unpaid after fourteen (14) days will be applied to the credit card account below where applicable.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

Account Number:		Expiration Date:	
Name as it appears on the card:			
Signature:			
Company Name:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:			
Print Name:			

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Event Furniture

by: 
CONVENTION & SHOW SERVICES

Display Tables



Plain Tables
4', 6', & 8' lengths available



Skirted Tables



Skirted Counters

Cocktail Tables



Cocktail Tables

30" w x 18" h
30" w x 30" h
30" w x 42" h



Stainless Steel Bistro Table



White Gelato Table

Specialty Tables



Maple Conference Table

End and Coffee Tables



Modern End Table



Glass End Table



Glass Coffee Table



Martini Bar

Don't see what you're looking for? See more styles and sizes online at www.convshow.com or give us a call at (313) 386-5555!

Chairs



Plastic Chair



Black Fabric Chair



Black Fabric Arm Chair

Office and Utility Seating



Standard Executive



Elite Executive Chair



Steno Chair

Bar Stools



Bar Stool



Leather Padded Bar Stool



Leather Gelato Bar Stool



Contemporary Bar Stool

Club Chairs



Traditional Chair



Modern Chair



Contemporary White Chair



Contemporary Ivory Chair



Detroit Chair



Blue Swan Chair



Red Swan Chair



Grey Swan Chair

Sofas and Love Seats



Traditional Sofa



Traditional Love Seat



Modern Sofa



Contemporary White Sofa



Contemporary White Love Seat



Contemporary Ivory Sofa



Contemporary Ivory Love Seat

Sofas and Love Seats



Detroit Love Seat



Nova Sofa



Loft Sofa

Ultramodern Lounge



6-piece Sectional with Ottoman



Loveseat (2 Corner Chairs)



Armless Loveseat (2 Armless Chairs)



Armless Lounger (Armless Chair & Ottoman)



Corner Chair



Armless Chair



Ottoman

Accessories



Chrome Stanchion
8' Stanchion Rope



Stanchion w/Black
Retractable Belt



Stanchion w/Red
Retractable Belt



Sign Stand
22" x 28"
(Black or Silver)



Wastebasket
(Disposable or plastic)



Easel



Chrome Bag Rack



Black Bag Rack



Literature Rack



Coat Tree



Coat Rack w/20 hangers



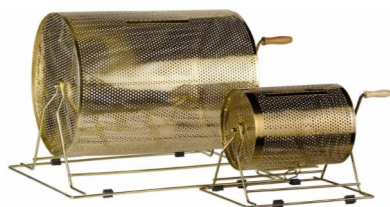
Tack Board



Mini Refrigerator



Standard Refrigerator



Large & Small Raffle Drum



Modern Floor Lamp



Table Lamp



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LSTC
Livermore Software
Technology Corp.

STANDARD RENTAL FURNISHINGS AND ACCESSORIES

Convention & Show Services is the sole provider of all rental furnishings and accessories. CSS offers the following standard furniture options to enhance the look of your space. If you require a special item that is not listed please contact a CSS representative. The rates listed below include delivery to booth, usage during the show and removal after the show. **To receive advance rate pricing your order must be received by June 7, 2018.** Orders received after the deadline will be charged floor rate. Items cancelled prior to June 7, 2018 will be refunded at 100%. Items cancelled after June 7, 2018, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Unskirted Display Tables					Tables – End and Coffee Tables				
	4' L x 30" H x 2' W	\$ 47.90	\$ 53.05			Modern Glass End Table	\$134.25	\$198.40	
	6' L x 30" H x 2' W	\$ 53.05	\$ 63.70			Glass End Table – Chrome Legs	\$122.05	\$180.40	
	8' L x 30" H x 2' W	\$ 58.35	\$ 69.00			Glass Coffee Table – Chrome Legs	\$164.45	\$244.05	
Tables – Skirted Display Tables					Tables - Specialty				
	4' L x 30" H x 2' W	\$100.80	\$122.05			10' Maple Conference Table	\$2018.80	\$2549.25	
	6' L x 30" H x 2' W	\$111.40	\$143.25			Martini Bar	\$1055.75	\$1457.45	
	8' L x 30" H x 2' W	\$127.35	\$164.45		Seating - Chairs				
	4th Side Skirting	\$ 42.45	\$ 47.75			Plastic Chair - Black	\$ 47.90	\$ 58.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Fabric Chair - Black	\$ 69.00	\$ 79.60	
Tables – Unskirted Display Counters						Fabric Chair w/ Arms - Black	\$ 69.00	\$ 95.50	
	4' L x 42" H x 2' W	\$ 63.70	\$ 74.30		Seating – Bar Stools				
	6' L x 42" H x 2' W	\$ 69.00	\$ 79.60			Bar Stool w/ Back - Black	\$ 69.00	\$ 95.50	
	8' L x 42" H x 2' W	\$ 74.30	\$ 95.50			Black Leather Padded Seat Bar Stool	\$132.65	\$180.40	
Tables – Skirted Display Counters						White Leather Gelato Bar Stool	\$132.65	\$180.40	
	4' L x 42" H x 2' W	\$122.05	\$159.15			Contemporary White Bar Stool	\$145.90	\$198.40	
	6' L x 42" H x 2' W	\$132.65	\$164.45		Seating – Office and Utilities				
	8' L x 42" H x 2' W	\$143.25	\$191.00			Standard Executive Chair	\$286.45	\$302.35	
	4th Side Skirting	\$ 42.45	\$ 47.75			Elite Executive Chair	\$360.75	\$371.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Steno Chair - Black	\$ 47.90	\$ 63.70	
Tables - Cocktail					Seating – Club Chairs				
	30" Round x 18" H	\$100.80	\$137.95			Traditional Leather Arm Chair - Black	\$392.55	\$482.80	
	30" Round x 30" H	\$100.80	\$137.95			Modern Leather Cube Chair – Black	\$440.28	\$541.10	
	30" Round x 42" H	\$111.40	\$159.15			Contemporary White Club Chair	\$344.80	\$408.45	
	36" Round x 42" H	\$111.40	\$159.15			Swan Club Chair – Grey	\$408.45	\$557.00	
	Gelato Bar Table - White	\$153.85	\$185.70			Swan Club Chair – Blue	\$408.45	\$557.00	
	Stainless Steel Adj Bistro	\$164.45	\$196.30			Swan Club Chair - Red	\$408.45	\$557.00	

Company Name:	Address:
Phone:	Fax:
Email Address:	Booth #:
Signature:	Print Name:

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 Livermore Software
 Technology Corp.

STANDARD RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Sofas and Love Seats					Seating - Sectionals				
	Traditional Leather Sofa – Black	\$641.85	\$737.35			Ultramodern 6pc. Sectional w/Ottoman	\$1639.10	\$2052.85	
	Traditional Leather Love Seat - Black	\$440.30	\$539.00			Ultramodern Corner Chair	\$355.45	\$456.20	
	Modern Leather Love Seat – Black	\$636.55	\$737.35			Ultramodern Armless Chair	\$275.85	\$371.35	
	Contemporary White Sofa	\$525.15	\$631.25			Ultramodern Square Ottoman	\$265.25	\$371.35	
	Contemporary White Love Seat	\$472.10	\$567.60						
	Nova Sofa - Grey	\$843.45	\$1071.55						
	Loft Sofa - Oatmeal	\$1055.75	\$1457.45						
Accessories									
	Wastebasket	\$ 21.25	\$ 26.55			Coat Tree - Chrome	\$ 69.00	\$ 79.60	
	Easel - Chrome	\$ 37.15	\$ 42.45			Coat Rack w/ 20 Hangers - Chrome	\$ 69.00	\$ 79.60	
	Sign Stand – 22” W x 28” H	\$ 69.00	\$ 79.60			Stanchion Post – Chrome	\$ 42.45	\$ 53.05	
	Bag Rack - Black	\$ 63.70	\$ 79.60			Stanchion Rope – Velvet / Black	\$ 42.45	\$ 53.05	
	Literature Rack - Black	\$122.05	\$137.95			Stanchion w/Retractable Belt-Black	\$ 79.60	\$ 90.20	
	Small Raffle Drum – Brass	\$ 69.00	\$ 90.20			Stanchion w/Retractable Belt-Red/Black	\$ 79.60	\$ 90.20	
	Large Raffle Drum – Brass	\$ 84.90	\$111.40			Modern Floor Lamp – Chrome/White	\$189.95	\$243.00	
	Tack Board – 6’ W x 4’ H - Gray	\$144.15	\$169.75			Table Lamp - White	\$37.15	\$53.05	
	Tack Board – 8’ W x 4’ H - Gray	\$164.45	\$196.30			Mini Refrigerator	\$408.45	\$525.15	
						Standard Refrigerator	\$806.30	\$1045.00	

Company Name:	Address:
Phone:	Fax:
Email Address:	Booth #:
Signature:	Print Name:

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CARPET RENTAL ORDER FORM

The rates listed below include delivery to booth, usage during the show and removal after the show. Labor to install / remove carpet is included when the carpet is installed on a flat floor surface prior to the exhibit installation. Labor will be charged at the published rates when installation is required for stairs, platforms, risers, meeting rooms, or post exhibit installations. All claims or discrepancies must be settled at the CSS service desk prior to the close of the show. Full payment must accompany all orders. To receive the advance rate prices, your order must be received by **June 7, 2018**. All show site orders will be charged the floor rate. Items cancelled prior to June 7, 2018 will be refunded at 100%. Items cancelled after June 7, 2018, and prior to installation will be refunded at 50%. Items cancelled on show site or after installation are non-refundable and billed at 100%.

STANDARD CARPET

If your carpet requirements exceed 10' x 40', CSS requires that you must order a custom size carpet. This will ensure your entire space is carpeted and eliminate color differences due to different dye lots.

QTY	Description	Advanced Rate	Floor Rate	Total
	10' x 10' Carpet	\$125.00	\$165.00	
	10' x 20' Carpet	\$235.00	\$315.00	
	10' x 30' Carpet	\$345.00	\$450.00	
	10' x 40' Carpet	\$455.00	\$575.00	

CUSTOM-CUT CARPET

The rate for custom-cut carpet includes installation labor, taping, and wastage incident to cutting carpet for utility connections, around columns, etc. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Carpet / SQ FT	\$2.80	\$3.90	

PADDING AND VISQUEEN

Carpet padding and Visqueen plastic covering for protection are available on an installed basis to overall dimensions specified. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Padding / SQ FT	\$0.70	\$0.90	
	Poly Covering / SQ FT	\$0.40	\$0.50	

Please Indicate Carpet Color Choice:

- Red
 Grey
 Burgundy
 Black
 Emerald Green
 Blue
 Charcoal
 Teal
 Tuxedo (Black/Grey Speckled)

Electrical or Utilities Under Carpet? Yes No

Company Name:	Booth #:
Phone:	Fax:
Email Address:	
Signature:	Print Name:

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LABOR RATE SCHEDULE

The following is a schedule of labor rates for the Carpenter and the Teamster/Rigger Unions **ONLY**. All Labor work rules are subject to change.

Carpenters		
Monday – Friday	Straight Time	8:00 am – 4:30 pm
	Overtime	Prior to 8:00 am and from 4:30 pm – 8:30 PM
	Double Time	After 8:30 pm
Saturday	Overtime	The first 12 hours worked.
	Double Time	After first 12 hours worked, or at Midnight, for the remainder of the shift.
Sunday	Double Time	Entire Shift
Holidays	Double Time	Entire Shift

The Carpenters must have a seven (7) hour break between shifts, otherwise they will return at the appropriate rate of pay.

Teamsters/Riggers		
Monday – Friday	Straight Time	8:00 am – 4:30 pm
	Overtime	Prior to 8:00 am and after 4:30 pm
Saturday	Overtime	Entire Shift NOTE: At midnight, rate of pay remains on OT.
Sunday	Double Time	Entire Shift
Holidays	Double Time	Entire Shift NOTE: If holiday is on a Sunday, Monday will be at DT.

The Teamsters/Riggers must have a seven (7) hour break between shifts, otherwise they will return at the appropriate rate of pay.



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INSTALL/DISMANTLE LABOR ORDER

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge for labor is one (1) hour, per worker. Labor after the hour minimum is charged in half (1/2) hour increments. Dependent on requested install/dismantle date and time there could be a possibility of up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.	D.T.
Carpenter	\$93.00	\$141.00	\$162.00

**Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

CSS offers Supervision Services for the install/dismantle of your exhibit.

CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is **35%** of the total labor bill, with a minimum of **\$45.00**.

Circle **YES** or **NO** if CSS Supervision is required.

Install

Date: _____ Time: _____ # of Workers: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Workers: _____ # of Hours: _____

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

Total Est. Hrs.		Hourly Rate		TOTAL
_____	X	_____	=	_____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Company Name:		Booth #:	
Phone:	Fax:		
Email Address:			
Signature:		Print Name:	
Show Site Rep Authorized to Sign for Labor:			

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INBOUND SHIPPING INFORMATION

Advance Warehouse:

The hotel has no facilities for receiving exhibit materials prior to a specified move in date; therefore, advance warehousing is available. CSS will receive and store freight at our warehouse up to thirty (30) days in advance of scheduled show load in. Freight will be transported to show site on the first scheduled day of move in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows: *COMPANY NAME & BOOTH NUMBER*
15th LS-DYNA c/o CSS
1250 John A Papalas Drive
Lincoln Park, MI 48146

This service is provided @ **\$98.00** per CWT (100 lbs.) with a **200 lb. minimum** charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted. Advance freight must be received at the warehouse no later than **Thursday, June 7, 2018**. The phone number for the advance warehouse is (313) 386-5555.

Description	Weight	CWT	Estimated Due
	Divided by 100 =		x \$98.00 =

Direct (Show Site) Shipping:

CSS will receive freight at show site during the scheduled exhibitor move in date and times. Freight that arrives prior to the specified move in date could be refused by the facility and causing you to be charged a redirect fee by your freight carrier. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows: *COMPANY NAME & BOOTH NUMBER*
15th LS-DYNA c/o CSS
Edward Village Michigan
600 Town Center Drive
Dearborn, MI 48126

This service is provided @ **\$102.00** per CWT (100 lbs.) with a **200 lb. minimum** charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted.

Description	Weight	CWT	Estimated Due
	Divided by 100 =		x \$102.00 =

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a "rider" to an existing policy. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:	Print Name:		

Visit us at **www.convshow.com** for fast and easy online order processing.



1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

15th LS-DYNA Users Conference
Edward Village – Dearborn, MI
June 10 – 12, 2018



OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to help expedite the outbound shipping process. By submitting this form you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

Shipping freight from show site:

All freight will be shipped common carrier, collect at the close of the show. If you are shipping your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up during the specified move out times.

Whether you are shipping common carrier or any other means, you must fill out an outgoing Bill of Lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing Bill of Lading.**

You are shipping from: 15th LS-DYNA User’s Conference
Edward Village Michigan, Dearborn
600 Town Center Drive
Dearborn, MI 48126

Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check-in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the loading dock; carriers will not be allowed to load out freight directly from the show floor.

In the event your selected carrier fails to show up on final move-out day, please circle one of the following options:

Reroute via CSS’s common carrier

Deliver back to warehouse

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (YRC)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$50.00** per day and **\$50.00** per 100 lbs., with a **200 lb.** minimum charge.

Shipping freight via Fed Ex/UPS/DHL:

The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up.

FED EX: (800)463-3339

UPS: (800)742-5877

DHL: (800)426-5962

All carriers must check in by **7:00 pm on Tuesday, June 12, 2018** or your freight will be forced.

(Shipper) Company Name:	Booth #:
Phone:	Email:
Signature:	Print:

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CUSTOM RENTAL EXHIBIT ORDER FORM

Labor to install / dismantle the exhibit packages is included in the rates below. Please note that although lights may be included in a package, you must order electrical power separately through the electrical services provider that is provided in this manual. Any cancellation before move in begins will be charged 50% of the original price and any cancellation after move in has begun will be charged 100%.



10' x 10' CUSTOM RENTAL EXHIBIT - \$995.00

Inclusive of the following items:

- One (1) 10' x 10' Carpet
- Two (2) Clip On Light Fixtures
- One (1) Header w/ Company Name

Additions:

39"W x 12"D Flat Shelf - \$45.00 ea.



10' x 10' CUSTOM RENTAL EXHIBIT W/ 40" SIDES - \$1,305.00

Inclusive of the following items:

- One (1) 10' x 10' Carpet
- Two (2) Clip On Light Fixtures
- One (1) Header w/ Company Name

Additions:

39"W x 12"D Flat Shelf - \$45.00 ea.



10' x 20' CUSTOM RENTAL EXHIBIT W/ 40" SIDES - \$2,495.00

Inclusive of the following items:

- One (1) 10' x 20' Carpet
- Two (2) Clip On Light Fixtures
- One (1) Header w/ Company Name

Additions:

39"W x 12"D Flat Shelf - \$45.00 ea.



10' x 10' OFFICE CUSTOM RENTAL EXHIBIT - \$1,995.00

Inclusive of the following items:

- One (1) 10' x 10' Carpet
- One (1) Locking Door
- One (1) Panel w/ Company Name

Additions:

39"W x 12"D Flat Shelf - \$45.00 ea.



COUNTER - \$395.00

Dimensions:

39 3/4"W x 21"D x 42"H

Includes:

Interior Shelving

Please Contact our Customer Service Department for assistance with ordering.

Company Name:	Booth # :
Phone:	Fax:
Email Address:	
Signature:	Print Name:

Visit us at www.convshow.com for fast and easy online order processing.



Make Your Mark!

Whether your message is large or small, the Convention & Show Services design team can assist you with communicating your message visually. This is achieved by using the latest technology, a high level of detail, and an in-depth knowledge of our environment.

The Convention & Show Services design team supports most digital artwork files allowing us to create signage of any size and on any medium. Please refer to the Digital File Preparation page for more detail and submission info.

Graphics are printed and mounted using high quality material to provide durable pieces that can be preserved for future use, allowing you to save cost and production time. Here is just a small selection of the products we offer:



Meterboard Signage



Pull-up Banners



Foamcore Signage



Vinyl & Fabric Banners



Window Clings



22 x 28 Signage

... and much more! Contact a CSS Sales Representative today to discuss the many possibilities and ideas to increase your brand's presence!

1250 John A. Papalas Drive, Lincoln Park, MI 48146

☎: 313.386.5555 📠: 313.386.2048 @: www.convshow.com



DIGITAL FILE PREPARATION

AVOIDING ADDITIONAL COSTS:

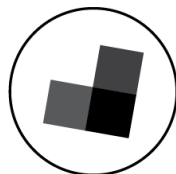
Files obtained from the Internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size; however for larger files, such as banner art work, files can be scaled down to accommodate the limits of the software. Scan should be no smaller than 300dpi at half size. To avoid additional costs associated with these file types, please supply files as defined herein.



Vector Artwork

For the best quality, create graphics in vector format (AI or vector EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly.

Artwork produced in vinyl, such as solid company logos or text must be supplied in a vector format (AI or vector EPS). Art work created in pixel format (TIFF or JPG) is not suitable because the vinyl plotter cannot interpret raster images.



Bitmap/Raster Artwork

TIFF and PSD – These are the preferred file format for raster images. Files should be supplied at least 150dpi at full size, or they should scale to those dimensions. If the resolution is lower than 150dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality.

JPEG – We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this type should only be used if the files are being emailed.

PDF – These are print files only and cannot be altered to fit different sizes, artwork must be setup at the correct proportion and print-ready quality. Ensure images are saved at high resolution (at least 150dpi at final size).

Preferred Program and File List	
Adobe Illustrator	.ai or .eps
Adobe InDesign	.psd, .tif (LZW), .jpg (HQ)
Adobe Photoshop	.indd (Embed All Links)
Adobe Acrobat	.pdf (Press Quality Setting)
*Please submit all adobe files in CS6 version.	



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LIMITATIONS OF LIABILITY

This form must be signed and returned no later than ten (10) days prior to the first move in day of the event, regardless if you will be using our services or not. Complying with this will help expedite move in. Convention & Show Services, Inc. shall be referred to as CSS below.

LIMITATIONS OF CONVENTION & SHOW SERVICES, INC. LIABILITY AND RESPONSIBILITY

- a. CSS shall not be responsible for damage to uncrated materials; materials improperly packed, or concealed damage.
- b. CSS shall not be responsible for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s booth and left unattended.
- c. CSS shall not be responsible for loss, damage, theft, or disappearance of materials before they are picked up from exhibitor’s booth for re-loading after show. Bills of lading covering outgoing shipments, which are furnished to CSS by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- d. CSS shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.
- e. CSS liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event CSS maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, whichever is less.
- f. CSS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor’s material which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Convention & Show Services, Inc. to handle our shipment(s) in accordance with the information set forth above in the “Limits of Liability” section of this form and we further agree to the following:

- a. We accept the responsibility for the payment of CSS’ charges in connection with the handling of our shipments as set forth above and we guarantee payment to CSS in the event that any third party who acts in our behalf shall fail to pay such charges within thirty (30) days after the close of the show.
- b. We agree to the “Limitations of Convention & Show Services’ Liability and Responsibility” set forth above.
- c. We agree that CSS’ liability shall be limited to any loss or damage which results solely from CSS’ negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c of the above, we agree, in connection with the receipts, handling, storage, and re-loading of our materials at the convention site (as distinct from CSS’ warehouse). That CSS will provide its services as our agent, and not as bailee or shipper. If any employee of CSS shall sign a delivery receipt, bill of lading, or other documents, we agree that CSS will do so as our agent and we accept the responsibility therefore. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that CSS shall not be responsible for any loss or damage during such period, and we authorize CSS to adjust the quantities of items on any bill of lading left by us with CSS to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with CSS relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CSS for drayage or any other services provided by CSS as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CSS within thirty (30) days from the close of the event for all such charges, and we further agree that any claim we may have against CSS shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, CSS shall have authority to change designated carriers; if such do not pick up on time. Where no disposition is made, materials will be taken to CSS’ warehouse awaiting exhibitors shipping instructions, and charged accordingly.

Company Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	

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LSTC
Livermore Software
Technology Corp.

THIRD PARTY BILLING AND GUARANTY AGREEMENT

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

and CONVENTION & SHOW SERVICES, INC.
1250 John A. Papalas Drive
Lincoln Park, MI 48146

To handle the display for

(Exhibiting Firm)

at the 15th LS-DYNA User's Conference.
(Show Name)

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and appointed Display House as its agents to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs, whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within thirty (30) days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS invoices by the date required such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard, or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.



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THIRD PARTY BILLING AND GUARANTY AGREEMENT

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness"). Exhibiting Firm shall reimburse CSS for all costs, attorney fees incurred, and other expenses at any time expended or incurred by CSS in collecting or attempting to collect the Indebtedness or in enforcing this Guaranty. Unless and until the Indebtedness is paid in full, Exhibiting Firm waives any and all claims and rights of subrogation, contribution, indemnity, and exoneration against Display House or any other person liable for payment of all or any part of the Indebtedness. Exhibiting Firm waives notice of the acceptance of this Guaranty; presentment, protest, notice, demand, or action with respect to any default in payment of the Indebtedness and with respect to any default by Exhibiting Firm in its obligation under this Guaranty; and any right to require CSS to sue Display House or any other person obligated with respect to the Indebtedness. The validity and enforceability of this Guaranty shall not be impaired or affected by any act or omission by CSS with respect to the Indebtedness. Exhibiting Firm waives any and all defenses, claims, and discharges that Display House may have with respect to the Indebtedness, except the defense of payment in full by Display House to CSS.

This agreement shall be governed by and interpreted according to the laws of the State of Michigan. Any litigation commenced based upon this Agreement shall be commenced in the Circuit Court for the County of Oakland, State of Michigan, or in the appropriate lower District Court in said county, or in the U.S. District Court for the Eastern District of Michigan, and the parties hereby consent to such personal jurisdiction.

This Agreement contains the complete agreement of the parties as to the subject matter hereof, and supersedes all previous understanding, negotiations, and proposals with respect to such subject matter. This Agreement may not be altered, amended, or modified except in writing signed by a duly authorized representative of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

_____ Exhibiting Firm	_____ Display House
By: _____	By: _____
Authorized Signature	Authorized Signature

_____ Print Name and Title	_____ Print Name and Title
-------------------------------	-------------------------------

Convention and Show Services, Inc.

By: _____
Authorized Signature

Print Name and Title



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EXHIBITOR APPOINTED CONTRACTOR’S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **Monday, April 23, 2018**. Use of outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **April 23, 2018**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, ie: utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:		Booth Number:	
Exhibitor Contact:		Telephone:	
Signature:		Date:	
Type of Work to be Performed:			
Exhibitor Appointed Contractor:			
Address:			
Email Address:			
Phone Number:		Fax Number:	
City:		State:	Zip:
Contractor Contact Name:			
Telephone:			

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor)

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.

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OPERATION OF EQUIPMENT

Convention & Show Services is the sole provider for all equipment and labor to operate equipment.

The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs are not permitted by exhibitors or their appointed contractors. This includes, but is not limited to, scissor lifts, boom lifts, fork lifts, pallet jacks, carts, and man lifts. The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This includes forklifts, pallet jacks, mechanical scooters, and carts. All equipment must be operated by union personnel whose jurisdiction governs the work being performed.



All lifts, ladders, scooters, pallet jacks, dollies, and labor to operate must be provided by the official service provider, Convention & Show Services.

Scooters and carts may only be used by the individuals to whom the scooters and carts were issued. CSS equipment is for use by CSS employees only. Please do not take it for your own use.

Thank you for your complete cooperation.

Visit us at www.convshow.com for fast and easy online order processing.



Viviano Flower Shop

15th LS-Dyna User's Conference

Plant & Floral Order Form

Order online at www.viviano.com/showsandevents
 Toll Free: 1- 800 viviano Fax: (586) 293-1475 Mike Czaja: (810) 533-2026

(Please Print)

Company Name: _____ Attention: _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: () _____ Fax: () _____ Booth Contact: _____ Booth # _____

Method of Payment: Check: ___ Credit Card # _____ Exp. Date: _____

Name on Card: _____ Signature: _____ Date: _____

Set up: Time: _____ Date: _____ Strike: Time: _____ Date: _____

Order Form Directions: Please fill out order form completely. Plants are provided on a rental basis only and are the sole property of Viviano Flower Shop, Inc. If plants are missing from your display you will be charged for them. Thank you in advance and have a great show!

RENTAL PLANT SIZES	PLANT PRICE	PLANT DESIRED	CONTAINER <small>Black, White, or Wicker</small>	QTY <small>###</small>	TOTAL <small>\$\$\$</small>
3'	\$35.00				
4'	\$45.00				
5'	\$60.00				
6'	\$70.00				
7-8'	\$80.00				
9'- up	\$10 per.ft.				
Large Fern	\$35.00				
Ivy	\$30.00				
Flowering Plants					
Pot of Blooming Plants	\$65.00				
Azalea:	\$30.00				
Chrysanthemum:	\$20.00				
Bromelaid:	\$30.00				
Kalanchoe:	\$20.00				
Cyclamen:	\$20.00				
Cut Flower Arrangements	Price	QTY	Total		
Boutonnieres: \$6.00 – up				Plant Subtotal	
Corsages: \$15.00 - up				Show Spec. Subtotal	
Bud Vases: \$15.00 - up				Flower Subtotal	
Floral Arrangements: \$50 -up				Subtotal	
Cut Flowers Sub Total				Sales Tax 6 %	
				TOTAL	

Show Favorite

2-4' Tropical Plants
 2-Mum Plants
 2-Boston Ferns
 Reg. \$200.00 Value
\$180.00
 Check Here ()

Show Classic

2-5' Ficus Trees
 2-3' Tropical Plants
 2- Mum Plants
 1-Table Top Bud Vase
 Reg. \$245.00 Value
\$220.00
 Check Here ()

Show Stopper

2-6' Ficus Trees
 2-4' Tropical Plants
 2-3' Tropical Plants
 2-Boston Ferns
 4-Blooming Plants
 1-Arrangement (\$40)
 Reg. \$490.00 Value
\$441.00
 Check Here ()

Viviano Flower Shop, Inc.
 32050 Harper Avenue
 Saint Clair Shores, MI 48082