



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

New Mexico Bridal and Wedding-Expo2024
Expo New Mexico
Albuquerque, New Mexico
November 10, 2024

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discount deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a complete Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 6.1875% in Albuquerque, NM**. Sales tax is applicable to rentals, labor, and services (including material handling services). *(To claim exemption, please provide a NM issued exemption certificate type 2 for rentals and/or a type 5 for services. The exemption(s) must arrive with your order. Taxes will not be refunded after the event.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

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Or visit us on the World Wide Web at <http://www.cssabq.com>.



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

SHOW NAME:	New Mexico Bridal and Wedding-Expo 2024	
EXHIBITOR MOVE-IN:	Sunday, November 10, 2024	8:00AM-12:00PM
SHOW DATE(S):	Sunday, November 10, 2024	1:30PM-5:00PM
EXHIBITOR MOVE-OUT:	Sunday, November 10, 2024	5:00PM-8:00PM

SHOW LOCATION: Expo New Mexico
Manuel Lujan A
300 San Pedro Dr NE,
Albuquerque, NM 87108

STANDARD BOOTH PACKAGE: 10' x 10'
(Included with booth purchase) 8' White Draped Back Wall
3' White Draped Side Rail
(1) Booth Number Marking

The exhibit hall **IS NOT** carpeted.



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	New Mexico Bridal and Wedding-Expo 2024	Advance Payment Deadline:	November 08, 2024	Booth # (s):
Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

 Billing Zip Code:

--	--	--	--	--	--

Card Verification # (3 or 4 Digit Code on Card):

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Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

To obtain the advanced pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **November 10, 2024**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed, and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance, or you must place your order online. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after the show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	109	131
	6'L X 30"H Draped Table	122	147
	8'L X 30"H Draped Table	142	171
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	125	150
	6'L X 40"H Draped Counter	140	169
	8'L X 40"H Draped Counter	164	197
	30"D X 40"H Spandex Round Highboy	140	169
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	63	76
	6'L X 30"H Undraped Table	72	87
	8'L X 30"H Undraped Table	91	106
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	197	236
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	72	87
	6'L X 40"H Undraped Counter	83	100
	8'L X 40"H Undraped Counter	95	114
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	210	253
TABLE SKIRTING (choose skirt color below)			
	4th Side Table Drape for Table 30"H	62	74
	4th Side Table Drape for Counter 40"H	72	87
	Individual Table Skirt for Table 30"H	74	89
	Individual Table Skirt for Counter 40"H	86	103
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' High Drapery/linear ft.	9	11
	8' High Drapery/linear ft.	16	19
	3' Upright w/ 1/2 Base	17	20
	8' Upright w/ Full Base	22	27
	Crossbar	22	27
STANDARD FURNITURE AND ACCESSORIES			
	Grey Molded Plastic Chair	42	50
	Padded Side Chair	55	66
	Padded Arm Chair	63	76
	Upholstered Bar Stool with Back	79	94
	Bag Rack (circle choice) "T" waterfall	63	76
	Literature Rack (circle choice) flat accordion	149	178
	Aluminum Easel	29	35
	iPad Stand	169	202
	Wastebasket with Liner	20	25
	Fishbowl	28	34
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	170	204
	36" x 48" Double Sided Magnetic Whiteboard	170	204
	4'L X 7"H Table Riser (draped in vinyl)	52	63
	6'L X 7"H Table Riser (draped in vinyl)	68	82
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	295	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle choice)					SPANDEX COLOR CHOICES (please circle choice)		
Blue	Gold	Teal	Beige	Hunter Green	Red	Black	Blue
Black	White	Peach	Burgundy	Terra-Cotta	White	Teal	Silver
Red	Silver	Plum					

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.185%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE
 2' W X (4', 6', OR 8' L) X 30" H



DRAPED COUNTER
 2' W X (4', 6', OR 8' L) X 40" H



UNDRAPED TABLE/COUNTER
 2' W X (4', 6', OR 8' L) X 30" H OR 40" H

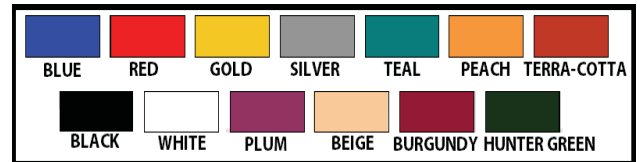


SPANDEX HIGHBOY
 30" D X 40" H

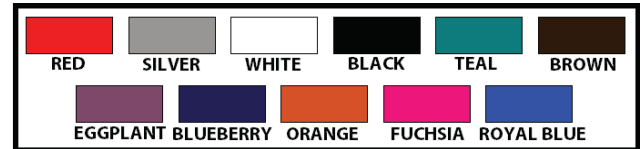


ROUND CONFERENCE TABLE/COUNTER
 36" D (BLACK/WHITE) or
 40" D (GREY) x 30" or 40" H

DRAPE COLORS



SPANDEX COLORS



MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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STANDARD FURNISHINGS

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T STYLE BAG RACK
50" H X 15" W X 12" L



WATERFALL BAG RACK
50" H X 15" W X 12" L



ALUMINUM EASEL
64" H X 32" W X 32" L



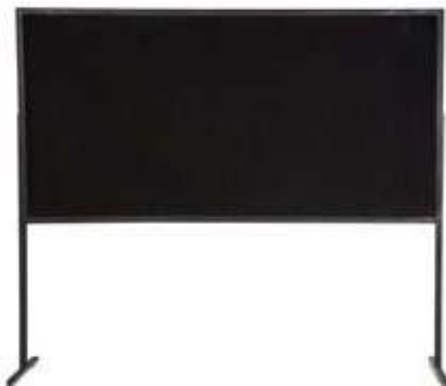
FLAT LITERATURE STAND WITH 6
POCKETS
55" H X 14" W X 9" L



ACCORDION LITERATURE
STAND
5' HIGH



IPAD STAND WITH ADJUSTABLE
POLE (28" - 44")
BASE 18" X 14"



POSTER BOARD
(HORIZONTAL)
4' X 8'



WHITEBOARD (VERTICAL)
36"W X 48"H + FRAME



GLASS SHOW CASE
38" H X 48" W X 18" D



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CARPET ORDER FORM

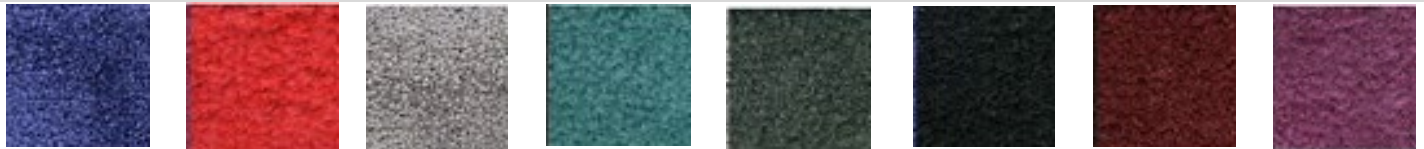
CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	142	169
	10' x 20' carpet	246	295
	10' x 30' carpet	370	443
	10' x 40' carpet	493	592
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$3.72 per sq. ft.	\$4.47 per sq. ft.
	Visqueen	\$0.91 per sq. ft.	\$1.09 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$1.34 per sq. ft.	\$1.61 per sq. ft.

STANDARD CARPET COLOR *(please circle color choice)*



Blue Red Grey Teal Hunter Green Black Burgundy Plum

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.1875%)	\$
TOTAL	\$



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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than 1/4 teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.



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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.

