



## **CLARK SERVICES**

*Audio-Visual & Exhibit, Inc.*

P.O Box 91265

Lafayette, LA 70509

Phone: 337-234-5653

Fax: 337-232-0243

E-mail: [Sales@Clark-Services.com](mailto:Sales@Clark-Services.com)

## **“LEMC” LA EMERGENCY MANAGEMENT CONFERENCE**

**L’Auberge Casino & Resort**

**Lake Charles, LA**

**October 25-27, 2021**

Clark Services has been chosen as the exhibit decorator for this event. We welcome your participation and the opportunity to be of service. Please plan your space carefully and order early. Note that advance orders save you money and allow us to serve you better.

Enclosed are the forms for the variety of services we offer. Please review each of the forms, fill out the services you require and email or fax your orders with payment or credit card authorization.

### **Booth Description**

Booths are formed using 8’ back drape & 3’ side drapes. Each booth includes an ID sign, (1) 2’x6’ covered & skirted table, (2) chairs & (1) wastebasket. Other furnishings can be ordered by using the enclosed order forms.

### **Electrical Service**

The association has provided each booth with 5A (500watts) basic electric service. For additional electric, see enclosed electrical order form.

### **Drayage & Labor**

The exhibit facility **is not** equipped to receive or store your exhibit freight. Clark Services can receive & deliver freight to the exhibit site as described on the enclosed form. Please notify us that freight is being shipped.

***Freight should arrive at our warehouse no later than Thursday, October 21, 2021.*** Also labor can be ordered for setting up & dismantling your booth, See enclosed order form.

### **Other Services**

Audio-visual equipment/support, as well as cleaning service are also available by using the enclosed order forms.

### **Discount Prices**

To qualify for discount prices, full payment **including 8.45% tax** or credit card authorization **MUST** be included with your orders & **received no later than Monday, October 18, 2021.**

PLEASE NOTE: Standard rates will be charged for orders received without payment and for orders placed at show.

### **Payment Policy**

All fees are due at the show. **NO POST SHOW INVOICING.** We accept cash, checks, VISA, Master Card & American Express.





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## EXHIBIT FURNISHINGS

To qualify for Advance Order rate, payment and tax must be received 7 days prior to move-in. Unpaid orders or those placed at the show are payable at Floor Order rates and are due at the show.

DESCRIPTION	ADVANCE	FLOOR	QUANTITY	PRICE X
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### QTY

### SEATING

Folding Chair	\$ 10.00 (1)	\$12.00 (51)	_____	_____
Padded Chair	\$ 15.00 (3)	\$ 18.00 (53)	_____	_____
Counter Stool	\$ 20.00 (4)	\$ 24.00 (54)	_____	_____

### WOOD TABLES 30" HIGH

Draped Tables: Draping includes white vinyl top & skirting on 3 sides

2' x 4'	\$ 40.00 (5)	\$ 48.00 (55)	_____	_____
2' x 6'	\$ 50.00 (6)	\$ 60.00 (56)	_____	_____
2' x 8'	\$ 60.00 (7)	\$ 72.00 (57)	_____	_____

4<sup>th</sup> side draped on 30" tables \$ 20.00 (27) \$ 24.00 (76)

Without Drapes: Bare Wooden Table

2' x 4'	\$ 26.00 (8)	\$ 30.00 (58)	_____	_____
2' x 6'	\$ 33.00 (9)	\$ 37.00 (59)	_____	_____
2' x 8'	\$ 42.00 (10)	\$ 46.00 (60)	_____	_____

### WOOD COUNTERS 42" HIGH

Draped Counters: Draping includes white vinyl top & skirting on 3 sides

2' x 4'	\$ 50.00 (11)	\$ 60.00 (61)	_____	_____
2' x 6'	\$ 60.00 (12)	\$ 72.00 (62)	_____	_____
2' x 8'	\$ 70.00 (13)	\$ 84.00 (63)	_____	_____

4<sup>th</sup> side draped on 42" counters \$ 20.00 (27) \$ 24.00 (76)

### CARPET Circle color: Blue - Burgundy - Gold - Red - Grey

	\$ 50.00	\$ 60.00	_____	_____
(14, 15, 16, 17, 18)		(64, 65, 66, 67, 68)	_____	_____

Carpet Padding \$ 25.00 (77) \$ 35.00 (78) \_\_\_\_\_

### MISCELLANEOUS

Step Riser-4',6',8' (price/ft)	\$ 3.00 (19)	advance only	_____	_____
Waste Basket	\$10.00 (20)	\$12.00 (70)	_____	_____
Metal Tripod Easel	\$15.00 (21)	\$18.00 (71)	_____	_____
Drape (price/ft)	\$ 4.00 (25)	\$ 5.00 (75)	_____	_____
Flood Lights	\$20.00 (108)	\$25.00 (133)	_____	_____

SUBTOTAL	_____
8.45% TAX	_____
<b>TOTAL</b>	_____

Company: _____	Date: _____		
Address: _____			
Street	City	State	Zip
Auth. Signature: _____			
Phone: (____) _____		Fax No: (____) _____	
Email: _____			
Name of Event: <b>"LEMC" LA Emergency Management Conference 2021</b> Booth No: _____			



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**ELECTRICAL SERVICE ORDER FORM**

Please indicate the electrical service required for this event and note the following specifications.

- 1. All electrical distribution is controlled by the contractor. However, Clark Services assumes no liability for any failure of electrical supply beyond our specific control.
2. Charges cover only the bringing of service to the rear of booth.
3. Special wiring for islands and multiple booths are on time and material basis.
4. Diagrams for specific location should be attached.
5. Exhibitor connectors, strips or taps must comply with National Electric Code and be UL approved.
6. Advance rates apply only to orders received and paid prior to show.
7. All payments are due at the show.

Ordering Instructions:

- \_\_ Determine what equipment needs electrical power.
\_\_ Look on the back of all equipment to determine the watts(or amps) and volts needed to operate each piece.
\_\_ In the chart below select watts (or amps) needed in each voltage category.
\_\_ If you simply can't figure it out, please describe what you are bringing and list any information available.

Table with 5 columns: DESCRIPTION, ADVANCE, FLOOR, QUANTITY, PRICE X QTY 120. Rows include VOLTS (500W, 1000W, 2000W), 208V SINGLE PHASE\*, 208V THREE PHASE\*, and MISCELLANEOUS (Flood Light, Multi-Outlet Box, Extension Cord).

Subtotal
8.45% TAX
TOTAL

\*All 208 POWER IS DELIVERED "BARE WIRE". You must know your neutral configuration. Basic labor (for hook-up) rate is \$28.00/hr (weekdays 8am-5pm) Double time (after 5pm and weekends) (125)

Company: \_\_\_\_\_ Date: \_\_\_\_\_
Address: \_\_\_\_\_ Street City State Zip
Auth. Signature: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_-\_\_\_\_
Email: \_\_\_\_\_
Name of Event: "LEMC" LA Emergency Management Conference 2021 Booth No: \_\_\_\_\_



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# **DRAYAGE RATES AND INFORMATION**

**PLEASE DO NOT SHIP MATERIAL TO THE EXHIBIT SITE.**  
**THERE ARE NO FACILITIES FOR RECEIVING AND STORING PRIOR TO MOVE-IN DATE.**

While we exercise all reasonable care as freight handlers, we regret we cannot be responsible for damage or loss of your equipment and/or display. For your protection, all shipments should be insured.

### **Clark Services will provide the following services:**

1. Receive and store shipments. Two weeks free storage allowed.
2. Handling into exhibit site.
3. Removal and return of empty crates to and from booths.
4. Provide clerical assistance in preparing bills of lading for outbound shipments.
5. \*Arrange for outbound shipments from show site. All outbound must ship from show site. Please inform your specific carrier.

**\*EXHIBITOR MUST LABEL OUTBOUND SHIPMENTS AND SUBMIT  
COMPLETED BILLS OF LADING TO DRAYAGE SERVICE DESK!!  
LABELS AND BILLS OF LADING AVAILABLE AT SERVICE DESK.**

### **HANDLING RATES**

#### **DRAYAGE SHIPPED TO CLARK SERVICES WAREHOUSE OR OFF-SITE DESTINATION**

\*\$28.00 per cwt or fraction thereof with a minimum charge of \$56.00. These rates are based on total weight of merchandise received and are **PER SHIPMENT**. Add 50% to quoted rates for uncrated and van shipments.

\*Any freight not delivered to our warehouse at least **THREE DAYS** prior to show opening, or freight that requires special handling and/or handling to the exhibit site, will be charged a \$28.00 minimum per man, in addition to regular drayage cost.

#### **DRAYAGE DELIVERED TO SHOW SITE**

\*Drayage delivered to show site and handled by Clark Services (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of \$28.00 per cwt.

### **ADDITIONAL INFORMATION**

\*Outbound will ship from show site. Please advise your specific carrier.

\*In order to expedite removal of materials from exhibit area, we reserve the right to change designated carriers without notice to exhibitor.

\*We cannot be held responsible for shipments left in booth by exhibitor if they have not made previous arrangements with Clark Services personnel to handle exhibit.

\*Exhibits and material not removed from exhibit hall on removal day will be transported to our warehouse at a reasonable rate to await disposition.

\*Retain this sheet for your files and/or information. Please advise us that freight is being shipped. Carrier and Pro # will aid in tracking your freight.



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**DRAYAGE ORDER FORM**

**NO COLLECT SHIPMENTS WILL BE ACCEPTED**

**SHIPPING INSTRUCTIONS TO CLARK SERVICES**

\* All shipments should be made on straight bills of lading and be addressed identically to labels on exhibit material.

\* Labels should read:

Your Company Name  
C/O Clark Services  
113 Board Road  
Lafayette, LA 70508

Show Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ (If available)

**TRACKING INFORMATION (PLEASE FILL OUT THE FOLLOWING)**

# Pieces being shipped \_\_\_\_\_

Carrier \_\_\_\_\_

Approximate Weight \_\_\_\_\_

Company Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Shipping Date \_\_\_\_\_

**DRAYAGE CHARGES**

<i>WEIGHT</i>	<i>RATE</i>	<i>CHARGES</i>
___ Up to 200 LBS	\$ 56.00 MIN. (151)	_____
___ ADDL 100 LBS	\$ 28.00 Each (or Fraction) (152)	_____

**OUTBOUND SHIPPING INSTRUCTIONS AT CLOSE OF SHOW**

Ship To: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip

Name of Show: \_\_\_\_\_ Booth No.: \_\_\_\_\_ Required Arrival: \_\_\_\_\_

**PLEASE NOTE: EXHIBITOR IS RESPONSIBLE FOR DRAYAGE CHARGES – WE DO NOT BILL YOUR SUPPLIER FOR DRAYAGE.**

**TO ORDER SERVICES FILL OUT AND RETURN THIS FORM TO CLARK SERVICES**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Auth. Signature: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: **“LEMC” LA Emergency Management Conference 2021** Booth No: \_\_\_\_\_



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**LABOR ORDER FORM**

**Labor for Setup and Dismantling Displays:**

Labor can be supplied to assist you in setting up and dismantling your display.

Charges are as follows:

\$30.00 / hour for straight time (161)

Monday-Friday 8am-5pm

\$45.00 / hour for overtime (162)

Monday-Friday 5pm-8am

Weekends and Holidays

**A one hour minimum applies to all labor charges and are payable at the show.**

**To order labor, please fill in information below:**

- 1. Clark Services is authorized to *preset* display YES NO
- Display being shipped to Clark Services YES NO
- Instructions with display YES NO

- 2. Wait for vendor representative to arrive YES NO
- \*\*Must set arrival time to check in at service desk YES NO

Arrival time for setup \_\_\_\_\_

Departure time for teardown \_\_\_\_\_

**\*\*Labor will be billed from specified time for minimum 1 hour\*\***

	<b># MEN NEEDED</b>	<b>X</b>	<b># HOURS NEEDED</b>	<b>X</b>	<b>RATE LABOR \$30.00(ST) OR \$45.00(OT)</b>	<b>=</b>	<b>CHARGES</b>
SET UP	_____	x	_____	x	_____	=	_____
TEAR DOWN	_____	x	_____	x	_____	=	_____

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Show Contact: \_\_\_\_\_

Auth. Signature: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name of Show: **"LEMC" LA Emergency Management Conference 2021** Booth No: \_\_\_\_\_



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## AUDIO-VISUAL ORDER FORM

Clark Services can provide Audio-Visual to enhance the sales incentive, or to help with private sales meeting. Listed below you will find the most frequently request equipment. Advance rates apply only if ordered one week prior to exhibitor move-in date. All orders placed after that, add 20% to advance rates. Please call our office if you have any questions.

DESCRIPTION	DAILY RATE	QTY	# of Days	TOTAL
<b>EQUIPMENT</b>				
Laptop	100.00 (203)	_____	2	_____
DVD Player / VHS Player	35.00 (204)	_____	2	_____
23" Flat Screen Computer Monitor with Table Stand	30.00 (206)	_____	2	_____
*32" LCD Display – Table Mount (Computer or Video)	75.00 (207)	_____	2	_____
*42" LCD/Plasma Display–Table Mount (Computer or Video)	100.00 (208)	_____	2	_____
*50" LCD/Plasma Display–Table Mount (Computer or Video)	150.00 (209)	_____	2	_____
60"-72" Floor Stand for LCD/Plasma	75.00 (211)	_____	2	_____
Stereo Computer Speakers	15.00 (213)	_____	2	_____
Data Projector (2000 Lumens)	150.00 (217)	_____	2	_____
6' Tripod Screen (Call for other sizes & types)	15.00 (218)	_____	2	_____
42" Draped Monitor Cart	10.00 (219)	_____	2	_____
54" Draped Monitor Cart	15.00 (220)	_____	2	_____
Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld	100.00 (222)	_____	2	_____
Call for additional items not listed				
			Subtotal	_____
			8.45% Tax	_____
			Delivery/Installation	_____ \$75.00
			Total	_____

**Rental Agreement:** It is understood and agreed that the customer is renting equipment for a specific period of time and is responsible for its safe return. Customer agrees to be billed for damages or loss.

**Advanced Order Payment must be received on or before: Monday, October 18, 2021**

**Fax orders with credit card authorization to 337-232-0243 or email to [Sales@Clark-Services.com](mailto:Sales@Clark-Services.com)**

Company: _____	Date: _____
Address: _____	
Street	City
State	Zip
Auth. Signature: _____	
Phone: (____) _____	Fax: (____) _____
Email: _____	
Name of Event: <b>"LEMC" LA Emergency Management Conference 2021</b> Booth No: _____	





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**SPECIAL CLEANING & PORTER SERVICE ORDER FORM**

Clark Services provides additional services (Vacuuming & Porter) to exhibitors to help enhance your image. Below you will find the cost for those services.

**VACUUMING**

Your booth will be vacuumed...

Before opening of show only (178)

Cost per square foot \$ .20

Every Night (176)

Cost per square foot \$ .15

Booth Sizes \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ.FT.

Vacuuming: \_\_\_\_\_(SQ.FT) x \_\_\_\_\_(Rate) x \_\_\_\_\_(# of Days) = \$ \_\_\_\_\_

**PORTER SERVICE**

We will remove refuse from containers in your booth once an hour (show hours only) on a daily rate basis.

Opening Day (179)

\$30.00/Day

Every Show Day (179)

\$30.00/Day

Only on Days specified

\$30.00/Day

Specify Days \_\_\_\_\_

Porter Service: \_\_\_\_\_(Rate) x \_\_\_\_\_(# of Days) = \$ \_\_\_\_\_

**TO ORDER SERVICES, FILL OUT AND RETURN THIS FORM TO CLARK SERVICES**

Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Auth. Signature: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_  
Name of Event: **“LEMC” LA Emergency Management Conference 2021** Booth No: \_\_\_\_\_