



*Dear Exhibitor,*

*Congratulations on your decision to be an exhibitor the Richard M. Borchard Regional Fairgrounds. We are looking forward to your arrival at the Regional Fairgrounds. This promises to be an exciting show.*

*The Regional Fairgrounds is the exclusive utilities provider for the facility. To order utilities and equipment, please:*

- *Complete and return the order forms located in this packet along with payment forms.*
- *Please read material carefully.*

*Please note that ordering your items in advance will save you a substantial amount of money. For the discounted prices, orders and payment must be received by **15 days prior to move-in date**. Payment must be made by check, VISA, MasterCard, Discover or American Express.*

*We are looking forward to a successful show for all. If you need additional assistance at any time, please call our Event Services Department at 361-387-9000.*





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## **POLICY AND PROCEDURES**

### **Welcome to the Richard M. Borchard Regional Fairgrounds!**

The purpose of this document is to let you know about our policies and procedures IN ADVANCE so you can make the best possible use of our facility and our services while you are here. We hope this information will assist you in planning your event and in communicating with our staff.

We have developed these policies and procedures to ensure that your event will be as safe and successful as possible. Of course, not all situations will be covered in this guide or may need special consideration by management. Any questions regarding policies and procedures not included here can be directed to the Regional Fairgrounds Events Department. We will be glad to clarify any of the enclosed information.

**AIR CONDITIONING AND/OR HEATING** -- As full-time practitioners of energy conservation-- and to keep our fees as low as possible-- we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

**AMERICANS WITH DISABILITIES ACT (ADA)** -- As a facility of public assembly, the Richard M. Borchard Regional Fairgrounds is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our Event Organizer to comply with all provisions of the ADA.

**ANIMALS** -- For the safety and comfort of all our visitors, animals are not permitted in the Regional Fairgrounds except in conjunction with an exhibit, display or performance approved by the Regional Fairgrounds. The Event Organizer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the Regional Fairgrounds. All sanitary needs for animals are the responsibility of the Event Organizer.

**BANNERS/SIGNAGE** -- Banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the Regional Fairgrounds Management.

**BOOTH CLEANING** -- The Regional Fairgrounds is happy to provide booth cleaning for a fee at a square foot rate. This service includes trash pick-up and vacuuming the carpet.

**BULK TRASH** -- We ask you, the Event Exhibitor, to take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move-out.

Or we'll be happy to do it for you. The goal is to keep your show as pristine and clean as it deserves to be. Any removal of these items by Regional Fairgrounds personnel will be charged at the prevailing rate.

**CAPACITIES** -- Public Safety is at the top of our priority list. That's why all meeting rooms and exhibit halls have a maximum occupancy, which may not be exceeded. The Regional Fairgrounds reserves the right to deny further entry into these spaces in order to protect public safety.

**CLEANING AND MAINTENANCE/REFUSE REMOVAL** -- The Regional Fairgrounds provides janitorial services during the course of the event in corridors, lobbies, concession areas and rest rooms. The Regional Fairgrounds provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles. For your safety and security, Regional Fairgrounds personnel do not clean and are not permitted to enter exhibit booths or show management areas such as registration without agreement.

**CRATE STORAGE/BOOTH STORAGE** -- All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The Regional Fairgrounds inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the Regional Fairgrounds. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply.

**DAMAGES** -- The Event Organizer is responsible for all damages, except normal wear and tear. For accuracy in billing, Regional Fairgrounds representatives and show management should inspect all leased space prior to move-in and during move-out to determine existing conditions. You will be informed of all damages, which occur, after your event with written reports and photographs as soon as they are documented. A final walk-through will take place at the conclusion of your event.

**DECORATIONS** -- The method and location of special installations must be approved in advance by the Regional Fairgrounds Management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Robstown Fire Marshal.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
- Glitter and confetti may not be used in carpeted areas of the building.
- Only Regional Fairgrounds personnel may move planters, lobby furniture, and other Regional Fairgrounds equipment in the public areas.
- Distribution of helium balloons in the Regional Fairgrounds is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Event Organizer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and removed from the hall before the guests enter.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by Regional Fairgrounds Engineering prior to installation.
- Show management will be responsible for removal and clean up of any dirt, bark, mulch or similar materials used for decorating purposes.

**FLOOR DRILLING** -- Floor drilling is prohibited. (Wall and ceiling drilling are also prohibited.)

**FOG/SMOKE MACHINES** -- For public safety, fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the Regional Fairgrounds.

**FOOD SAMPLES** -- Food and beverage samples must not be greater than 3 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event.

For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Event Organizer. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor.

Exhibitors are responsible for complying with all City of Robstown Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth.

**HANGING SIGNS** -- Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the Regional Fairgrounds. The Regional Fairgrounds graphic, signs or advertising displays may not be blocked in any manner. During move-out following the event, all wires, hooks, screws and hanging materials used to hang signs must be removed. (See also Banners/Signage)

**HAZARDOUS MATERIALS LABELING** -- For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the Regional Fairgrounds no less than (45) Days prior to move-in.

**HELIUM BALLOONS** -- Distribution of helium balloons at the Regional Fairgrounds is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Event Organizer (which helps hold down labor costs for everybody).

**LASERS** -- For public safety reasons, only Class I lasers shall be permitted. Class II or greater are prohibited within the Complex.

**MOVE IN & MOVE OUT** -- During move-in and move-out, the exhibition hall lighting level is set at 50%. Heating or air conditioning is not provided during move-in or move-out. Additional lights, heat or air conditioning are available at the prevailing rate. The Regional Fairgrounds reserves the right to maintain sole control of the dock area during dock load in and out. Security staff may be required for everyone's safety at the prevailing rate.

**PACKAGE INSPECTION** -- For your safety and security, cartons, package or other containers brought in or removed from the Regional Fairgrounds by show personnel, exhibitors or service contractors may be subject to inspection.

**PARKING** -- The Regional Fairgrounds has 1,500 parking spaces on the complex. Motor home vehicles (RV's) may use the parking area for parking purposes only. Overnight parking on Regional Fairgrounds property is prohibited. Options are available for the rental of the parking lot areas for outside exhibits and/or exhibitor and patron parking.

**PAYMENT** -- As a service to our customers, cash, check, Visa, MasterCard, Discover and American Express are accepted for all payments. All exhibitors must pay in full at time of orders. The Regional Fairgrounds reserves the right to request payment in advance for estimated additional costs beyond minimum rental.

**PYROTECHNICS** -- The rules governing the use of pyrotechnics are very specific. So if you're considering adding pyrotechnics to your event, please spend a few minutes getting fully acquainted with them.

Any contractor that intends to use pyrotechnics in the facility must be a licensed pyrotechnician. A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the licensee who shall remain directly responsible to the Regional Fairgrounds for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event. Please see your Event Manager for full Pyrotechnics application and requirements.

**RIGGING** -- For public safety reasons, Regional Fairgrounds management must approve all rigging. The Regional Fairgrounds reserves the right to retain consultants at the Customer's expense to review or verify rigging specifications.

Nothing may be attached to any Regional Fairgrounds electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. Rigging may only be attached to structural members.

All rigging in the Regional Fairgrounds shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA and BOCA policy.

No rigging is allowed in the Banquet Hall and Meeting Rooms.

**SAFETY/FIRE CODE REQUIREMENTS** -- Of course, the safety of all occupants of the Regional Fairgrounds is of primary concern. Any unsafe condition or activity should be immediately reported to Regional Fairgrounds Guest Services and supervisory personnel of the responsible party for corrective measures.

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 2000 International Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Richard M. Borchard Regional Fairgrounds. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the City of Robstown Texas. Reference copies of these codes are available in the Event Management Department.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
3. A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
4. No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used to in a manner that will obstruct its use as an exit or that will present a hazardous condition.
5. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The Regional Fairgrounds inspects all exhibits to ensure compliance.
6. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the Regional Fairgrounds. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility.
7. All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.

8. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the Regional Fairgrounds is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
9. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal.
10. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Regional Fairgrounds shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.
11. The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Regional Fairgrounds and the Robstown Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
12. All trash and refuse shall be removed daily from the Regional Fairgrounds.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Regional Fairgrounds and the Robstown Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All hydrants and fire department connections shall be unobstructed at all times.
16. All electrical connections shall be in accordance with the Electrical Code.
17. All electrical cords, sound cable or other trip hazards shall be safeguarded.
18. All appliances fired by natural gas shall be approved by the Facility Operations Manager, the Regional Fairgrounds and the Robstown Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
19. The Regional Fairgrounds and the Robstown Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
20. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the 2000 International Fire Code. The Facility Public Safety Manager along with the Regional Fairgrounds and the Robstown Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
21. There shall be no obstruction blocking exit doors from the outside of the Regional Fairgrounds.
22. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
23. No vehicles shall be parked in fire lanes outside the Regional Fairgrounds.
24. No flammable liquid or material shall be used or admitted inside of the Regional Fairgrounds except by approval of the Regional Fairgrounds and the Robstown Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
25. No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
26. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
27. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines

(tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

28. All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.

29. All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.

30. All floor plans submitted shall be totally representative of the halls, rooms, lobby and hallways and/or areas the events are held in, and include such as the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc.

**SALES TAX** -- Customer is required to adhere to all local, state and federal laws regarding sales tax issues.

**SECURITY** -- The Regional Fairgrounds may require minimum levels of security coverage in any leased space and other areas (i.e.: loading docks, box office, parking lots, etc.).

The Regional Fairgrounds also requires security during move-in and move-out to monitor traffic flow on the dock and parking areas.

No doors may be obstructed or locked when the area is occupied.

Event security requirements are subject to Regional Fairgrounds approval and must be submitted 30 days prior to your event.

The Regional Fairgrounds is not responsible for any items left in the building after an event has moved out.

**SHIPMENTS TO THE REGIONAL FAIRGROUNDS** -- For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. The Regional Fairgrounds will not accept any deliveries or freight shipments prior to your event move-in. Only your decorator or on-site representative is responsible for receipt of any & all deliveries.

**SIGNS & POSTERS** -- We require posters to be mounted on easels and/or individual holders.

Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building.

All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited.

**SMOKING** -- As designated under the State of Texas law, the Regional fairgrounds is a non-smoking facility.

**SOUND LEVELS** -- Please use sound thinking when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb nor interrupt other events. Regional Fairgrounds Management reserves the right to require sound levels to be lowered.

**STAPLES, TACKS & STICKERS** -- Staples & tacks are prohibited and not to be used on any building surface or equipment. No stickers will be allowed to be distributed.

**TAPE REMOVAL** -- It's only natural we want to keep everything looking good. If the Customer contracts for carpet to be laid as a part of the event, it is the responsibility of the carpet contractor to remove all tape from the floors during the final move-out of the event. If this is not done, the Event Organizer will be billed at the prevailing hourly rate for removal of the tape.

If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to the Event Organizer.

Other than approved carpet tape, tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc.

The Event Organizer will be billed for any damages resulting from the removal of taped items (i.e.: repainting walls & doors due to peeled paint, etc.)

**TELEPHONES** -- Telephones are only available through the Regional Fairgrounds, as a service to our clients.

Long distance access is billed after the event.

Telephone order forms for exhibitors are available through the Regional Fairgrounds. See your Event Manager.

**VEHICLES ON DISPLAY** -- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Regional Fairgrounds shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

**UTILITIES** -- For safety reasons, installation of all utility services involving electrical, water, water drainage, or Internet / telephone connections must be performed by the Regional Fairgrounds.

All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).

The Regional Fairgrounds electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.

**WATER, WASTE DISPOSAL, WARE WASHING** -- Good equipment maintenance is just another form of good cost control. That's why no oils, combustibles, or any liquids other than water may be poured in the Regional Fairgrounds drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in Regional Fairgrounds restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from Regional Fairgrounds restrooms or janitors' closets.

#### **WELDING**

For public safety, and to protect our facility, the use of welding equipment and cutting equipment as part of an exhibitor must be specifically approved on an individual basis by the Regional Fairgrounds and the Robstown Fire Marshal before any cutting or welding can be conducted.



## **DRIVING DIRECTIONS TO THE REGIONAL FAIRGROUNDS:**

### Directions from Corpus Christi

- I-37 N toward TX-286 / AIRPORT.
- Merge onto N PADRE ISLAND DR / TX-358 E via EXIT 4A on the LEFT toward TX-44 / PADRE ISLAND / C. C. INTL AIRPORT.
- Merge onto TX-44 W toward C. C. INT AIRPORT / ROBSTOWN.
- Turn RIGHT onto TX-44 W / US-77 N
- Stay on access road and turn RIGHT on 1213 Terry Shamsie Blvd.

### Directions from San Antonio

- I-37 S toward I-10
- Merge onto US-77 S via EXIT 14 toward KINGSVILLE / BROWNSVILLE.
- Take the exit toward TX-44 EAST / ALICE
- Turn LEFT under the underpass
- Stay straight and it becomes 1213 Terry Shamsie Blvd,

### Directions from McAllen

- US-77 N via the exit on the LEFT toward RAYMONDVILLE / CORPUS CHRISTI.
- Take the exit toward TX-44 E / CORPUS CHRISTI.
- Stay STRAIGHT to go onto US-77 N
- Turn RIGHT onto Terry Shamsie Blvd.



## AMENITIES AND SERVICES



1. Exclusive services
  - \*Utilities including telephone/data communications, electrical,
  - \*Labor needs
  - \*Food and beverage – concessions and catering
  
2. In-house services/non-exclusive
  - \*Audiovisual is available through the Regional Fairgrounds.
  - \*You will benefit from on-site technician.
  
3. Concession stands
  - \*Food products
  
4. Internet Access and telephones
  - \*Internet access is available in the exhibit halls.
  - \*House phones can be available in the exhibit halls.
  
5. Parking
  - \*Limited complimentary parking at the Regional Fairgrounds.
  
6. Information Center
  - \*Limited administrative office service.





## PAYMENT POLICY

Full payment including 8.25% sales tax must be included with all advanced orders to obtain discounted prices. Purchase orders are not considered advance payment. Payment must be made by company check made payable to Richard M. Borchard Regional Fairgrounds or credit card authorization. All payments must be payable in US funds. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon installment of equipment. All adjustments must be made during the show. **ABSOLUTELY NO CREDIT WILL BE ISSUED AFTER THE SHOW CLOSING.**

All accounts must be settled at the Regional Fairgrounds Service Desk, which is located at the reception desk in the Event/Operations Office prior to start of show. Your show site representative must be made aware of this policy and have means of payment. The exhibiting firm is responsible for payment of all charges.

Returned Checks: Exhibitors will be charged \$20.00 or 5% of face amount, whichever is greater.



**CREDIT CARD AUTHORIZATION FORM**

For payment by credit card, please fax or mail

Attn: Box Office Manager

PLEASE PRINT OR TYPE

Complete information requested below and return this form with your orders.

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Ordered By \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**CHARGE AUTHORIZATION**

Please check appropriate card:

American Express \_\_\_\_\_  
AMEX ID# \_\_\_\_\_

Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

MasterCard \_\_\_\_\_  
ID Code # \_\_\_\_\_

Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Visa \_\_\_\_\_  
ID Code # \_\_\_\_\_

Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Discover \_\_\_\_\_  
ID Code # \_\_\_\_\_

Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Signature as it appears on the card \_\_\_\_\_

Print Name as it appears on the card \_\_\_\_\_

**IMPORTANT:** Any show site balances or charges for outbound freight, labor or miscellaneous items not paid will be charged to your credit card account where applicable.





## ADDITIONAL FURNITURE NEEDS ORDER FORM

Tables	Quantity	Advance	Floor
Draped and skirted			
8'x30"x30"		\$10.00/table	\$15.00
6'x30"x30"		\$10.00/table	\$15.00
Undraped and unskirted			
8'x30"x30"		\$5.00/table	\$7.00
6'x30"x30"		\$5.00/table	\$7.00
<b>Railing</b>	<b>Quantity</b>		
3' upright		\$9.00	\$14.00
8' upright		\$9.00	\$14.00
6', 8', 10' cross beam		\$9.00	\$14.00
<b>Rolling Garment Rack</b>	<b>Quantity</b>		
Each		\$45.00	\$60.00
<b>Easels</b>	<b>Quantity</b>		
Each		\$9.00	\$14.00
<b>Risers</b>	<b>Quantity</b>		
6'x8'		\$30.00	\$40.00
<b>Seating</b>	<b>Quantity</b>		
Counter bar stool		\$45.00	\$60.00
Molded Chair		\$1.50 (per day)	
<b>Booth Vacuuming</b>			
<b>One time only</b>		\$ .20 per sq. ft.	\$ .25 per sq. ft.
<b>Booth Vacuuming Daily</b>		\$ .20 per sq. ft.	\$ .25 per sq. ft.

Ex. Booth Size 8x10 = 80 sq. ft. 80x.20 = \$16.00 one time  
 Ex. Booth Size 8x10 = 80 sq. ft. 80x.20x3days = \$48.00 Daily for 3 day show

Event \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Exhibit Location/Booth \_\_\_\_\_  
 On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





## ELECTRICAL SERVICE

(All services are provided exclusively by Richard M. Borchard Regional Fairgrounds)

Quantity	Description	Advanced	Floor
	120-Volt Single-Phase Service (0-500 Watts)	\$45.00	\$70.00 per outlet
	120-Volt Single-Phase Service (501-1000 Watts)	\$50.00	\$80.00
	120-Volt Single-Phase Service (1001-1500 Watts)	\$55.00	\$90.00
	120-Volt Single-Phase Service (1501-2000 Watts)	\$60.00	\$100.00
	120-Volt Single-Phase Service (2001-2500 Watts)	\$65.00	\$110.00
	120-Volt Single-Phase Service (2501-3000 Watts)	\$70.00	\$120.00
	120-Volt Single-Phase Service (3001-3500 Watts)	\$75.00	\$130.00
	120-Volt Single-Phase Service (3501-4000 Watts)	\$80.00	\$140.00
	208-Volt Single-Phase Service (20 Amps)	\$121.00	\$161.00
	208-Volt Single-Phase Service (30 Amps)	\$163.00	\$203.00
	208-Volt Single-Phase Service (60 Amps)	\$228.00	\$268.00
	208-Volt Single-Phase Service (100 Amps)	\$308.00	\$348.00
	208-Volt Three-Phase Service (20 Amps)	\$174.00	\$214.00
	208-Volt Three-Phase Service (30 Amps)	\$217.00	\$257.00
	208-Volt Three-Phase Service (60 Amps)	\$318.00	\$358.00
	208-Volt Three-Phase Service (100 Amps)	\$409.00	\$449.00
	Extension Cords	\$10.00	\$15.00
	Power strip	\$15.00	\$20.00

\_\_\_\_\_ Special requirements 24-hour Service Required: YES ( ) NO ( )

Will you require work in booth beyond normal connections: YES ( ) NO ( )

Event \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Exhibit Location/Booth \_\_\_\_\_  
 On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





## AUDIOVISUAL EQUIPMENT

(All orders must be received 72 hours in advance)

All equipment to be provided by outside source. Prices may vary.

### Video/Projection/Audio

Quantity	Days Used	Description	Advanced Rate	Floor Rate
		DVD Player	\$50.00	\$75.00
		VCR	\$50.00	\$75.00
		19" Self contained VHS/Monitor	\$100.00	\$125.00
		27" Color Monitor	\$100.00	\$125.00
		Full Color LCD Projector (XGA,MAC)	\$350.00	\$375.00
		Slide Projector	\$40.00	\$50.00
		Overhead Projector	\$40.00	\$50.00
		Projection Cart w/Drape	\$30.00	\$40.00
		Tripod Screen 6' x 6'	\$35.00	\$45.00
		Tripod Screen 8' x 8'	\$35.00	\$45.00
		Tripod Screen 10' x 10'	\$50.00	\$60.00
		Self Amplified Speaker, Microphone	\$120.00	\$150.00

Example: 3 (Screens 6'x6') x 2 (Days Used) x \$35.00 (Advanced Rate) = \$210.00 (Total)

Event \_\_\_\_\_

Event Dates \_\_\_\_\_

Company Name \_\_\_\_\_

Exhibit Location/Booth \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





**TELECOMMUNICATIONS & BUSINESS SERVICES ORDER FORM**

<b>Quantity</b>	<b>Description</b>	<b>Advanced</b>	<b>Floor</b>
	Telephone Connection – local	\$150.00 run of show	\$175.00
	DSL Connection	\$175.00 one day	\$200.00
	DSL Connection	\$250.00 run of show	\$275.00
	Cable TV Connection	\$125.00 run of show	\$150.00
<b>Quantity</b>	<b>Business Services</b>		
	Copies – single page	\$0.20	
	Copies – double sided	\$0.60	
	Facsimile – inbound	\$1.00 per page	
	Facsimile – outbound	\$2.00 per page	

**All orders must be paid in full at time of service!**

Event \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Exhibit Location/Booth \_\_\_\_\_  
 On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





## LABOR ORDER FORM

(To ensure availability of labor, PLEASE ORDER IN ADVANCE)

Starting time can only be guaranteed when labor is ordered for 8:30am. The Regional Fairgrounds will attempt to provide labor at all other times, however, in some cases it may be impossible to have labor at an exact given time.

### LABOR RATES:

Straight time: \$35.00 per person, per hour, 2-hour minimum. Straight time rates apply Monday-Saturday 8:30am – 5:30pm.

Overtime: \$52.50 per person, per hour, 2-hour minimum. Overtime rates apply on recognized Holidays and Sundays, before 8:30am and after 5:30pm.

If service A or B, below is not specified, labor will not be assigned until exhibitor reports to the Service Desk.

Service A \_\_\_\_\_ check if applicable

All work performed and supervised by Regional Fairgrounds Personnel

Please send any necessary information, blue prints, photos, etc.

Charge for supervisory service is 30% of total bill with a \$38.00 minimum charge.

Service B \_\_\_\_\_ check if applicable

All work performed under direct supervision of Exhibitors Representative.

Please Indicate:

Exhibitor Reps Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contacts Estimated Time of Arrival: \_\_\_\_\_

If set up plans are contained in your crates please check here \_\_\_\_\_

If set up plans are attached to exhibitor package check here \_\_\_\_\_

Event \_\_\_\_\_

Event Dates \_\_\_\_\_

Company Name \_\_\_\_\_

Exhibit Location/Booth \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





## CADDY SERVICE ORDER FORM

Caddy service is a service available to companies exhibiting at shows held at the Richard M. Borchard Regional Fairgrounds. Purchase of this service entitles the exhibitor to the unloading of their personal vehicle and transportation of the contents to their booth. The vehicle is to be no longer than a van or pick up truck. The unloading of larger vehicles and/or set up of the booth is to be purchased separately with the Labor Order Form contained in this packet.

**The cost of this service is \$25.00 per hour.**

\_\_\_\_\_ Please check if you would like to purchase this service.

Exhibiting Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Authorized Person (Please Print) \_\_\_\_\_

Booth Number \_\_\_\_\_

Time Service Needed \_\_\_\_\_

Event \_\_\_\_\_

Event Dates \_\_\_\_\_

Company Name \_\_\_\_\_

Exhibit Location/Booth \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**TOTAL CHARGES WORKSHEET**

Furniture Order Total	_____
Electric Order Total	_____
Audio Visual Order Total	_____
Telecom & Business Services Total	_____
Labor Order Total	_____
Caddy Service Order Total	_____
<b>Sub-Total for all orders</b>	_____
Sales Tax 8.25%	_____
<b>Total Due to the Regional Fairgrounds</b>	_____

Event \_\_\_\_\_

Event Dates \_\_\_\_\_

Company Name \_\_\_\_\_

Exhibit Location/Booth \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Return Forms to: RMB Regional Fairgrounds 1213 Terry Shamsie Blvd., Robstown, Texas 78380. Phone: 361-387-9000 Fax: 361-387-9077. Attn: Box Office Manager.

