Exhibitor Service Manual

September 18-20, 2026
Marriott Marquis
Houston, TX

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Dear Indoor Exhibitor,

It is our pleasure to notify you that **Convention Handling Services (CHS)** has been selected as the "Official General Service Contractor" for the forthcoming 2026 Annual Expo**.** We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

Enclosed in this Service Manual, you will find important show information, as well as order forms for services and products you may require. From luxury furniture to experienced labor, we offer a full range of services and products to assist you in maximizing the impact of your exhibit. The Hotel will not provide any tables, chairs or furnishing for the exhibit floor. We strongly advise that you carefully read all information contained in this service manual.

Discount Deadline: Thursday, September 10, 2026
Please review the various items being provided to each booth by Show Management on the **At-A-Glance Page.** After reviewing this information, please analyze your needs carefully and return your order forms with full payment before **September 10, 2026**, the discount deadline. *This special discount deadline has been provided as a money-saving tool, as well as to ensure the availability of your items. Please note, to receive the discount price, payment, including all taxes, must accompany your forms and returned to the address on the form before the discount deadline.*

A **CHS Service Desk** will be maintained and located in a convenient location of the exhibit hall during move-in through move-out to assist you with any last-minute needs.

Questions regarding the convention's policies, Outdoor Exhibits, space assignments, display limitations and event schedules should be directed to the show management.

If you have questions regarding such items as furniture, signage, shipping or labor, please contact our Exhibitor Services Team. We are dedicated to answering your questions and helping you deliver a successful event!

We are proud to be your partner and look forward to working with you!

Sincerely,

Convention Handling Services (CHS)
Phone: 210-247-2641
Email: info@conventionhandling.com

WELCOME TO CHS

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

TABLE OF CONTENTS

I. Show Information	Page No.	Discount Deadline
At-A-Glance	4	
Shipping Information	5	
Limits of Liability I	6	
Limits of Liability II	7	
II. Payment Information		
Payment Policies	8	
Credit Card Authorization	9	*Must be on file for orders to be processed.*
Third Party Payment	10	Thursday, September 10, 2026
Exhibitor Appointed Contractor	11	*Tuesday, August 18, 2026
Recap of Order	12	Thursday, September 10, 2026
III. Booth Furniture and Accessories		
Furniture – Tables/Accessories	13	Thursday, September 10, 2026
Furniture – Chairs/Accessories	14	Thursday, September 10, 2026
Pop-Up / SEG Exhibit Display	15	*Tuesday, September 1, 2026
Turnkey Booth Options	16	*Tuesday, September 1, 2026
Exhibit Accessories	17	Thursday, September 10, 2026
Product Display	18	Thursday, September 10, 2026
Carpet	19	Thursday, September 10, 2026
Cleaning Service Order Form	20	Thursday, September 10, 2026
Custom Signs	21	*Tuesday, September 1, 2026
V. Labor		
Labor Rules and Regulations	22	
Installation/Dismantle Labor Order Form	23	Thursday, September 10, 2026
Installation/Dismantle Shipping Information	24	Thursday, September 10, 2026
VI. Shipping/Material Handling Information		
Material Handling Information	25	
Material Handling Order Form	26	Thursday, September 10, 2026
Material Handling Cart Load	27	Thursday, September 10, 2026
IX. Supplemental Services - Please order and contact individual suppliers directly regarding their services.		
LibertyCFS – Preferred Carrier	exhibitorservices@libertycfs.us	
Electrical	ENCORE	
CHS ON-LINE ORDERING	https://conventionhandlingservices.boomerecommerce.com	

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Important Show Information:

Where: Marriott Marquis Houston / Houston Ballroom
Show Colors: Blue
Show Carpet: Exhibit Hall is carpeted

BOOTH INFORMATION: *Booths larger than 10 x 10 will get 1 table and 2 chairs per 100 sq ft space.*	
Each 10 X10 booth will receive: (*)	
* **8' tall back drape –Blue**	* **1 – 7" x 44" ID Sign**
* **3' tall side drape - Blue**	* **2 – Side Chairs**
* **1 – 6' Table skirted - Blue**	* **1 – Wastebasket**
** Many other items are available for rent. Refer to the appropriate order forms in this kit. When ordering, please order only those items you will require above those being provided.*	

SCHEDULE AT-A-GLANCE:		
IMPORTANT DATES:		
Discount Price Cut Off Date	**Thursday, September 10, 2026**	
Advance Warehouse Freight	**First Day: Monday, April 13**	**Last Day: Tuesday, September 15**
Show Site Freight	**First Day: Thursday, September 17 @ 9:00 AM**	
**Advance Warehouse hours: 9:00 a.m. - 3:00 p.m. Monday – Friday.*		
EXHIBITOR MOVE IN:		
Exhibit Set Up (Start)	**Thursday, September 17, 2026**	**12:00 PM to 6:00 PM**
***It is important that ALL EXHIBITS ARE SHOW READY by 6:00PM.*		
EXHIBIT HALL HOURS:		
	Friday, September 18	**7:30 AM to 2:30 PM**
Welcome Reception/Exhibit Hall	**Friday, September 18**	**5:00 PM to 7:00 PM**
	Saturday, September 19	**7:00 AM to 4:00 PM**
	Sunday, September 20	**8:00 AM to 11:10 AM**
EXHIBITOR MOVE OUT:		
	Sunday, September 20, 2026	**11:15 AM – 3:00 PM**
OUTBOUND:		
Drivers Check-In By:	**Sunday, September 20, 2026**	**2:00 PM**
Freight Will Be Re-Directed At:	**Sunday, September 20, 2026**	**3:00 PM**
** *It is important that the hall is clear by 3:00PM.*		

CHS will have a service desk in a convenient location on show site if you require any further assistance.

AT-A-GLANCE

HOW DO I SEND MY SHIPMENTS?
You have two options in regard to sending your shipments. You can ship your freight in advance, or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** Our preferred carrier is

ADVANCE SHIPMENTS
Advance Shipping is sending your materials, up to thirty (30) days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **9:00 a.m. – 3:00 p.m.**, Monday through Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Shipments arriving at the warehouse after Tuesday, September 15, may be charged an additional 35% of the advance warehouse rate in addition to any other charges incurred.

Please label each item as follows:

Advance Shipping Address:

TSPS - 2026
c/o **CHS**
100 E Schulz St
Marion, TX 78124

Advance shipments MUST be received by
Tuesday, September 15, 2026

DIRECT SHIPMENTS
Direct Shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

THERE WILL BE NO EXHIBITOR ACCESS ON OR THROUGH THE DOCK AREA. Our insurance does not permit Non-CHS employees to access this area,

Please label each item as follows: (Any shipments arriving prior to **Thursday, September 17, 2026** will be refused).

Direct Shipments to Show Site:

TSPS - 2026
[Exhibitor Name] c/o **CHS**
Marriott Marquis Houston | Texas Ballroom
1777 Walker St
Houston, TX 77010

Shipments will be received during the designated move-in periods as well as throughout the event. As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site. Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show-site receiving report will verify the total count and weight.

ALL SHIPMENTS MUST HAVE "C/O CHS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.

BOOTH DELIVERY & CONTAINER STORAGE
Materials received at the warehouse or on show site will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Material handling charges will apply based on inbound weight. Please note, shipments received without receipts, freight bills, or specified unit counts, from carriers such as UPS or FedEx, will be delivered without guarantee of piece count or condition. No liability will be assumed by CHS for these shipments. *Please see pages 25-26 for Material Handling Information.*

SHIPPING AFTER THE SHOW
A **CHS** "Bill of Lading" is required on all outbound shipments, whether shipping through our carrier or your designated carrier. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. **CHS** has made special arrangements with to motor freight your display material. If you are not using our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be redirected through the House Carrier and any discount rate will not apply. A **CHS** representative will be available at show site for further questions.

MATERIAL HANDLING

- **CHS**, its subcontractors, and Show Management will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CHS**, its subcontractors, and Show Management will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- **CHS**, its subcontractors, and Show Management is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **CHS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pickup by the specified time, such shipments will be rerouted by **CHS**.
- Make certain all your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This does not include transportation charges. All charges are the responsibility of the exhibiting firm.
- In the event no weight is indicated on the delivery documents presented, **CHS** shall estimate the weight and charges will be based on the estimated weight. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the closing of the show.
- Do not send advance freight for **Saturday** delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- A **CHS** "Material Handling Agreement/Bill of Lading" must be filled out at close of show for all outbound shipments and returned the service desk. "Bill of Lading" is available at the service desk during your event.
- All Material Handling Agreements/Bill of Lading submitted to **CHS** by Exhibitor will be checked at the time of pickup from the booth. Any corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **CHS** and the actual count of such items in the booth at the time of pickup.
- Shipments left on the show floor after the close of the event without a Bill of Lading, will shipped out using our carrier or returned to our warehouse pending re-routing. **CHS** assumes no liability as a result of such re-routing or handling.
- Any and all material left on the floor after the close of the event without a return label and a Bill of Lading will be discarded by the cleaning crew.
- **CHS** is not responsible for freight shipped through the venue's package/mail room.
- Empty Labels for crate storage will be available at the **CHS** Service Desk. Affixing the labels is the responsibility of the Exhibitor or its representative. Empty containers that are labeled with Empty Label will be removed from your exhibit space, stored during the event and returned after the close of the event. It is important that you label all containers, pallets, crates and boxes that will need to be stored for re-use after the end of the event.
- **CHS** will not be responsible for containers not labeled for storage.
- Empty containers will not be accessible after they have been removed from exhibit space until the close of the event. If accessible storage is needed, please contact **CHS**.
- **CHS** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **CHS** sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials: and Exhibitor's sole and exclusive remedy is limited to repair or replacement with like kind and quantity, subject to a dollar amount limited to $.30 per pound of article, with a maximum of $50.00 per item, and a maximum of $1000.00 per shipment. This applies while these goods, are in **CHS** warehouse or at the event, under this contract.

CHS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's material that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **CHS** by an exhibitor or by any shipper 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. It is suggested that exhibitors insure all shipments from the time it leaves your company until the time it is returned from the show.

RESPONSIBILITY FOR LABOR:

- **CHS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CHS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CHS** or its subcontractors.
- **CHS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CHS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CHS** or its subcontractors more than one year after the accrual of the action.
- **CHS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CHS** will not be responsible for improperly packed or concealed damages to exhibit.
- Placing of an order for the services of labor and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

PAYMENT TERMS:

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the show.**

QUESTIONS AND ADJUSTMENTS:

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CHS** immediately. Any and all issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CHS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- **There will be no credits given after Wednesday, September 16, 2026.**

ORDERS

- All advance orders must be paid in full at the time the order is placed. Advance orders accompanied with full payment by deadline for services and rentals are discounted to your advantage.
- Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- Services ordered at show site will not be processed without full payment.

INDEMNIFICATIONS:

Exhibitor agrees to defend, indemnify and forever hold harmless CHS, its officers, directors, employees, subsidiaries, affiliates and assigns (the "Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney fees), causes of action, demands or judgments of any nature arising out of or resulting from any negligence, willful misconduct or omission of exhibitor or any of its employees, agents or subcontractors in the performance of the services, activities or operations of Exhibitor furnished in connection with this agreement, except to the extent that such claims, losses, liabilities or damages are attributable to the negligence, omission or willful misconduct of the Indemnified Parties. The terms of this paragraph shall survive the expiration or termination of this agreement.

FORCE MAJEURE:

CHS' performance hereunder is subject to, and CHS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, Acts of God, vandalism, civil disturbances, power failure, explosion, acts of terrorism, war, or any other cause beyond CHS control, nor for ordinary wear in the handling of equipment and materials.

HOW DO I PLACE MY ORDER?

x Mail in your order forms and full payment to:
CHS * P.O. Box 200511 * San Antonio, TX 78220
x Fax in your order with the "Credit Card Authorization" form to: **210.247.2691** Attn: CHS Exhibitor Services
x Email: info@conventionhandling.com
x Online: https://conventionhandlingservices.boomerecommerce.com

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

Please add the appropriate **8.25**% sales tax. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. There will be no credit given after ***Wednesday, September 16, 2026***.

For orders going to other "official suppliers" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

PAYMENT OPTIONS

1. *Advance Payments by check*...Attached with your order forms. The "Credit Card Authorization" form must be submitted for any additional charges incurred at show-site. All checks should be made payable to:
Convention Handling Services
RE: TSPS - 2026

Payment by *Credit Card*... MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" forms. **CHS** must receive this form by Tuesday, May 5, 2026 to qualify for the advanced pricing.

SHOW SITE ORDERS
All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers' checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

ADVANCE ORDERS (Thursday, September 10, 2026)
To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

THIRD PARTY ORDERS
If using a display/exhibit house that will also be the party responsible for the charges incurred for the show, please complete the Third Party Payment Form, as well as the EAC Form and return them to our offices by the date indicated on the forms. The exhibitor is ultimately responsible for the payment of charges, so please forward this information to the proper parties, otherwise the exhibitor will be directly charged.

INTERNATIONAL EXHIBITORS
International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show, either by cash, credit card or check. Wire transfers must include a $50.00 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.
If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Credit Card Authorization Form

This form authorizes **CHS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order. No orders will be processed without this form, completed and signed, on file.

Company Name:	
Cardholders Name:	**Booth#:**
Credit Card #:	
Exp Date: **Code:**	**Type of Card:** **Visa:** ☐ **M/C:** ☐ **American Express:** ☐
Billing Address:	
City, State, Zip:	
Phone Number:	**Email:**
Customer Signature:	

☐ **I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH.**

Mail order forms and full payment to:

CHS – Convention Handling Services
P.O. Box 200511
San Antonio, TX. 78220
RE: TSPS - 2026

Fax orders with full payment to: 210.247.2691 Attn: CHS Exhibitor Service Department.

***No credit will be given for items cancelled on or after Thursday, September 10, 2026.**

PLEASE NOTE:
Your signature on this form authorizes CHS to charge any pre-order requests, on-site order requests, all material handling charges according to shipping documents, and any applicable shipping charges.

CREDIT CARD AUTHORISATION

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

Third Party Payment

CHS will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the "Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **CHS**. Also, the credit card information below must be completed and submitted to **CHS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CHS** to fax an invoice from the convention facility, a $50.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

THIRD PARTY INFORMATION This box must be filled out and returned to CHS	
Exhibiting Company:	**Booth #:**
Authorized Name & Title:	**Authorized Signature:**
Display House Name Third Party Payer:	
Authorized Name & Title:	**Authorized Signature:**
Complete Address:	
City, State, Zip:	
Phone:	**Fax:**
Items being billed to Third Party: *(Please select the service below.)*	
☐ Material Handling ☐ Furnishings ☐ Display Labor ☐ All Services ☐ Other_____	
Credit Card #:	
Exp. Date: **Code:** **Type of Card:** **Visa:** ☐ **M/C:** ☐ **American Express:** ☐	
Name on Card:	**Authorized Signature:**
Company Name:	
Billing Address:	
City, State, Zip:	
Phone: **Fax:**	**Email:**

THIRD PARTY PAYMENT

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Exhibitor Appointed Contractor

CHS has been selected as the Official General Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who provides a service to an exhibitor on-site and does not represent one or more of the Official Contractors.

Rules and Regulations:

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **CHS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CHS** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

Important
It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **CHS** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

Form must be received by: Tuesday, August 18, 2026
If this form and the "Certificate of Insurance" are not received by Tuesday, August 18, the Exhibitor or EAC will be required to order labor from **CHS**.

EAC INFORMATION This box must be filled out completely and returned to CHS	
Exhibiting Firm:	Booth #:
Authorized Name & Title:	Signature:
Full name of EAC:	
Address of EAC:	
City, State, Zip:	
Authorized EAC Name:	Signature:
Authorized EAC Title:	EAC Representative/Show-Site:
Phone:	Email:
Type of Service being performed:	

EXHIBITOR APPOINTED CONTRACTOR (EAC)

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

Order Summary

Please note, this form is optional and has been included for your convenience.

1. Please use this form to combine all of your **CHS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax or email your order and "Credit Card Authorization" form to **CHS** at 210.247.2691 or mail your order and payment to:

CHS
P.O. Box 200511
San Antonio, TX. 78220
RE: TSPS - 2026

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices). These items are on a rental basis only and remain the property of CHS. Items may differ slightly from picture depending on availability.

*One copy of this form with your payment must be forwarded to CHS. Please retain one copy for your files.

Taxable Services	
Furniture - Tables: (Pg. 13)	$
Furniture – Chairs & Accessories: (Pg. 14)	$
Popup and SEG Exhibit Display: (Pg. 15)	$
Booth Rental / Exhibit Accessories: (Pg. 16 / 17)	$
Product Display Options I: (Pg. 18)	$
Carpet and Accessories: (Pg. 19)	$
Cleaning: (Pg. 20)	$
Signs: (Pg. 21)	$
Prestige Furniture	$
8.25% TAXABLE TOTAL:	$
Non-Taxable Services	
Labor: (Pg. 23)	$
Material Handling: (Pg. 26)	$
Cart Load: (Pg 27)	
	$
Non-TAXABLE TOTAL:	$
GRAND TOTAL:	$

Thank you for your order!

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

RECAP OF ORDERS

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

Skirted Display Tables All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables is skirted.					
Standard Height (30" High)					
Description	**Discount**	**Standard**	**QTY**		**Total**
4' long 30" high	$99.50	$129.55			$
6' long 30" high	$118.50	$154.25			$
8' long 30" high	$135.50	$177.00			$
Skirt 4th Side Check One: L 6' L 8'	$45.75	$59.50			$
Table Skirt Only	$66.50	$86.50			$
Counter Height (42" High)					
4' long 42" high	$116.50	$151.50			$
6' long 42" high	$130.25	$169.50			$
8' long 42" high	$176.50	$223.00			$
Skirt 4th Side Check One: L 6' L 8'	$45.75	$59.50			$
Table Skirt Only	$66.50	$86.50			$

Table Skirt Color Availability			
	Red		White
	Burgundy		
	Blue		Grey
	Black		Beige

Please use colors for reference only

Please note, show color will be chosen on orders with no preference indicated.

Color preference: _____

Un-skirted Display Tables 24" wide tables topped in white vinyl.					
Description	**Discount**	**Standard**	**QTY**		**Total**
4' long 30" high	$65.50	$85.00			$
6' long 30" high	$78.50	$102.75			$
8' long 30" high	$89.50	$116.50			$
4' long 42" high	$83.50	$108.50			$
6' long 42" high	$96.25	$125.25			$
8' long 42" high	$106.00	$137.50			$

Round Display Tables 30" diameters, tables are un-skirted					
Description	**Discount**	**Standard**	**QTY**		**Total**
Cocktail Table 30" high	$105.75	$137.50			$
Cocktail Table 42" high	$105.75	$137.50			$

Tabletop Risers (12"w x 8"h) Covered in white plastic.					
Description	**Discount**	**Standard**	**QTY**		**Total**
4' Tabletop Riser	$47.95	$62.35			$
6' Tabletop Riser	$58.65	$76.25			$
					$

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691
info@conventionhandling.com / www.conventionhandlingservices.com

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

Padded Arm Chair	**Padded High Stool**	**Contoured Side Chair**	**White Glenn Stool**	**Padded Side Chair**

42″x23″x37″ Counter	**42″x23″x78″ Counter**	**Wastebasket**	**Tripod Easel**	**Raffle Drum**

Chairs *(Absolutely No Hotel Furniture will be allowed in Booth Space)*				
Description	**Discount Price**	**Standard Price**	**QTY**	**Total**
Armchair (Padded)	$98.75	$123.50		$
High Stool (Padded)	$128.50	$167.50		$
Contoured Side Chair (Plastic)	$48.50	$63.50		$
White Glenn High Stool	$105.00	$136.50		$
Side Chair (Padded)	$88.50	$115.50		$
Prestige Swivel Chair	$155.50	$2052.00		$
Accessories				
42″x23″x37″ Counter	$325.00	$422.50		$
42″x23″x78″ Counter	$445.50	$579.00		$
Wastebasket	$22.50	$40.75		$
Tripod Easel	$67.50	$87.75		$
Raffle Drum	$150.50	$196.95		$
4′ Glass Showcase - Black	$275.00	$357.50		$
6′ Glass Showcase - Black	$345.00	$448.50		$

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691
info@conventionhandling.com / www.conventionhandlingservices.com

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Tuesday, September 1, 2026

POPUP/SEG EXHIBITS

10' and 20' SEG Fabric Display (non-lit)	**8'Hx10'W - $912.00 / 8'Hx20'W - $1,820.00**
Single Sided Graphics / Slim Frame You purchase and it is yours to keep. Price includes printing, installation and dismantle. Does not include outbound shipping fees. Optional Accessories: Hard Case	
10' Back-lit SEG Fabric Display	**$2,430.00**
Single Sided Graphics / Slim Frame LED lighting creates even illuminated graphics. You purchase and it is yours to keep. Price includes printing, installation and dismantle. Does not include outbound shipping fees. Optional Accessories: Hard Case	
10' Back-lit Popup Display	**$2,130.00**
Single Sided Graphics / Slim Frame LED lighting creates even illuminated graphics. You purchase and it is yours to keep. Price includes printing, installation and dismantle. Does not include outbound shipping fees. Optional Accessories: Hard Case	
10' Popup Display	**$850.00**
Single Sided Graphics / Slim Frame LED lighting creates even illuminated graphics. You purchase and it is yours to keep. Price includes printing, installation and dismantle. Does not include outbound shipping fees. Optional Accessories: Hard Case / Clip on LED lighting / Podium	
Tension Fabric Display	**10' - $775.00 / 20' - $1,405.00**
Single Sided Graphics / Slim Frame LED lighting creates even illuminated graphics. You purchase and it is yours to keep. Price includes printing, installation and dismantle. Does not include outbound shipping fees. Soft Case	

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Tuesday, September, 2026

TURNKEY BOOTH PACKAGE – OPTION 1

Option 1 Includes:

3 Meter Hardwall w/print on front and sides
2 Meter Counter w/print on front panel
1 – 30" round x 42" high Table
2 – White Stools
2 – Arm Lights
Gray or Black 10'x10' Carpet

Discount Price: $3,650.00

TURNKEY BOOTH PACKAG E - OPTION 2

Option 2 Includes:

10' Popup Display
1 Meter Counter w/print on front panel
1 – 30" round x 42" high Table
2 – Gray Padded Stools
2 – Arm Lights
Gray or Black 10'x10' Carpet
1 – Literature Rack

Discount Price: $2,250.00

TURNKEY BOOTH OPTIONS

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Tuesday, September 1, 2026

ACCESSORIES (Rental Exhibits)

Description	Discount	Standard	QTY	Total
Long Arm Spotlight	$126.75	$177.45		$
Clip-On Spotlight	$65.00	$80.00		$
2' x 7' Black Gridwall	$35.00	$45.50		$
2' x 8' Black Gridwall	$55.00	$71.50		$
Gridwall foot supports (pair)	$25.00	$32.50		$
8' Upright w/bases	$18.50	$24.25		$
Expansion	$12.50	$16.25		$
Special Drapery Price is Per Foot	**Preferred Color:**_____			
3' Drape	$5.65	$8.25		$
8' Drape	$8.50	$14.25		$
12' Drape	$16.25	$28.75		$
Special Skirting Price is Per Foot	**Preferred Color:**_____			
Table	$16.00	$27.00		$
Crate	$16.00	$27.00		$
Platform	$16.00	$27.00		$
Stage	$16.00	$27.00		$
				$

Table Skirt Color Availability			
	Red		White
	Burgundy		
	Royal Blue		Grey
	Black		Beige

**Please use colors for reference only*

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Tackboard, Display Rack Options

(*) Limited Availability after Discount Deadline

Garment -2 Arm	**Tackboard**	**Sign Stand22x28**

Bag Rack		**Retractable Stanchion**		**Chrome Stanchion**		**Literature Rack**

Discount Deadline: Thursday, September 10, 2026

Description	Discount	Standard	QTY	Total
4'x8' Tackboard	$175.00	$227.50		$
8'x4' Tackboard	$175.00	$227.50		$
Bag rack	$125.00	$162.50		$
Garment Rack	$125.00	$162.50		$
Garment-2 Arm	$125.00	$162.50		$
Retractable Stanchion	$92.00	$119.60		$
Chrome Stanchion	$85.00	$110.50		$
Sign Stand 22"x28"	$86.00	$111.80		$
Literature Rack	$105.00	$136.50		$
Plastic Chain	$4.80	$6.25		$

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691
info@conventionhandling.com / www.conventionhandlingservices.com

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

CHS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet Includes delivery, installation and dismantle					
Description	**Discount**	**Standard**	**QTY**		**Total**
10' X 10' carpet	$149.50	$195.00			$
10' X 20' carpet	$299.00	$390.00			$
10' X 30' carpet	$447.00	$585.00			$
10' X 40' carpet	$596.00	$780.00			$

Standard Colors
Red
Blue
Black
Silver Mist
Charcoal Gray

Please note, show color will be chosen on orders with no preference indicated.

Color preference: _____

Custom Cut Carpet Includes delivery, installation and dismantle

Our **standard** carpet, cut to your specifications. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions:_____X_____=_____Total SQ FT

Discount Price._____Total SQ FT X $4.90 per SQ FT = $_____

Standard Price._____Total SQ FT X $6.65 per SQ FT = $_____

Please note, show color will be chosen on orders with no preference indicated. No Credit will be given once order is pr*

CUSTOM CARPET ORDER BY APRIL 28, 2026 **Color preference** _____

Custom Colors
Red
Blue
Black
Charcoal Gray

Plush Carpet Includes delivery, installation and dismantle

Plush 100% nylon pile carpet, cut to your specifications. Plush carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions:_____X_____=_____Total SQ FT

Discount Price._____Total SQ FT X $5.95 per SQ FT = $_____

Standard Price._____Total SQ FT X $7.75 per SQ FT =$_____

Please note show color will be chosen on orders with no preference indicated. No Credit given once order is processed.

***PLUSH CARPET ORDER BY APRIL 28, 2026** **Color preference**: _____

Carpet Padding ½" Carpet Padding

Booth Dimensions:_____X_____= _____Total SQ FT

Description	**Discount**	**Standard**		**Total Sq Ft**	**Total**
Carpet Padding per sq ft	$1.15 sq ft	$1.25 sq ft	X		$
Visqueen per sq ft	$0.48 sq ft	$0.65 sq ft	X		$

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691
info@conventionhandling.com / www.conventionhandlingservices.com

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Thursday, September 10, 2026

Booth Cleaning Services

All rates are based on square footage of booth area (100 Sq. Ft. minimum)

Rental carpet is delivered to your booth clean. However, during exhibit setup, the carpet may become unclean. Below are options for a Pre-Show clean or cleaning for each day of the event.

Vacuum and General Cleaning

(Minimum of 100 Sq. Ft. Daily vacuuming includes emptying of wastebasket and pre-show cleaning.)

	Description	Discount	Standard
☐	Provide **One Time** service prior to opining.	$0.45	$0.60
☐	Provide **Daily** service for duration of show.	$0.40	$0.50

Booth Dimensions:_____X_____=_____Total SQ FT

(Discount Price) Total SQ FT_____X $._____ X No. Days_____ = $_____

(Standard Price) Total SQ FT_____X $._____ X No, Days_____ = $_____

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

Company: _____ Booth: _____

Contact: _____ Email: _____ Phone: _____

CLEANING

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Discount Deadline: Tuesday, September 1, 2026

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at **CHS** is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor.

Signage Rates
Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Size	Discount	Standard	QTY		Total
7″ X 11″	$23.00	$30.00			$
7″ X 44″	$31.50	$40.50			$
11″ X 17″	$35.50	$47.00			$
22″ X 28″ Single Sided	$79.25	$104.00			$
22″ X 28″ Double Sided	$98.50	$128.50			$
28″ X 44″ Single Sided	$95.75	$125.00			$
28″ x 44: Double Sided	$145.00	$188.00			$
Easel back	$8.50	$12.50			$

Banner Rates
(Minimum order of $100.00. Colored backgrounds are an additional 20%)

Description	Discount	Standard	QTY		Total
Vinyl banner with grommets or pocket	Request Quote				$
Digital Full Color Vinyl banner with grommets or pocket	Request Quote				$

Please use this box to write your copy if you are not sending graphics.
Indicate whether you want your sign to be horizontal or vertical.

Our experienced graphic designers can create custom graphics for your booth...

Please call our Exhibitor Service Department for quotes, 210-247-2641.

Subtotal	$
8.25% Sales Tax	$
GRAND TOTAL	$

CUSTOM SIGNAGE

CHS is the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantle of exhibit material.

Labor Rules & Regulations

To assist you in planning for your participation in this event and to help you understand the Area Work Rules-Labor Regulations, we ask you to read the following:

Decorator Labor
As an employee of the exhibiting company, you may assemble, unpack, pack and disassemble your exhibit. Whether you hire a third party, or if you self-perform your setup, you must have a certificate of insurance on file with CHS 30 days prior to setup. See EAC sheet in this manual.

Material Handling
As a full time employee of the exhibiting company, you may move materials to and from your booth, during set-up and tear down, that can be hand carried without the use of pallet jacks or other mechanical equipment. No personal vehicle will be allowed to enter the loading dock for off-loading or loading. No exhibitor will be allowed on the dock.

Tipping
We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

Safety
Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your standing weight. CHS cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required In assembling your booth, please order labor on the Labor Order Form. All necessary tools will be provided with labor.

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Display Installation & Dismantle/Rates

STRAIGHT TIME	**Monday– Friday**	**8:00 AM to 5:00 PM**	**$86.00**
OVER TIME	**Monday– Friday**	**Before 8:00 AM & After 5:00 PM**	**$129.00**
OVER TIME	**Saturday/Sunday**	**All Day**	**$129.00**
DOUBLE TIME	**Holidays**	**All Day**	**$172.00**

Minimum Charge: One hour per man. Labor thereafter will be charged in ½ hr. increments.

x All work performed with CHS supervision will also be charged a 30% supervision fee.

x Labor ordered on-site will be subject to a 30% surcharge and without a guaranty of start time.

x There will be a one-hour minimum charge for labor cancelled without a 24 hour notification.

INSTALLATION LABOR

☐ **CHS Supervised Labor (Please complete the Inbound Shipping Instructions on the next page)**

x **30% Supervision Fee will be added to total labor bill**

x **We will perform your display set-up at our discretion, unless you instruct otherwise.**

x **Work will be done on straight time, unless move-in schedule does not permit.**

Emergency Contact Name:	**Phone:**

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk for laborers)

Supervisor Name:	**Phone:**

ESTIMATION OF HOURS NEEDED

Date	Start Time	No. of Men		No. of Hours		Total Hours		Hourly Rate		Est. Total Cost
			X		=		@	$	=	$

Special Instructions:

DISMANTLE LABOR

☐ **CHS Supervised Labor (Please complete the Inbound Shipping Instructions on the next page)**

x **30% Supervision Fee will be added to total labor bill**

x **We will perform your display set-up at our discretion, unless you instruct otherwise.**

x **Work will be done on straight time, unless move-in schedule does not permit.**

Emergency Contact Name:	**Phone:**

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk for laborers)

Supervisor Name:	**Phone:**

ESTIMATION OF HOURS NEEDED

Date	Start Time	No. of Men		No. of Hours		Total Hours		Hourly Rate		Est. Total Cost
			X		=		@	$	=	$

Special Instructions:

NO TAX	
TOTAL	$

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

INSTALL AND DISMANTLE LABOR

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691
info@conventionhandling.com / www.conventionhandlingservices.com

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Shipping Instructions for CHS Supervised Labor Orders

Please complete the following information if you ordered installation and/or dismantle services, with CHS Supervision on the previous page. *Please note, you do not need to fill out this page if you plan to be present at the time of move-in/ move-out.*

INBOUND SHIPPING & SET-UP DETAILS	
Freight will be shipped to:	☐ Warehouse ☐ Show site
Date items were sent?	
Number of Crates/Cartons/Fiber Cases?	
Set Up Plans Attached?	☐ Yes ☐ No
Set Up Plans Included with Exhibit?	☐ Yes ☐ No
Photos Enclosed?	☐ Yes ☐ No
Carpet *(CHS carpet must be ordered)*	☐ Your Own ☐ CHS Carpet Color:
Did you order electrical services to be laid under the carpet?	☐ Yes ☐ No
If you shipped graphics, are they included?	☐ Included ☐ Shipped Separately
Comments:	

OUTBOUND SHIPPING DETAILS			
Consign to (Company Name):		**Phone:**	
Attention:			
Address:	**City, State, Zip:**		
Carrier:		**No. of Shipping Labels:**	
Method: ☐ **Air Freight**	☐**Next Day** ☐**nd Day** ☐**Deferred** ☐**Motor Freight** ☐**Van Line**		
☐ **Other Carrier:**			
Freight Charges Are: ☐ **Prepaid** ☐ **Collect**			
****In the event that your carrier fails to show up, your shipment will be re-routed via the show carrier. ****			
Bill to: Shipper/Exhibitor:		**Attention:**	
Billing Address:		**Phone:**	
City, State, Zip:			
FREIGHT AND CARRIER CHARGES GUARANTEED BY:			
Shipper/Exhibitor's Printed Name:			
Shipper/Exhibitor's Signature:			
Emergency Phone:		**E-Mail:**	

DESCRIPTION OF SHIPMENT	**NO. OF PIECES**
CRATES (WOODEN) EXHIBITION MATERIAL	
CARTONS (CARDBOARD)	
FIBER CASES/TRUNKS	
SKIDS/PALLETS	
OTHER (Describe)	

BY SIGNING BELOW, YOU AGREE THAT THE SHIPPER DESIGNATES **CHS** AS ITS AGENT FOR TENDERING SHIPMENTS TO CARRIER. CHS RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE REQUESTED CARRIER FAILS TO PICK UP THE SHIPMENT BY EST. CARRIER CHECK IN TIME. CHS ASSUMES NO LIABILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING ADDRESS LABELS WHICH REMAIN ON CONTAINERS.

If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding $_____. This is to certify that the above-named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

SIGNATURE:

CHS SUPERVISED LABOR: SHIPPING INFO

What Is Material Handling?

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

Crated/Uncrated Shipments

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded.

Special Handling Shipments

Mixed Shipments
Mixed shipments include a mix of both crated and uncrated materials.

Ground Loading/Unloading
Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.

Stacked Shipments
Shipments that require multiple items to be moved or removed for delivery to booth. (i.e., loose items stacked on top of crates and/or pallets.)

Piece Loading/Unloading
Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

No Documentation
Shipments that arrive from a small package carrier, such as FedEx, UPS and DHL, without a Bill of Lading, which requires additional time and labor to process.

Excess of Small Shipments
Ten or more small pieces in a shipment, via small package carriers, such as FedEx, UPS and DHL, that must be palletized prior to delivery.

Material Handling: Money Saving Tools

* Consolidate and Shrink Wrap Your Shipments

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting
September 18-20, 2026 ǂ Marriott Marquis Houston ǂ Houston, TX

Material Handling Rates:

THE RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND MOVE-OUT. All charges are based on In-bound weight and are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. CHS will receive advance shipments at the warehouse and will provide up to 30-day storage prior to the show. CHS will receive direct shipments at show-site on scheduled move-in days. CHS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CHS "Material Handling Agreement/Bill of Lading" must be filled out at close of show. All drayage must be prepaid.

CHS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.

ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: **Tuesday, September 15, 2026**. Any shipment arriving after this date will be charged an additional 30% per cwt, $50.00 minimum in addition to any other charges incurred.

CRATED (includes cartons) Weight of Shipment	cwt	X	**$113.00**	Per CWT (200 lb minimum)	=	$
SPECIAL HANDLING Weight of Shipment	cwt	X	**$113.00**	Per CWT (200 lb minimum)	=	$
UNCRATED (pad wrapped) Weight of Shipment	cwt.	X	**$113.00**	Per CWT (200 lb minimum)	=	$
SMALL PACKAGE		X	**$55.00**	Per Piece under 40 lbs	=	

Estimated Freight Charges	$
Estimated OT Charge 20%	$
Estimated Total Charges	$

DIRECT SHIPMENTS TO SHOW SITE - Shipments arriving prior to **Thursday, September 17, 2026** will be refused. Shipments will be received during the move in periods and throughout the show.

CRATED (includes cartons) Weight of Shipment	cwt.	X	**$123.00**	Per CWT (200 lb minimum)	=	$
SPECIAL HANDLING Weight of Shipment	cwt.	X	**$213.00**	Per CWT (200 lb minimum)	=	$
UNCRATED (pad wrapped) Weight of Shipment	cwt.	X	**$123.00**	Per CWT (200 lb minimum))	=	$
SMALL PACKAGE		X	**$65.00**	Per Piece under 40 lbs	=	

Estimated Freight Charges	$
Estimated OT Charge 20%	$
Estimated Total Charges	$

Surcharges - Based upon the Material Handling Rates quoted above, a 20% overtime surcharge per cwt (100 lbs.) for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm, Saturday, Sunday, or observed union holidays.
- Material is moved from warehouse to show-site on overtime due to show schedule.
- Material is moved out of show-site on overtime due to show schedule.
- Late shipments will be charged an additional 30%.
- Shipments returned to the warehouse for whatever reason will be charged an additional 35% per 100lbs cwt., $175.00 minimum

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

MATERIAL HANDLING ORDER FORM

CONVENTION HANDLING SERVICES

TSPS 2026 Annual Meeting

September 18-20, 2026 ǀ Marriott Marquis Houston ǀ Houston, TX

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or truck with a trailer, you will not qualify for this service and will be billed regular material handling rates.

(2'wide x 6'long x 3'high)

Description	Rate	# of Trips	Total
Dock to Booth ST	$155.00		
Booth to Dock ST	$155.00		
Dock to Booth OT	$198.75		
Booth to Dock OT	$198.75		
Estimated Total Charges for Cartload:			$

Cartload service includes one laborer, one cart, one trip per rates listed above.

ST - Straight Time: Monday - Friday 8:00 AM - 4:30 PM
OT - Overtime: Monday - Friday 4:30 PM - Midnight
Saturday, Sunday 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays.

No personal trucks (one ton, and over), no rental trucks, trailers, or bobtails will be unloaded through cart service.

All items must fit on the cart and weigh less than 200 pounds. If items are designated by CHS personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. CHS personnel will direct vehicles.

The cart is not authorized to enter or go to any parking structure. There must be two people with the vehicle; one person to go with your product to the booth space and one to remove your vehicle from the unloading area to the parking area.

Company:_____ **Booth:**_____

Contact:_____ **Email:**_____ **Phone:**_____

CART LOAD SERVICE ORDER FORM

ADVANCE SHIPMENTS

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

EXHIBIT MATERIAL DO NOT DELAY

MUST DELIVER BY SEPTEMBER 15, 2026

TO: _____

(EXHIOBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

HOLD FOR: TSPS – 2026

BOOTH#:_____**PC.**_____**OF**_____

CARRIER:_____

WAREHOUSE DELIVERY

CONVENTION HANDLING SERVICES

ADVANCE SHIPMENTS

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

EXHIBIT MATERIAL DO NOT DELAY

MUST DELIVER BY SEPTEMBER 15, 2026

TO: _____

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

HOLD FOR: TSPS – 2026

BOOTH#:_____ **PC.**_____**OF**_____

CARRIER: _____

WAREHOUSE DELIVERY

CONVENTION HANDLING SERVICES

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

DIRECT SHIPMENTS

EXHIBIT MATERIAL DO NOT DELAY

DO NOT DELIVER UNTIL SEPTEMBER 17, 2026

TO: _____

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

Marriott Marquis Houston

Texas Ballroom

1777 Walker St | Docck Access on Rusk St

Houston, TX 77010

HOLD FOR: TSPS – 2026

BOOTH#:_____**PC.**_____**OF**_____

CARRIER: _____

SHOW SITE DELIVERY

CONVENTION HANDLING SERVICES

DIRECT SHIPMENTS

EXHIBIT MATERIAL DO NOT DELAY

DO NOT DELIVER UNTIL SEPTEMBER 17, 2026

TO: _____

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

Marriott Marquis Houston

Texas Ballroom

1777 Walker St | Dock Access on Rusk St

Houston, TX 77010

HOLD FOR: TSPS – 2026

BOOTH#:_____ **PC.**_____**OF**_____

CARRIER: _____

SHOW SITE DELIVERY

CONVENTION HANDLING SERVICES

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

LIBERTYCFS®

CONVENTION FREIGHT SERVICES

A Veteran-Owned Company

*Delivering Freedom®

Your Freight. Our Commitment.

ON TIME. EVERY TIME.

DID YOU KNOW?

Did you know your inbound and outbound freight can be arranged before the show even begins? Let LibertyCFS help you plan ahead and avoid costly show-site surprises.

SCAN TO GET STARTED

Visit libertycfs.us to request a quote, view our services or contact our team.

FOCUS ON YOUR SHOW. WE'LL HANDLE THE FREIGHT.

THE FREIGHT PARTNER YOU CAN RELY ON

FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

ADVANCE WAREHOUSING

Ship early, store securely, and reduce move-in congestion.

ON-SITE PRESENCE AT MANY SHOWS

Support where exhibitors need it most, with local teams on-site.

OUTBOUND FREIGHT PLANNING

Pre-arrange your return shipping before dismantle begins.

ADDITIONAL LIABILITY COVERAGE AVAILABLE

Ask about optional Full Value Coverage for added protection up to $50,000.

PLAN YOUR SHIPMENT BEFORE MOVE-IN.

We make show freight simple-so you can focus on what matters.

EMAIL
exhibitorservices@libertycfs.us

VISIT OUR WEBSITE
libertycfs.us

SCHEDULE ONLINE
Scan the QR code or visit our website to get started.

Call Toll Free
1-866-938-1092

PROUDLY SERVING EXHIBITORS ACROSS NORTH AMERICA

A VETERAN-OWNED COMPANY
Built on service. Driven by integrity. Dedicated to your success.

FREIGHT SOLUTIONS. FREEDOM TO FOCUS ON YOUR SHOW