



EXHIBITOR SERVICES MANUAL

10. OPTIONAL SERVICES

Free Wireless Internet Information

Audio/Visual & Computer Equipment Rentals (ETS)

Security Order Form (Pro-Tect Security)

Plant & Floral Order Form (Spring Valley Floral)

Lead Retrieval Order Form (CompuSystems Inc)

FREE WIRELESS INTERNET ACCESS

If your business requires a VPN, the ability to download large files or highly reliable Internet service, please order Internet service through Specialized Event Services (SES). SES can provide both hard wired and wireless Internet access that can fit your specific needs. Order forms can be found in section 9 Specialized Event Services.

WSA provides FREE wireless Internet access throughout Sands Expo. This service is useful for checking e-mail and standard Web browsing, but is not recommended for use with a virtual private network (VPN) or for large downloads. If you need only to check e-mails and browse the Internet, just bring your computer with wireless capability, and you will be able to connect to the Internet at no charge. Complete login instructions will be available at the Registration Area.

Although we anticipate that the wireless Internet service will function well, there may be slowdowns during peak usage times, and there may be areas in the hall where the service is not as strong. The free wireless Internet service should not be considered a reliable replacement for a hard wired Internet connection.

CONNECTING TO THE WIRELESS INTERNET SERVICE

For connecting to the Sands Wireless Network

1. Click on the icon to **View Wireless Networks**.
2. Connect to the **"WSA2013"** network.
3. Open your Web browser, you will be on the Sands Splash page
4. Read the Terms and Conditions, and check the "I Agree" box, then click Continue
5. Enter the access code **WSA2013**.
6. Browse the web and check email

ACCESS CODE: **WSA2013**
EVENT DATE: **1/27 to 1/31**



WSA
Sands Expo and Convention Center
Las Vegas, Nevada
January 29-31, 2013
Early Order Discount Deadline: **January 18, 2013**

Order online at www.ets-av.com/orders

Company Information

Company Name _____
Company Address _____
City _____ State _____
Country _____ Zip/Postal Code _____
Ordered By _____ Email _____
Phone Number _____ Fax Number _____

Show Information

On Site Contact Name _____ Cell Number _____
Booth Name _____ Booth Number _____
Requested Delivery Date _____ Delivery Time _____

Payment Information

Credit Card _____ Account Number _____ Expiration _____
Cardholder Name _____
Cardholder Address _____
City _____ State _____
Country _____ Zip/Postal Code _____

Cardholder Signature _____

By signing the above you are certifying the credit card information to be true and correct. You are authorizing the account to be charged for this advance order and any additional amounts incurred as a result of changes by on site representatives.

☐ Check

Remit To:
Event Technology
Services
8080 Tristar Dr, Suite 118
Irving, TX 75063
Please Call for Wire Transfer

Additional equipment is available. Please call for quote.

Equipment rental rates are show rates.

A representative must be in the booth to sign for equipment.

Cancellation of services must be received by discount deadline or cancellation minimums will apply.

Changes in delivery date or time on site may result in additional labor charges.

All equipment will be picked up by ETS staff upon completion of the event.



Flat Panel Monitors

Computer Only LCD 4:3 Aspect Ratio	Qty	Early Order	Standard Rate	Total
18" LCD Monitor (1280x1024)	<input type="text"/>			
20" LCD Monitor (1600x1200)	<input type="text"/>			

Computer Only LCD 16:9 Aspect Ratio

24" LCD Monitor (1920x1200)	<input type="text"/>			
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Computer or Video LCD 16:9 Aspect Ratio

23" LCD Monitor (1280x768) (720p)	<input type="text"/>			
24" LCD Monitor (1900x1200) (1080i)	<input type="text"/>			
32" LCD Monitor (1366x768) (720p)	<input type="text"/>			
40" LCD Monitor (1920x1080) (1080p)	<input type="text"/>			
46" LCD Monitor (1920x1080) (1080p)	<input type="text"/>			
52" LCD Monitor (1920x1080) (1080p)	<input type="text"/>			

Touchscreen Monitors Available-Please Call for Quote
Computer or Video Plasma 16:9 Aspect Ratio

42" Plasma Monitor (1024x768) (720p)	<input type="text"/>			
50" Plasma Monitor (1366x768) (720p)	<input type="text"/>			
50" Plasma Monitor (1920x1080) (1080i)	<input type="text"/>			
61" Plasma Monitor (1366x768) (720p)	<input type="text"/>			
65" Plasma Monitor (1366x768) (720p)	<input type="text"/>			
65" Plasma Monitor (1920x1080) (1080i)	<input type="text"/>			
85" Plasma Monitor (1920x1080) (1080i)	<input type="text"/>			
103" Plasma Monitor (1920x1080) (1080i)	<input type="text"/>			

Specialty Display

NEC 46" Narrow Bezel LCD	<input type="text"/>			
Winvision LED Panel	<input type="text"/>			
Barco LED Panel	<input type="text"/>			

Plasma/LCD Accessories

Monitor Chrome Floor Stand	<input type="text"/>			
Shelf For Chrome Monitor Stand	<input type="text"/>			
54" Cart	<input type="text"/>			

Playback

DVD Player	<input type="text"/>			
Blu-Ray Player	<input type="text"/>			
DVCR Player	<input type="text"/>			

Computers (17" LCD Monitor included with desktops)

Windows Desktop	Qty	Early Order	Standard Rate	Total
2.8Ghz Dual Core 1g/80g/DVD/256k video	<input type="text"/>			
2.4Ghz Quad Core 4g/500g/DVD/512k	<input type="text"/>			

Windows Laptop

2.0 Ghz Core 2 Duo 2g/120g/DVDRW	<input type="text"/>			
2.8 Ghz Core 2 Duo 4g/160g/512k video	<input type="text"/>			

Mac Desktop

Mac Mini 1.66Ghz Core Duo	<input type="text"/>			
Mac Pro Quad 3.0Ghz	<input type="text"/>			

Mac Laptop

MacBook Pro 2.16Ghz Core Duo	<input type="text"/>			
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Printers (1st toner at no charge)

HP 4200N B&W Laser Printer	<input type="text"/>			
HP 3800N Color Laser Printer	<input type="text"/>			

Computer Accessories

Computer Speakers with Subwoofer	<input type="text"/>			
Wireless Keyboard/Mouse Combo	<input type="text"/>			
Remote Presenter	<input type="text"/>			

Audio
Speaker Systems (all speakers come with floor stands)

Anchor AN-1000X Powered Speaker (pair)	<input type="text"/>			
12" Powered Speaker (pair)	<input type="text"/>			
15" Powered Speaker (pair)	<input type="text"/>			
Meyer UPM-1P Powered Speaker (pair)	<input type="text"/>			

Microphones

Wired Handheld Microphone	<input type="text"/>			
Wired Lavalier Microphone	<input type="text"/>			
Wired Headset Microphone	<input type="text"/>			
Wireless Microphone Kit	<input type="text"/>			

Mixers and Accessories

PCDI Computer Audio Interface	<input type="text"/>			
4 Channel Mixer	<input type="text"/>			
12 Channel Mixer	<input type="text"/>			
CD Player	<input type="text"/>			

Totals

Equipment Subtotal				
Service Charge (20% of equipment total \$65 minimum)				
Grand Total				



Booth Security Order Form



Show or Convention : **WSA** **JANUARY 29-31, 2013**
 Location : **SANDS EXPO**

Booth security service :
 \$ 22.00 per hour when ordered by December 29, 2012
 \$ 25.00 per hour when ordered between December 30 - January 15, 2013
 \$ 32.00 per hour when ordered after January 15, 2013

TOTAL =

Service as follows : (6 hour min.)

Payable 100% in advance of service. American Express, Visa, Mastercard or checks accepted.

Date	Day	Start Time	Finish Time	# of Officers	Total Hours

Date	Day	Start Time	Finish Time	# of Officers	Total Hours

Pro-Tect Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property or the property of others. The amounts payable by the client are not sufficient to warrant Pro-Tect assuming any risk of damage or loss to property due to Pro-Tect's negligence or failure to perform. Pro-Tect Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds Pro-Tect Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement, insurance to cover all product, and personal damages and any claims arising from engaging in business as an exhibitor at ENKWSA January 2013.

Please Print

Card Type : (4 ½% processing fee) American Express ☐ Visa ☐ Mastercard ☐ 3 or 4 digit security code: _____
 Credit Card Number: _____ Expiration Date: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Print Name of Cardholder: _____ Cardholder Signature: _____

Invoice Information

Pro-Tect Security 3511 S. Eastern Avenue Las Vegas, Nevada 89169 Phone: (702) 735-0110 Fax: (702) 735-7793 Force1@Pro-TectSecurity.Com www.Pro-TectSecurity.com	Company Name: _____		Date: _____
	Address: _____		
	City : _____	State: _____	Zip: _____
	Company Rep: _____	Phone: _____	Fax: _____
	E-Mail: _____	Location/Booth #: _____	

Client Signature: _____ PO #: _____

**CLIENT TO VERIFY SCHEDULE
Fax or E-Mail Completed Form**



DECORATING COMPANY INC.

241 South Little Tor Road

New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: www.springvalleyfloral.com

FLORAL DECORATIONS

WSA

January 29 - 31, 2013

Sands Expo, Las Vegas

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	65.00		
Fresh Floral Arrangement 15 - 18" High	75.00		
Exotic Floral Arrangement 14" High	80.00		
Exotic Floral Arrangement 24" High	95.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	25.00		
Azaleas	30.00		
Green Table Plant	25.00		
Large Fern	30.00		
3-foot Green Plant	39.00		
4-foot Green Plant	49.00		
5-foot Green Plant	59.00		
6-foot Green Plant	69.00		
8-foot Green Plant	89.00		

SUBTOTAL: _____

ADD 8.100% LAS VEGAS SALES TAX: _____

TOTAL: _____

ALL PRICES INCLUDE
INSTALLATION, SERVICING,
AND REMOVAL AT END OF
SHOW

SPECIAL SERVICES
AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO
AVAILABILITY

____ PLEASE HAVE YOUR
DESIGNER COME BY TO
MAKE SUGGESTIONS
DATE/TIME _____

ALL PLANTS INCLUDE
DECORATIVE CONTAINERS

PLEASE CHECK ONE
____ WHITE ____ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Card Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

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

☐ American Express (15 Digits)

☐ Check

☐ MasterCard (16 Digits)

☐ Visa (13 or 16 Digits)

Authorized Signature

Name on Card

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____

Phone _____

Address _____

FAX _____

City, Zip, State _____

E-mail _____

Party in Charge _____

Cell #: _____

Authorized Signature _____

BOOTH # _____

CompuSystems

Lead Management

Dear Exhibitor:

CompuSystems, the show's official registration provider, also offers a suite of lead retrieval products and services designed to help you maximize the return on your investment from exhibiting and turn qualified buyers into sales. This comprehensive approach to lead management will connect you with attendees both during and after the show.

Onsite, CompuLEAD lead retrieval products are designed to help you quickly and effectively capture and qualify leads on the show floor. Using lead retrieval to capture sales leads in your booth enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow up and gives you access to complete demographic information on attendees you wouldn't otherwise receive collecting business cards.

When the show ends, exhibitors that used a CompuLEAD device also have access to BuyerConnect, our premier post show follow-up service. You can send follow-up emails to your lead list, print mailing labels and generate reports to measure ROI – all for FREE!

Use the following order forms to learn more and sign up for these valuable services today. If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!

CompuSystems

Think Big Picture!

Get the most out of your trade show investment! Use our products and services to capture and qualify attendees on the show floor and promptly follow up on your leads when the show ends.

Can you afford not to take advantage of these valuable services?

checklist

- ☐ Ordered a CompuLEAD lead retrieval device to capture and qualify my sales leads onsite
- ☐ Used BuyerConnect to promptly follow up with my sales leads

ORDER ONLINE

www.compusystems.com/order

For assistance (inside the U.S.)

call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)

call: +1 708.786.5565



CompuLEAD Products

CompuSystems offers a suite of lead management products and services designed to help exhibitors quickly and easily capture and qualify leads on the show floor. Our products read trade show attendee badges and instantly capture comprehensive sales leads. Using lead retrieval enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow-up and gives you demographic information on attendees you wouldn't otherwise receive collecting business cards.

descriptions



CompuLEAD Mobile Elite

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and attached stylus. Plus instant online access to sales leads. *Electricity needed to charge unit.*

- QWERTY keyboard for extensive note taking and lead editing
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions (addl. charges will apply)
- Optional wireless printer (addl. charges will apply)



CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)



CompuLEAD Desktop

Drop and record design reads attendee badges and instantly prints comprehensive sales lead reports. Requires electricity.

- Complete with 10 standard lead qualifiers
- Receive your leads electronically (addl. charges may apply)
- Create custom lead qualifiers or surveys (addl. charges will apply)
- Optional keyboard for taking notes (addl. charges will apply)

terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a \$100 late fee will be charged to the credit card used for deposit. If the unit is not returned or returned damaged, a \$1500 replacement fee will be charged. If the CompuLEAD keyboard is not returned a \$50 replacement fee will be charged. If the GPRS Modem or Wireless Printer is not returned a \$750 replacement fee will be charged. If the snap-on charger for the Mobile Elite is not returned a \$250 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Elite is not returned a \$100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.





ORDER ONLINE: www.compusystems.com/order

EARLY BIRD DEADLINE: 12/17/12 ADVANCE DEADLINE: 01/02/13

best
value!

complete packages

Select a package for everything you need to capture, qualify and follow up with your leads.

EARLY BIRD ADVANCE STANDARD QTY TOTAL



CompuLEAD Mobile Qualifier Elite (181)

Includes electronic leads, custom qualifiers, instant online lead access, QWERTY keyboard for note taking and lead editing, wireless printer and delivery, setup and in-booth training.*

\$630 \$710 \$770 ____ \$_____



CompuLEAD Mobile Qualifier (113)

Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training.*

\$530 \$595 \$635 ____ \$_____



CompuLEAD Desktop Qualifier (101)

Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training.*

\$460 \$545 \$615 ____ \$_____

a la carte

Select individual products and don't forget to order valuable enhancements (located below).

See product description sheet for more information.

EARLY BIRD ADVANCE STANDARD QTY TOTAL

CompuLEAD Mobile Elite (176A)

\$430 \$460 \$495 ____ \$_____

Wireless Printer for Mobile Elite (177)

+\$75 +\$85 +\$95 ____ \$_____

CompuLEAD Mobile (13A)

\$400 \$425 \$450 ____ \$_____

CompuLEAD Desktop (01A, 103)

\$325 \$375 \$425 ____ \$_____

enhancements

Keyboard (03) Available for CompuLEAD Desktop.

\$ 30 \$ 35 \$ 40 ____ \$_____

Custom Qualifiers (05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite.*

\$ 85 \$ 95 \$105 ____ \$_____

Custom Survey (06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite.*

\$ 85 \$ 95 \$105 ____ \$_____

Delivery, Setup & In-Booth Training (08) Available for all "a la carte" products.

\$ 75 \$105 \$115 ____ \$_____

* Custom Qualifiers and Custom Survey questions must be received at the time your order is placed. Any changes to your qualifiers or survey after your order is processed (either pre-show or onsite) will result in a \$50 service fee.

electronic literature



Electronic Literature Solution (EXP) Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Package includes up to 5 electronic company brochures (PDFs, up to 1 MB each) hosted in BuyerConnect, the attendee post-show follow-up system, as well as available on pre-show ConnectME services. If you purchase the CompuLEAD Smart App, your literature can also be distributed to your leads right from within the app. Available for all "a la carte" products and the CompuLEAD Smart App. *Give us a call us to learn more!*

SELECT

\$ 50 ☐ \$_____

payment

Contact Name/Title	Company Name	Booth # (Required)
Address		
City	State	Zip Code Country
Phone	Onsite Cell	Fax
E-mail	Alternate E-mail (to receive leads post-show)	

☐ Check (payable in U.S. funds to CompuSystems; order form must accompany check)

☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals. If paying by check, credit card will not be charged unless unit is damaged or not returned on time.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number	Expiration Date
Cardholder Name	Cardholder Signature

You will receive an order confirmation 5-7 days after your order has processed.

Subtotal \$_____

Sales Tax 8.1% \$_____

Processing Fee \$ 15.00

TOTAL \$_____



ORDER ONLINE

www.compusystems.com/order



FAX ORDERS TO:

+1 708.344.4444



MAIL ORDERS TO:

CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA



FOR ASSISTANCE CALL:

(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

Requires 110v AC Circuit.

enhancements

Don't forget these valuable add-ons!

Custom Lead Qualifiers — Qualify your prospects in ways that are unique to your company. This option works just like Standard Lead Qualifiers, except you create and supply us with your own qualifiers. You can create up to 99 custom qualifiers, 21 characters long, including spaces. Simply provide your list of qualifiers when you place your order. **Option for Desktop, Mobile, & Mobile Elite.**

Custom Survey — Survey questions allow you to qualify your prospects and customize your post-show follow-up effort. Simply provide your survey questions with your faxed order, and we will program your survey to print on the paper lead form after a badge is scanned. **Option for Desktop & Mobile Elite.**

Delivery, in-booth setup and training — Have your units delivered direct to your booth. A CompuSystems technician will also set the machines up in your booth and train your staff how to use them.

Keyboard — This valuable option allows you to take electronic notes using the CompuLEAD Desktop unit. Say goodbye to handwriting your notes and hello to keying them in! **Option for Desktop.**

Wireless Printer — This valuable option allows you to print via Bluetooth from a hand-held device. **Option for Mobile Elite.**

BuyerConnect Follow-Up Services

Included **FREE** with all CompuLEAD rentals

CompuSystems offers premier post show follow-up services for exhibitors *and* attendees. After the show, both exhibitors and attendees will receive a personal BuyerConnect email inviting them to view their contacts and take advantage of a powerful suite of post show follow-up services.

Exhibitors can:

- Easily keep track of the attendees who stopped by their booth
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Create reports based on the following criteria:
 - Lead Ranking
 - Leads Profile
 - Leads by Hour
 - Leads by Geographical Distribution



Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts

It's never been easier to follow up with your leads — and it's FREE!

Electronic Literature Solution

Add this option to your order and **GO GREEN!**

- Reduce printing and shipping costs for the event
- Avoid the literature paper-jam carried around by attendees
- Minimize paper waste and harm to the environment
- Increase your company exposure

The easy and cost-effective way to ensure your information gets into the hands of attendees!



P.O. Box 6271, Broadview, IL 60155
Phone: +1 708.786.5565 • Fax: +1 708.344.4444
E-mail: exhibitor-support@compusystems.com
www.compusystems.com

Join the CompuLEAD
Users Group
Linked in

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

-
01. _____
 02. _____
 03. _____
 04. _____
 05. _____
 06. _____
 07. _____
 08. _____
 09. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____
 15. _____
 16. _____
 17. _____
 18. _____
 19. _____
 20. _____

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

Lead Ranking

- 01 A-Lead
- 02 B-Lead
- 03 C-Lead

Follow Up

- 06 E-mail Info
- 07 Mail Info
- 08 Have Rep Call

Authority

- 04 Influencer
- 05 Decision Maker

In-Booth Action

- 09 Gave Literature
- 10 Gave Demo



Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Desktop, the first 40 qualifiers will be printed and placed in a viewing tray onboard the unit; the remainder will be printed and given to you. For CompuLEAD Mobile and Mobile Elite, you will be able to view your list of qualifiers on the unit's screen.

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

Show Name _____

Company Name _____

Booth Number _____