



**Home Décor**  
& Remodeling Show  
**August 27-28, 2011**  
**Merrell Center**

Dear Exhibitor,

Welcome to the **4<sup>th</sup> Annual Home Décor & Remodeling Show** at Merrell Center, August 27-28, 2011.

We are excited to have you participate in this year's Show! This exhibitor information is provided to help you prepare for a successful event. **We want to remind you that for this event you must breakdown your booth and have everything moved out Sunday night by 10:00 pm.**

Look for information sheets and order forms from our official service contractors on the web-site. Please contact them directly to place any orders.

We look forward to welcoming you personally to the **2011 Home Décor & Remodeling Show**. If you have any questions, please do not hesitate to contact us at 832-492-1144.

Best regards,

*Robyn & Jeff*

Robyn & Jeff Cade

[www.KatyHDRS.com](http://www.KatyHDRS.com)



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Watch your  
e-mail for  
“Move-in Info”

The message will  
have your specific  
scheduled  
move-in time.

Please bring your own  
dollie or push cart,  
there will not be any  
available at the  
facility.

**REMEMBER:** Set-up is  
Friday ONLY and tear-  
down in Sunday night  
until 10:00pm ONLY!

# MEDIA

## Coverage



**Deadline Date:**

08/23/11

The first question the media asks when they get to the show is "What's new?" Help us direct the media to your booth!

Thousands of homeowners will come to the *Home Décor & Remodeling Show* this year looking for:

**What's New, What's Hot, What's Trendy Today**  
**for their homes and lifestyles.**

Let us help you launch your new product or service into the Katy marketplace! Give us the information we can use in press releases ....and we'll help drive more traffic to YOUR booth!

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

Contact: \_\_\_\_\_ Booth# \_\_\_\_\_

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

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

List below your: New Product / New Service / Hot Product / Hot Service:

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Send or fax your information, brochures and/or photos TODAY to:

2011 Home Décor & Remodeling Show  
Phone: 832-492-1144 Fax: 281-715-5502  
e-mail: [robync@ricproductions.com](mailto:robync@ricproductions.com)



## CALENDAR

### • MOVE-IN

You will receive an e-mail designating your specific set-up time, depending on your booth location; your move-in will take place on:

Friday August 26<sup>th</sup> 9:00 a.m. - 6:00 p.m.

**\*No vehicles** are allowed on the floor of the Merrell Center. You must provide your own dollie or push cart for move-in. There will not be any available at the facility.

Installation of exhibits **MUST** be completed by 6:00 pm on Friday, August 26<sup>th</sup>. *Any exhibit that is not ready at show opening will be subject to possible exclusion from future shows.*

### • SHOW HOURS

Saturday August 27<sup>th</sup> 10:00 a.m. – 6:00 p.m.  
Sunday August 28<sup>th</sup> 11:00 a.m. – 5:00 p.m.

### • ADMISSION PRICES

Adults	\$8.00	Military ID	\$4.00
Seniors	\$6.00	Kids (12 & under)	FREE!

### • MOVE-OUT

No dismantling of exhibits may take place while the Show is in progress. Please cooperate and keep your exhibit intact until the show closes and visitors have departed. Breakdown of exhibits are as follows:

**Sunday August 28<sup>th</sup> 5:05 p.m. - 10:00 p.m.**  
**NO MONDAY BREAKDOWN – ALL EXHIBITS MUST BE REMOVED SUNDAY NIGHT**

- ◆ Attendees will be in the building until the show closes at 5:00 p.m.
- ◆ It is a liability to be breaking down during show hours when attendees are on the floor. PLEASE adhere to your commitment and stay until the show is closed.

Cars and trucks will not be allowed in the Merrell Center. **Please bring your own dollie or push cart to use during move-out.** There will not be any available at the facility. **Your display must be entirely removed by 10 p.m., Sunday, August 28th.** Please have a representative from your company at your exhibit until it is removed, as it is impossible for security to watch all merchandise being packed for removal.

### • SHOW STAFF

Below is a list of staff assigned to the **2011 Home Décor & Remodeling Show.**

Robyn Cade .....President  
Jeff Cade .....Vice-President  
Julie Robinette.....Sales Consultant  
Vicki Rinke.....Operations Assistant  
Dian Holson.....Customer Service



## GENERAL INFORMATION

### • **BOOTH GUIDELINES**

- ◆ **Exhibitors must provide their own floor covering for their booth space.**
- ◆ **Linear Booths** (8x8, 8x10, 10x10, 8x20, etc) may be built to maximum height of 8 ft. on the back. **Any signage must be displayed BELOW the 8 ft. height. No signs may be hung or suspended above linear booths.** The only exception to this rule occurs when a linear booth backs up to wall and not another exhibit. For exception approval – contact your sales rep. Sidewalls may be 8ft. high, ½ way to the aisle from the back wall. **The next ½ may not exceed 3ft high.**
- ◆ **Navy side drape and back drape** will be provided by show management in the linear booths only.
- ◆ **Bulk Spaces** (Islands) are open on all four sides.
- ◆ All **boxes, wires, storage materials, etc., must be kept out of sight.** It is the responsibility of exhibitors to provide Pipe & Drape if needed to cover these items.
- ◆ Any **Pipe & Drape used in bulk space** is the financial responsibility of the exhibitor.
- ◆ **Tables** used in exhibits must be draped to the floor & look professional.

### • **CLEANING**

Show management will arrange for vacuuming and cleaning of the aisles, but exhibitors will be responsible for keeping their booth clean and vacuumed.

### • **CREDENTIALS (Exhibitor Badges)**

- ◆ Please pick-up **exhibitor badges** when you arrive to set-up.
- ◆ Badges are available at show office located just inside the Merrell Center.
- ◆ 4 badges will be issued for 6x10 booths, 6 badges for 8x8, 8x10, 8x15, 10x10, 8x20, 10x20 and 16x20 booths.
- ◆ **Up to 8** badges are available for bulk spaces.
- ◆ Will-Call for badge pick-up (1hr prior to show opening) is located at the SE Box Office.
- ◆ Exhibitor Badges are to be used/worn ONLY by exhibitors working in booth, not family or friends.
- ◆ You will receive 8 VIP Tickets upon check-in to give to family or friends.
- ◆ Additional badges are available for \$8.00 each.
- ◆ Additional VIP Tickets are available to Exhibitors at ½ price (\$4.00).

### • **DECORATION**

All materials used for decoration of displays must be flame proof. Please note: Unfinished tables must be draped to the floor and look professional.

**NO HELIUM TANKS OR HELIUM BALLOONS WILL BE ALLOWED IN THE HALL.**



- **ELECTRICITY**

There is a charge for electric based on the amount you need. If you didn't order when you signed up, please contact Dian Holson at 832-492-1144 or [dian@rjcproductions.com](mailto:dian@rjcproductions.com) to order electric. **Deadline to order is Friday, August 12, 2011. A late fee of \$50.00 will be charged after this date. You must order electric in advance; it is NOT available to order on-site.** If you intend to use extension cords, please note that they must be 3 prong, outdoor, heavy duty and UL approved.

- **FIRE AND BUILDING REGULATIONS**

- ◆ Parking on ramps is permitted only for loading and unloading and will be regulated by Show Management.
- ◆ All draping materials, etc. **must be flame retardant.**
- ◆ All plantings, foundations, etc. should have waterproof plastic materials underneath.
- ◆ Exhibits are not allowed to block or obstruct any fire fighting equipment or emergency exits.

- **FOOD SELLING & SAMPLING**

The exhibitor must present a temporary health permit when selling or providing any food and/or beverage. Temporary health permits will be issued by the Harris County Public Health Dept. (713) 439-6000. Additional information on page entitled: Sampling Guidelines.

- **HEALTH PERMITS**

All booths selling and/or sampling food and/or beverages are responsible to obtain the proper temporary Health Permits. Exhibitors may contact the Harris County Public Health at (713) 439-6000.

- **INSURANCE**

In addition to policy requirements set forth in the Exhibit Space Contract, for your protection exhibitors are advised to have a rider on their insurance policies covering the travel to and from the Show. Exhibitors should be aware that neither Show management, the Security Contractor, nor K.I.S.D – operators of the Leonard E. Merrell Center are responsible for any losses incurred as a result of exhibiting at the Show.

- **LOCATION**

The Merrell Center is located at 6301 S. Stadium Lane, Katy, TX 77494. See enclosed information sheet for directions.



- **MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to RJC Productions, proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. RJC Productions holds the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses.

- **PAGING POLICY**

There will be **no paging** during Show time. (We only page for emergencies and lost small children.)

- **PARKING**

There is no charge for parking at the Merrell Center. **Exhibitor Parking is behind the Merrell Center at Katy High School, enter the parking lot on North Stadium drive. See parking map on page 17.** Parking spaces at the Merrell Center are limited, so please adhere to policy and have anyone working your booth park in the designated Exhibitor Parking Lot. Any exhibitors violating this policy will be asked to move their vehicle by officers patrolling the lots.

**NOTE: This policy is in place so YOUR customers will have ample parking.**

- **PRESS OFFICE**

During the Show, our Public Relations Team will be available for media inquiries at the Merrell Center.

- **PRODUCT SELLING & SALES RECEIPTS**

It is important for exhibitors to give receipts to customers purchasing items during the Show. This is an additional security measure and will eliminate embarrassment to the customer who may be asked to present proof of purchase when leaving the Show.

- **RE-ENTRY TICKETS**

Tickets are available to your customers who would like to return the next day to continue discussions on your product. Please send them to the Show Information Office located in the lobby.

- **SECURITY**

While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, nor the Facility, nor the Security Contractor assumes any responsibility for such property. Exhibitors are required to have insurance for any loss that may occur before, during or after the Show. **NOTE:** There are security cameras pointed at the show floor.

- **SERVICE CONTRACTOR CENTER**

The exhibitor service center will be located inside the Merrell Center in the SW entry hall.



- **SHIPPING**

Advance shipments should be sent to **Convention Decorating Services** at the following address:

**Your Company Name & Booth Number**

**Convention Decorating Services**

**c/o YRC**

**9415 Wallisville Rd.**

**Houston, TX 77013**

**For: Home Décor & Remodeling Show**

**Advance Shipment**

**Deadline: August 19, 2011**

Shipments made directly to the Merrell Center must arrive no earlier than the first day of move-in (**Friday, August 26, 2011**), and the exhibitor **must be** present to accept shipment.

**Your company and booth #**

**c/o Convention Decorating Services**

**Leonard E. Merrell Center**

**428 FM 1463**

**Katy, TX 77494**

**For: Home Décor & Remodeling Show**

- **SHOW OFFICE**

Our experienced staff is always available to assist you. If you need help during the event please visit the Show Office, located inside the Merrell Center Lobby - behind Booths L-2 and L-3.

- **SIGNS**

Hanging signs are permitted over bulk spaces only and must not exceed 50% of your booth dimension. Exhibitors may not affix signs to any walls, drapery, columns or hang from the ceiling. For your convenience, **CDS** will be available to hang signs for your exhibit space **using a cross section of piping**. Signs **will not** be hung from the ceilings. Any damages to facility will be billed to the exhibitor by the Merrell Center.

- **STAFFING YOUR EXHIBIT**

Every exhibitor is responsible for having his/her display manned at all times. We suggest a member of your staff be present at your display area during move-out.

- **TELEPHONE SERVICE**

May be purchased by contacting Dian Holson at (832) 492-1144 or [dian@rjcproductions.com](mailto:dian@rjcproductions.com).

**To ensure availability, orders must be received no later than Aug. 12, 2011.**

- **VIP (FREE) TICKETS**

Additional VIP Tickets for your clients may be purchased **at ½ price (4.00)** in advance of the show by contacting Dian Holson at either [dian@rjcproductions.com](mailto:dian@rjcproductions.com) or (832) 492-1144 or by visiting her at the show office during move-in. **Deadline to purchase is: Aug 26<sup>th</sup> at 5pm.**

- **WIRELESS CREDIT CARD MACHINE RENTAL**

Save time! Rent a wireless credit card machine from Select Banking Systems and be ready for your sales at the show. Information on pages 19 & 20.



## EXHIBITOR CHECKLIST

For your convenience, we have included this Exhibitor Check List of items you may need for your booth. **Order forms have been emailed for Convention Decorating Services (CDS).** Please be sure to order **directly from CDS**. Additionally, please keep copies of all your orders and bring them to the Show.

### TO BE ORDERED

#### Service/Item

Booth Furnishings  
(Carpet, Tables, Chairs, etc.)

#### Supplier

Exhibitor Service Dept.  
CDS  
3559 Belgium Ln  
San Antonio, TX 78219  
(210) 581-9220 Fax (800) 677-8191

Electric

Merrell Center  
c/o HDRS  
Katy, TX 77494  
(832) 492-1144  
[dian@rjcproductions.com](mailto:dian@rjcproductions.com)

Forklift Service

Exhibitor Service Dept.  
CDS  
3559 Belgium Ln  
San Antonio, TX 78219  
(210) 581-9220 Fax (800) 677-8191

Health Permit

Harris County Health Dept.  
2223 West Loop South  
Houston, TX 77027  
(713) 439-6000

Signs

X4 Media Designs  
22136 Westheimer Pkwy, #239  
Katy, TX 77450  
(281) 392-2176

Telephone

Merrell Center  
c/o HDRS  
Katy, TX 77494  
(832) 492-1144  
[dian@rjcproductions.com](mailto:dian@rjcproductions.com)



## How to Maximize Your Profits Exhibiting

### **6 Ways to Increase Traffic to Your Booth...Before the Show**

1. Gear All Outside Business Contact to Show Promotion  
-Show Name -Location -Dates -Booth Number- "See us at the..."
2. Send Press Releases/Literature to Media & Prospects or Show Mgmt.
3. Send Invitations to Clients & Prospects (5% - 10% respond!)
4. Phone Clients & Prospects (5% - 10% respond!)
5. Advertise in Show Program / Web Site / Become a Sponsor
6. Offer a Service/Discount/Special Demo/ with any of the above

### **The Pre-Show Meeting**

1. Reiterate goals to staff - "This is why we are exhibiting and this is what we intend to do."
2. Go over scheduling of staff, travel, & accommodation, etc.
3. Discuss common questions & problems.
4. Nail down pricing, and be consistent.
5. Handling leads - decide on box location, have computer-mailing system ready to go.

## **Your Booth is Your Bait.**

Some companies use new bait. Some use old bait.  
Some use fresh bait. Some use dead bait.

The 3-Second Rule: In a glance, your exhibit should tell people three things in three seconds:

- Your Company Name
- Exactly what you do
- At least one benefit of your product or company

### **10 Easy Ways to a Better Exhibit**

1. Sell benefits, not just your product
2. Sell your company too
3. Have a professional, attractive sign
4. Select the proper setting for your product
5. Invite people into your exhibit - don't block access
6. Build, buy, or rent a full backdrop
7. Stand up, SMILE and greet people
8. Include some greenery in your exhibit
9. Involve people in your exhibit/product
10. Create a formal/informal closing area



## The 6 Essential Qualifying Questions

1. Thank you for stopping, how are you familiar with \_\_\_\_\_?  
Or,  
What attracted you to our display?  
Or,  
What do you see that you like?  
(Gives history of prospect, tells you where to start selling)
2. What is your situation now?  
(Tells you if prospect has a need, begins to define degree)
3. What would you like to achieve/change?  
(Further defines prospect's application of your product)
4. What are your concerns as to budget?  
(Tells you if prospect has the money)
5. How does your timetable look on all of this?  
(Gives you the prospect's timetable for buying or acting)
6. How would you like to proceed from here?  
(Lets the prospect take over and close him/her self!)

### Sample Lead Card

Star Remodeling Co.  
Brings You? \_\_\_\_\_

Situation Now? \_\_\_\_\_

Achieve/Change?

Bathroom     Bedroom     Kitchen  
 Family room     Basement     Deck  
 Garage     Porch     Windows

Budget? \_\_\_\_\_

Buying Time Frame?

\_\_\_ NOW!    \_\_\_1    \_\_\_2    \_\_\_3    \_\_\_4    \_\_\_5    \_\_\_6    \_\_\_1yr.

Longer? \_\_\_\_\_

How to Proceed?

Appointment set for \_\_\_\_\_

\_\_\_ Phone for appointment

\_\_\_ Supply bid

Other: \_\_\_\_\_

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

Address: \_\_\_\_\_ Ph \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail \_\_\_\_\_

### The Two-Year Pinpoint Plan

*Jump on your hot leads – set appointments at the show, and call other good prospects while the show is in progress. At show close, you're left with names of good prospects who weren't quite ready to buy... yet. Here's what you do back at the office afterwards:*

*Mail them FIRST CLASS:*

- *Immediately after the show*
- *Two weeks after*
- *Three months after*
- *Six months after*
- *One year after*
- *Eighteen months after*
- *Two years after*

*The above was devised by and credit is given to Dr. Alan Konopacki, Incomm International, Chicago, Illinois.*

**Ask Short, open-ended questions then SHUT UP AND LISTEN.**



# Exclusive Offer to Exhibitors

## Half Price Admission Tickets!

As a token of our appreciation, we are offering exhibitors the option to **Purchase tickets before the show at half price (\$4.00)**

A **great** marketing tool, they can be used for:

- Thank-you for Good Customers
- Invitations to Hot Prospects
- Invoice/Statement Stuffers
- Gifts to Return Customers at the show

The **Home Décor & Remodeling Show** is committed to superior customer service. We want to make doing business with us as convenient and pleasant as possible. We would like to give you answers before you have questions.

- Badges can be picked up during move-in.
- You can pay for your tickets with a check or credit card.
- Orders received by August 19<sup>th</sup> will be mailed to the address you list below.
- Orders received after August 19<sup>th</sup> can be picked up during move-in.
- Please fax or mail your request along with your payment to:

RJC Productions, LLC  
281-715-5502    or    22136 Westheimer Parkway, #239  
Katy, TX 77450

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
(No PO Boxes)

I would like to purchase \_\_\_\_\_ # of tickets.                      Total due \$ \_\_\_\_\_

VISA MC AMEX Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVVC Code \_\_\_\_\_

Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

(please print)

If you have any questions please contact Dian @ either

[dian@rjcproductions.com](mailto:dian@rjcproductions.com) or (832) 421-1144.



# HOTEL & RV PARK INFO

We are including a list of hotels in the area to assist you in planning your accommodations for the show. Please make your reservations directly with the hotel.

## **Accommodations within easy access of the Merrell Center**

Best Western Houston West	(281) 392-9800
Comfort Inn & Suites	(281) 392-8700
Hampton Inn & Suites	(281) 392-1000
Hilton Garden Inn	(281) 644-2400
Holiday Inn Express Hotels	(281) 395-4800
La Quinta	(281) 646-9200
SpringHill Suites by Marriott	(888) 287-9400
Super 8 Motel	(281) 395-5757
Cinco Ranch RV Park	(281) 829-9099

FRIENDLY REMINDER....



## Important Exhibitor Rules

**In an effort to provide high quality exhibits in the *Home Décor & Remodeling Show*, we are asking all exhibitors to achieve the following:**

- Carpet, tile or other professional looking flooring is required and is NOT provided by the show. All exhibitors are responsible for providing their own floor covering.
- All tables must be skirted & look professional. Skirting must be provided for all exposed areas of the table. Skirting must go to the floor. All skirting must be pressed and neat. Plastic tablecloths and pieces of fabric are not permitted.
- All signs must be professionally prepared. **No handwritten signs are allowed.**
- All exhibit booth walls are to be completely finished. No wires, frames, wood etc... should be exposed for the public or for your neighbor to see.
- The standard booth includes 8' high back wall and 3' side rails. Carpet, tables, chairs, electric, phone lines, water, etc... **are NOT included with the price of your exhibit space.**

Please Note: Should RJC Productions have to provide skirting, masking drape, signage etc...**this will be done at the exhibitors' expense.**

**Thank you for your support and participation in the  
*2011 Home Décor & Remodeling Show.***

**We appreciate your business!**

# **FOOD AND BEVERAGE SAMPLING GUIDELINES**



- 1) There are two types of sampling that can be done.
  - An Exhibitor samples food and beverage so that the consumer may purchase the product by mail or other retail outlet.
  - An Exhibitor samples food and beverage so that the consumer may purchase the product on premise.
- 2) Any food and beverage product must have some relevancy to the type of show or the social make-up of the expected clientele.
- 3) Any food or beverage product being sampled from an Exhibitor must be germane (Relevant) to that Exhibitor's business.
- 4) If a food or beverage product is to be sampled and/or sold by an Exhibitor, it must meet the following criteria:
  - All sample sizes must be small enough so that it will not be considered to have a competitive nature with the sizes of products sold by the facility's food and beverage outlets. Allowable sizes are; 2-oz. Food item and 2-oz. of non- alcoholic beverage.
  - All food and beverage products that are to be sold, must be a large enough size so that they will be considered for at-home consumption.
- 5) Exhibitor is responsible for obtaining any permits required by the health department. Harris County Health Dept – 713-439-6000.**
- 6) When a violation is discovered, Show Mgmt or the Health Dept. will approach the Exhibitor and all unapproved items must be removed from the facility immediately.

I have read and agree to the above guidelines.

\_\_\_\_\_

\_\_\_\_\_

**Company Representative**

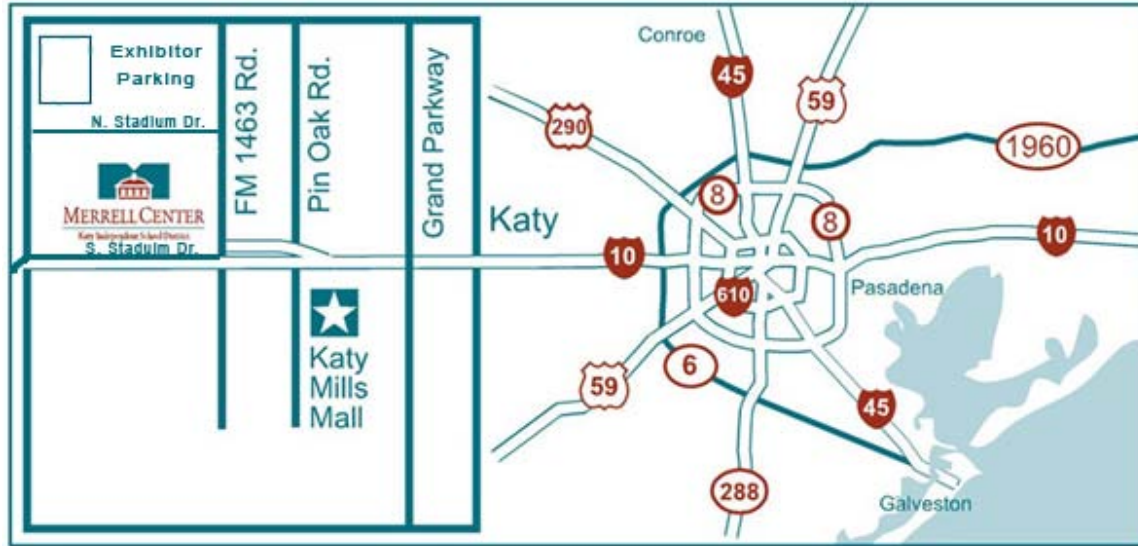
**Date**

Show or Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/ St/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_



## [Directions to Merrell Center for Move-In](#)

### **From I-10 West –Brookshire/Sealy**

I-10 Eastbound, exit FM-1463 at Katy. Turn left (North) under I-10. The Merrell Center is on the left – go to the entrance by the electronic sign (2<sup>nd</sup> entrance).

### **From I-10 East - Houston**

I-10 Westbound, take Pin Oak Rd & FM 1463. Exit onto the feeder. Stay on the feeder and go through Pin Oak Road intersection. At FM-1463 turn right (North). The Merrell Center is on the left – go to the entrance by the electronic sign (2<sup>nd</sup> entrance).

***When you are finished moving in, please move your vehicle to the exhibitor parking.***

# Home Décor

& Remodeling Show

August 27-28, 2011  
Merrell Center

Sponsored by:



SEAT.  
EQUIP.  
D106

Your Home Design Stage

8'x30'  
705



GT 126  
GT 124  
GT 122  
GT 120  
GT 118

123	222
121	220
119	218

223	322
221	
219	318
217	316
215	314
213	312

323	422
321	420
319	418
317	416
315	
313	412

423	522
421	520
419	518
417	516
415	514
413	512

527  
525  
523  
521  
519  
517  
515  
513  
511  
509  
505  
501

8' Aisle

8' Aisle

7'-6" Aisle

7'-6" Aisle

7'-9" Aisle

7'-9" Aisle

7'-6" Aisle

8' Aisle

8' Aisle

109	208
107	206
105	204
103	202
101	200

209	308
	306
205	304
	302
201	300

309	408
307	406
305	404
303	402
301	400

409	508
407	506
405	504
403	502
401	500

7'-6" Aisle

601 605 607 609 611 613

9'-0" CLG

CORRIDOR  
A110

COPY  
A102

MEN  
A107

TICKET  
B101

WOMEN  
B107

CORRIDOR  
B110

CORRIDOR  
A109

ELEV.  
A105

ELEV.  
B105

20' 16'  
L-1

20' 16'  
L-2

20' 16'  
L-3

20' 16'  
L-4

LOBBY  
A100

STAIRS  
A108

TICKET  
A122

SOUTH  
ENTRANCE  
A000

STAIRS  
B108

TICKET  
B122

11

12

13

18

17

16

15



# Wireless Credit Card Processing Service Rental Program



**Background:**

Select Banking Systems ([www.selectbankingsystems.com](http://www.selectbankingsystems.com)) is a locally owned that has been serving the Houston and surrounding areas for over 15 years. SBS specializes in wireless technologies specific to the credit and debit card industries. SBS is a financial institution registered with Visa/MC but with direct processor relationships with on-site support for your event needs.

5701 Woodway Drive suite 130  
Houston, Texas 77057  
713-975-6486

**How does this work?**

By utilizing *wireless* credit card processing technology in combination with SELECT BANKING SYSTEMS merchant services program.

- STEP 1      Print out application and fax back to SELECT BANKING SYSTEMS FAX 713-975-1570. Please submit at least 5 business days before your live date.  
\*Also must include copy of a voided check from business DDA.
- STEP 2      A representatives from SBS will contact you and confirm reception of your application as well as answer any questions you might have.
- STEP 3      Vendor will arrange with SBS to pickup or drop off equipment.
- STEP 4      Training will be handled on a case-by-case basis over the phone or on-site at pre-scheduled weekly appointments. An SBS rep will train you and your staff at your booth on sales, voids, credits etc

**RENTAL PRICE INCLUDES FULL EVENT**

Schedule of Fees:

Application Fees	\$ 0
Terminal Programming	\$ 0
Monthly Service Fee	\$ 10
Monthly Minimum	\$ 15
(this is not an extra fee...only a fee Minimum Only charged if sum of rates and fees do not equal \$ 15.00)	

Rates for Visa & Master Card:

1.55% plus .24 cents Debit (Signature)
1.85% plus .24 cents. Qualified.
2.69% plus .24 cents. Mid Qualified
2.99% plus .24 cents Non Qualified

\* American Express & Discover cards are set independently.

Equipment Rental:

\$150.00 (includes wireless airtime)

There is no a contract or cancellation fees. However, card association rules and regulations govern merchant responsibilities for charge backs up to 6 months

Call SELECT BANKING SYSTEMS directly for any additional questions or concerns ~ 713-975-6486.

**Business Information****Business Address****City****State****Zip****E-mail Address****Location Address****Location Phone****Location Fax****Corporate Name****Billing Address**  
(If different than location address)**City****State****Zip****Contact Name****Contact Phone****Contact E-Mail****Send Monthly Statements to** **Corporate** **Business****Type of Business** **Corporation** **Partnership****State of Incorporation****County and State****Federal Tax ID Number****Owner/Partner/Officer****Name****Title****Home Address****City****State****Zip****Social Security****Phone****Card Services Currently In Use****Merchant Number****American Express****Discover****Diners Club**