

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage is: gsaadvantage.gov.

Schedule Title: Advertising & Integrated Marketing Solutions

FSC Group: 541

Contract Number: GS-23F-0100S

For more information on ordering from Federal Supply Schedules click on FSS Schedules at fss.gsa.gov

Contract Period: 02/01/2006 - 02/01/2011 with 3-five year option periods 02/01/2011-02/01/2026

EXHIB-IT! Trade Show Marketing Experts

3831-B Singer BLVD

Albuquerque, NM 87109

Telephone: 505.828.0574

Fax: 505.344.47080

www.exhib-it.com

Contract Administrator

Mrs. DJ Heckes

Albuquerque, NM 87109

Telephone: 505.828.0574

Fax: 505.344.47080

www.exhib-it.com

Business Size: Small, Women Owned

Customer Information Page

- 1a. SIN 541-4D Conference events & Tradeshow Planning Services
- 1b. SIN 541-4F Commercial Art & Graphic Design Services
- 1c. See attachment 1 for pricing of Tasks of Conference events & Tradeshow Planning Services
- 1d. See attachment 2 for pricing of Tasks of Commercial Art & Graphic Design Services
2. Maximum order: \$1,000,000
3. Minimum order: \$100
4. Geographic coverage (delivery area): Domestic
5. Point(s) of production (city, county, and state, or foreign country): Albuquerque, NM 87109
6. Discount from list prices or statement of net prices: See comments for Item 6 to the left.
7. Quantity discounts: An additional discounts on orders over \$20,000.
8. Prompt Payment terms: 2%- 20 days, net 30 (for example).

- 9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes
10. Foreign items: Not Applicable
- 11a. Time of Delivery. To be negotiated at the task order level.
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: Overnight delivery is available.
- 11d. Urgent Requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery
12. F.O.B point(s): Destination
- 13a. Ordering address(es):
3831-B Singer BLVD
Albuquerque, NM 87109
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. Payment address(es):
3831-B Singer BLVD
Albuquerque, NM 87109
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Not applicable.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
21. List of services and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventative maintenance- Not applicable
- 24a. Special attributes such as environmental attributes: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found: Not Applicable
25. Data Universal Number System (DUNS) number: 12-731-4800
26. Notification regarding registration in Central Contract Registration (CCR) database: Registered, 07/14/04

Attachment 1



U.S. General Services Administration

Awarded Contract Price List

541-4D Conference events & Tradeshow Planning Services

Labor Categories	Price	Unit/ Issue
Project Management	\$75.76	Hour
Project Designer	\$75.76	Hour
Customer Service Representative	\$28.41	Hour

For Orders totaling \$20,000.01-\$50,000

Labor Categories	Price	Unit/ Issue
Project Management	\$74.26	Hour
Project Designer	\$74.26	Hour
Customer Service Representative	\$26.91	Hour

For Orders totaling above \$50,000.01

Labor Categories	Price	Unit/ Issue
Project Management	\$72.76	Hour
Project Designer	\$72.76	Hour
Customer Service Representative	\$25.41	Hour

Project Management - Plans, directs, and coordinates activities of technology projects to ensure that project goals are accomplished by performing the following duties personally or through subordinate supervisors.

Consults with management and reviews project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources. Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources. Formulates and defines technical scope and objectives of project. Identifies and schedules project deliverables, milestones, and required tasks. Coordinates recruitment or assignment of project personnel. Assigns duties, responsibilities, and scope of authority to project personnel. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within budget. Establishes standards and procedures for project reporting and documentation. Reviews status reports prepared by project personnel and modify schedules and plans as required. Prepares project status reports and keeps management, clients, and others informed of project status and related issues. Confers with project personnel to provide technical advice and resolve problems. Coordinates and responds to requests for changes from original specifications. Monitors project results against technical specifications. Develops and maintains technical and project documentation. Directs quality assurance from date of order through final delivery.

Attachment 1 Cont.

Project Designer – Designs and produces art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, electronic media, and packaging by performing the following duties.

Prioritizes, tracks, handles, and maintains records of the elements, costs, and time schedules of multiple projects. Consults with client or supervisor to evaluate individual project needs. Prepares illustrations or rough sketches of material according to instructions of client or supervisor. Develops negatives and prints to produce layout photographs for client or supervisor. Studies illustrations, photographs, and text to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and creates sample layouts. Selects, supervises, and obtains cost estimates from outside vendors such as photographers, illustrators, paper suppliers, or printers. Prepares cost estimate for project within quality specifications, financial constraints, and time schedule for project. Prepares layout prints for supervisor or client. Presents samples to supervisor or client for selection and approval. Creates finished layout, or prepares instructions for workers who assemble and prepare final layouts. Reviews final layout and suggests improvements as needed, and presents final layout to supervisor or client for approval. Prepares final layout for printer on paper, film, or disk. Checks proofs. Reviews quality of final product before release to client. Maintains image resource files. Oversees placement of collection objects or informational materials in exhibit framework

Customer Service Representative - To assist in the retention of long-term, quality customers and to provide support to the sales team through the development and execution of post-sale customer service systems, including customer training and follow-ups so that customers' needs and expectations and the company's financial objectives are met or exceeded, and to respond to employees' and customers' inquiries regarding post-sale customer service matters.

Always maintain a clean desk, showroom and conference area to present to our clients. All inbound customer repairs be done within **two** business days if parts in house and within two business days after parts ordered and received if needed. All rental refurbishments to be done within **two** business days after receipt and if additional parts needed, to let Director of Internal Operations know. All customer complaints will be handled within same business day or if manufacturer response needed, within two business days and resolved within a reasonable time. An up-to-date form will be kept of all customer complaints and how resolved and report at weekly staff meetings. 100% client satisfaction is our goal and what is expected from this position.

Attachment 2



Awarded Contract Price List

541-4F Commercial Art & Graphic Design Services

Labor Categories	Price	Unit/ Issue
Project Management	\$75.76	Hour
Project Designer	\$75.76	Hour

For Orders totaling \$20,000.01-\$50,000

Labor Categories	Price	Unit/ Issue
Project Management	\$74.26	Hour
Project Designer	\$74.26	Hour

For Orders totaling above \$50,000.01

Labor Categories	Price	Unit/ Issue
Project Management	\$72.76	Hour
Project Designer	\$72.76	Hour

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