



1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
f. 505.243.8197  
www.cssabq.com

email us @  
esr@cssabq.com

## POSTER PRINTING SERVICES

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	<b>NAACL 2025</b>	Show Dates:	<b>April 30 – May 4, 2025</b>
Show Location:	<b>Albuquerque Convention Center</b>	Advance Payment Deadline:	<b>Wednesday, April 16, 2025</b>
Company Name:	Telephone #:		
Billing Address:	Fax #:		
City/State/Zip:	Email Address:		
Authorized by:			
Paper Number:	Paper Title:		
Dates and Times your poster is to be presented:			
Onsite Contact (person picking up the poster at registration):			
Contact Name:	Phone Number:		

We at Convention Services of The Southwest, Inc. understand the inconvenience of having to go and get your poster printed, coordinate the shipping both to and from the event, as well as having to take it on a plane as luggage.

Let us take the worry out of all of that and relieve the stress of wondering if your poster is going to be delivered to your event on time.

We will print your poster and will have it sitting **at the registration area when you arrive at the conference to pick up your event credentials.**

**PLEASE NOTE: POSTER SIZES ARE DETERMINED BY SHOW MANAGEMENT.**

POSTERS			
Quantity	Description	Discount Price	Standard Price
	33.1" x 46.8" Posters	55.00	71.50

\*Note: CSS needs to receive graphics submissions by **Wednesday, April 16, 2025** to avoid rush charges.

**PLEASE READ PAYMENT POLICY**

SUBTOTAL	\$
Tax (7.625%)	\$
<b>TOTAL</b>	<b>\$</b>

**ORDERING PROCESS**

This Form (pdf download) - email to [esr@cssabq.com](mailto:esr@cssabq.com)

- a. Advance payment by **Company Check** or **e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks.
  - i. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
- b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. **You will need to call CSS to provide your complete credit card number and card verification # to adhere to PCI Compliance Standards** (or we can email you an invoice with a payment link). For discount rates to apply, **CSS** must receive this information by **Wednesday, April 16, 2025**. (There will be a \$75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)

**PAYMENT TERMS**

- **To process your order for services and materials listed above, we must have your Credit Card information in the system or full payment in advance, or you must place your order online.** Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**
- **Posters canceled after they have been printed will not be able to be refunded.**