
EXHIBITOR SERVICE MANUAL



APS Plant Health 2019

Huntington Convention Center

Cleveland, OH

August 4-7, 2019

CAPITAL
convention contractors

153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700



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Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming **APS Plant Health 2019**. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

Please carefully review all the information within this Exhibitor Manual and take advantage of advance order pricing by submitting your orders by the posted deadlines. In addition to Capital services, we have included all other ancillary service order forms that pertain to this event. Note that some of these forms are to be returned to the specific contractors and/or facilities who have jurisdiction over these services. Capital forms can be returned to our office by using the contact information listed at the bottom of each Capital order form.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about Capital's services or equipment, please do not hesitate to contact us at 877-335-3700 or help@capitalconventions.com.

A Capital Exhibitor Service Desk will be available on-site at the show and staffed during all move-in and move-out hours to answer any question or assist with any last-minute requirements.

Capital understands that your participation in this event is an important part of your company's marketing strategy, and we will work with you to make the event a complete success for you and your company!

Sincerely,

CAPITAL[®]
convention contractors

EVENT QUICK FACTS

BOOTH INFORMATION

Each 10' wide x 10' deep exhibit space includes:

8' high back drape
3' high side drape
Exhibitor ID sign

Registration, exhibits and posters will all be set in the **Plant Health Hub**, in Exhibit Hall C of the Huntington Convention Center.

Show colors are Blue/Expo Green/White

EXHIBIT HALL CARPET

Exhibit Hall is NOT Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 8:00 am to 4:30 pm

Must arrive by: July 26, 2019

To: Exhibitor Name & Booth # (if available)
For: APS Plant Health 2019
Capital Convention Contractors
c/o Seko Worldwide
4735 W 150th Street
Cleveland, OH 44135

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: August 3, 2019

To: Exhibitor Name & Booth # (if available)
For: APS Plant Health 2019
Capital Convention Contractors
Huntington Convention Center
1139 W. 3rd Street
Cleveland, OH 44113

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **July 19, 2019** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE - BOOTHS

Exhibitor Set-up:	Sunday, August 4	8:00 a.m. – 2:00 p.m.
	<i>(all exhibitors must be completely set by 2:00 p.m.)</i>	
Exhibit Hours:	Sunday, August 4	4:00 p.m. – 6:00 p.m.
(Booths must be staffed)	Monday, August 5	11:30 a.m. – 1:00 p.m.
	Monday, August 5	2:30 p.m. – 6:00 p.m.
	Tuesday, August 6	11:30 a.m. – 1:00 p.m.
	Tuesday, August 6	2:30 p.m. – 6:00 p.m.
	Wednesday, August 7	9:00 a.m. – 11:00 a.m.
Exhibitor Dismantle:	Wednesday, August 7	11:00 a.m. – 2:00 p.m.

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **August 7, 2019 3:30 PM.**

EVENT QUICK FACTS (cont.)

SHOW SCHEDULE – POSTER SESSIONS

GROUP I

Poster Set-up:	Sunday,	August 4	8:00 a.m. – 10:00 a.m.
Poster Viewing Hours:	Sunday,	August 4	4:00 p.m. – 7:00 p.m.
	Monday,	August 5	7:00 a.m. – 6:00 p.m.
Poster Removal:	Monday,	August 5	6:00 p.m. – 7:00 p.m.

GROUP II

Poster Set-up:	Tuesday,	August 6	7:00 a.m. – 8:00 a.m.
Poster Viewing:	Tuesday,	August 6	8:00 a.m. – 6:00 p.m.
	Wednesday,	August 7	7:00 a.m. – 11:00 a.m.
Poster Removal:	Wednesday,	August 7	11:00 a.m. – 12:30 p.m.

PLANT HEALTH HUB (HALL C – open to all)

Sunday,	August 4	4:00 p.m. – 7:00 p.m.
Monday,	August 5	7:00 a.m. – 6:00 p.m.
Tuesday,	August 6	8:00 a.m. – 6:00 p.m.
Wednesday,	August 7	8:00 a.m. – 11:00 a.m.

REGISTRATION HOURS

Sunday,	August 4	7:30 a.m. – 6:00 p.m.
Monday,	August 5	7:00 a.m. – 6:00 p.m.
Tuesday,	August 6	7:30 a.m. – 5:30 p.m.
Wednesday,	August 7	7:30 a.m. – 11:00 a.m.

Plant Health 2019 EXHIBIT POLICIES AND REGULATIONS

Exhibit Space Contract: Please read Exhibit Policies and Regulations prior to signing this contract. Signature of the Primary Exhibit Contact on the contract will constitute agreement of the Exhibiting Company to comply with these policies.

CONTRACT MUST INCLUDE: Name of organization, Name, Address, Phone, Email of Primary Exhibit Contact, Deposit per payment schedule

RESPONSIBILITIES/LIABILITIES: The primary Exhibit Contact will have the authority to act on behalf of the Exhibiting Corporation (Exhibitor) in space reservation transactions with APS (Society). The Signature of the Primary Exhibit Contact is required on this Contract and binds the Exhibitor and its representatives to all regulations and terms of this document and constitutes a binding agreement. The Society must receive written notice of change of the Exhibitor's Primary Exhibit Contact, when applicable.

The Exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, and save the Society and its agents harmless against all claims, loss or damage to persons or property, arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the Exhibit premises. The Exhibitor indemnifies and agrees to hold the Exhibit Facility and the legal entities which own, lease, and/or operate the Exhibit Facility, their members, officers and directors, and employees, harmless against any and all liability whatsoever arising from any or all damage to property or personal injury caused by Exhibitor or its agents, representatives, employees, or any other person. Contract for Exhibit Space at this meeting indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions and general regulations listed as well as such additional rules and regulations as the Society deems necessary for the success of the exposition, provided these latter do not materially alter the Exhibitor's contractual rights. Upon receipt of payment, the invoice issued to you represents a binding contract.

FINALIZATION OF EXHIBIT RESERVATION: Contracts for Exhibit spaces are subject to the approval of the Society. The Society reserves the right to offer or refuse exhibit rental to potential Exhibitors. Exhibit space assignments will be on a first-come, first-served basis.

INDIVIDUAL EXHIBITOR REGISTRATION: Entrance to the exposition is by APS name badge only. The Primary Exhibit Contact will receive copies of all preliminary and program announcements to facilitate Exhibit and accommodation registrations.

CANCELLATION: Cancellation by an Exhibitor will result in forfeiture of exhibit fees paid to date. In the event the Exhibit is cancelled by the Society for any reason, the liability of the Society shall be limited to a refund of all monies paid by the Exhibitor as the exhibit rental fee less Exhibitor's share of expenses incurred by the Society to the date of cancellation.

EXHIBITOR SERVICES KIT: The electronic Exhibitor Services Kit (ESK) will be available online approximately eight weeks prior to the event. The ESK will include the necessary forms you will need to order furnishings, audio-visual equipment, janitorial service, graphics, internet, labor, and electrical service.

BOOTH SELECTION PROCESS: APS will use a process that considers (1) when your order and payment are received (2) top three booth choices with location preference given to premium, preferred and then standard booths, if applicable, (3) separation from competitors, (4) advertising and sponsorship dollars from the past two years. APS will make the final booth selections.

SHIPPING INSTRUCTIONS: All freight charges must be prepaid. Since the Facility does not have capabilities to receive display materials or the accommodations to store empty shipping crates, the Exposition Services Company (Decorator) will serve as the official drayage contractor. Information on the consignment of your freight, customs, and bills of lading will be included in the online ESK.

LABOR AND SAFETY: The Decorator's ESK will contain order forms for labor. The Society will enforce set-up and tear-down policies to minimize interference with other meeting functions and to maximize safety, as well as the quality and amount of exhibit hours. Please be familiar with these policies before signing the contract. The Exhibitor is responsible for knowledge of and compliance with all fire, safety, and union requirements as noted in the ESK.

INSTALLATION OF EXHIBITS: Any Exhibit not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the Exposition the first day, or the Exhibit may be reordered to be set-up by the Society. No refuse may be placed in the aisles after the final cleaning. Please do not litter the floor, in the exhibits, or aisles after cleaning.

DISMANTLING: No packing or dismantling of Exhibits will be permitted prior to the published tear-down time.

LIABILITY: Although security personnel are appointed, neither the Society, the Facility, nor the Decorator or their agents can assume responsibility for any loss or damage to exhibits, equipment, rental furnishings/equipment, or aisles after cleaning.

INSURANCE: Insurance on all Exhibits is the responsibility of the Exhibitor. Neither the Society nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Exhibitor's stand. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

FIRE PROTECTION: All materials used in the exhibit area must be flameproof and fire resistant. All displays are subject to inspection by the Fire Marshall.

SPECIAL EFFECTS AND PRESENTATION: Operational equipment, audio-visual and sound/attention getting devices and effects must not interfere with the activities of the meeting and other Exhibitors. The Society reserves the right to determine at what point sound constitutes interference, and if it must be discontinued. Professional presenters or models may conduct product and service demonstrations. Demonstrators are to be straightforward and professional and must avoid the use of theatrical gimmicks such as magicians, robots, pantomimists, balloons, etc.

The use of live or recorded music, including but not limited to music on videotapes, by the Exhibitor for any purpose under this contract is prohibited.

CONDUCT OF EXHIBITS: The character of the Exhibit is subject to the approval of the Society. The society retains the right to refuse the applications of Exhibitors not meeting standards required or expected, as well as the right to curtail Exhibits or parts of exhibits which reflect unfavorably upon the character of the meeting. Non-professional products or services are not to be displayed.

TERMINATION OF EXHIBIT RIGHTS: In the event the Exhibitor, its contractors, agents or employees fail to comply with any of the provisions hereof, or otherwise detract from the general educational character of the meeting, the Society shall be permitted and empowered to terminate the Exhibitor's right hereunder, and evict and remove the Exhibitor and contractors hired by the Exhibitor from the premises, in which event the Exhibitor shall not be entitled to any refund of amounts paid hereunder.

PROHIBITED PRACTICES: Canvassing/distributing advertising materials outside the Exhibitor's own exhibit space. Solicitation of business, or conferences in the interest of business, except by Exhibitors. Operation of unprotected x-ray equipment, UV sources, or sources of ionizing radiation. The use of billboard advertisements, display of signs, and/or balloons outside the exhibit area unless approved by the Society. Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting. Entry into another Exhibitor's exhibit space, examination, or photographing of another Exhibitor's exhibit without permission. No Exhibitor may suspend or hang display materials or signs from the ceiling above their exhibit space or island exhibit. Display materials and/or signs may also not rise above the 8'2.44m height registration of the exhibit booth (9'5"/2.895m for island exhibits).

EXPOSITION SPACE SPECIFICATIONS: To be determined and communicated to all exhibitors by the American Phytopathological Society based on specifications and policies that will become known in 2019.

EASY & SECURE ONLINE ORDERING

Hassled by printing forms and faxing, or scanning and emailing them? If so, take advantage of ***Online Ordering!***

If you prefer to order your *Capital Conventions* products and services online, we have a fully secure and easy to use Online Ordering system specifically tailored to this event.

Your secure login credentials will be emailed to you, with all the information you need to get started. Even better, you can use your same login information for multiple shows with *Capital Convention Contractors*; no more keeping track of multiple logins for multiple events.

All the *Capital* products and services that you find on the following Exhibitor Service Manual forms are available at our secure storefront.

[Click Here to Access Online Ordering](#)

If you haven't yet received your credentials, email us at help@capitalconventions.com

Of course, you can still fax or email your orders to us if you prefer:

- Fax orders to 508.481.1150
- Email orders to help@capitalconventions.com



If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com



WE ACCEPT: **American Express** **VISA** **MasterCard**

CREDIT CARD BILLING INFORMATION

***(3 digit MC/Visa 4 digit Amex)**

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED
AND RETURNED TO CAPITAL**

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

☐

All Capital Services

☐

Freight Handling

☐

Furniture/Carpet

☐

Labor

☐

Other (specify) _____

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 before the close of the show.

Exhibiting Firm

Company Name _____ Booth # _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

ORDER SUMMARY

Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Material Handling*	\$ _____
Furnishings & Accessories	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs & Banners	\$ _____
Standard & Deluxe Carpet	\$ _____
Miscellaneous	\$ _____
OH Tax 8.00%	\$ _____
TOTAL ESTIMATED CHARGES \$	_____
*indicates nontaxable services	

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State _____ Zip Code _____
 Phone () _____ Fax () _____ Email address _____
 Authorized Signature _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

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LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital 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 notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Capital labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

MATERIAL HANDLING

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for **ALL** common carrier and van line trucks. **The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon, pick-up truck or box truck owned by the exhibiting company.
- Exhibitors may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from Capital. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Capital. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by Capital.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own.

The following is required should they provide their own:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

TIPPING

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: July 19, 2019

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' – 30" HIGH	\$124.30	\$154.95	
		6' X 2' – 30" HIGH	\$146.65	\$183.05	
		8' X 2' – 30" HIGH	\$158.10	\$197.10	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' – 40" HIGH	\$146.65	\$183.05	
		6' X 2' – 40" HIGH	\$169.50	\$211.10	
		8' X 2' – 40" HIGH	\$192.40	\$240.25	
TABLES-UNDRAPED		4' X 2' – 30" HIGH	\$68.65	\$85.80	
		6' X 2' – 30" HIGH	\$85.30	\$107.10	
		8' X 2' – 30" HIGH	\$96.70	\$120.10	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' – 40" HIGH	\$78.50	\$96.70	
		6' X 2' – 40" HIGH	\$89.95	\$112.85	
		8' X 2' – 40" HIGH	\$101.40	\$126.35	
TABLES-COCKTAIL FINISHED TOP		30" ROUND – 30" HIGH	\$112.85	\$140.90	
		30" ROUND – 40" HIGH	\$124.30	\$155.50	
TABLE RISERS		4' X 10" HIGH	\$79.55	\$99.85	
		6' X 10" HIGH	\$91.00	\$113.90	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$73.85	\$92.05	
		6' OR 8' COUNTER	\$73.85	\$92.05	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$12.50	\$16.65	
		3' HIGH PER LINEAR FT	\$8.85	\$10.90	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

CIRCLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY HUNTER GREEN
 WHITE RED BLACK

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL \$ _____
OH TAX 8.00 % \$ _____
GRAND TOTAL \$ _____

Don't see what you need?
 Call Exhibitor Services for additional options.
 877-335-3700

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: July 19, 2019

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$99.30	\$124.30	
		PADDED ARM CHAIR	\$78.50	\$99.30	
		PADDED SIDE CHAIR	\$61.90	\$77.50	
		FOLDING CHAIR	\$20.80	\$26.50	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$425.90	\$533.00	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$227.25	\$286.00	
		4' X 8' DISPLAY BOARD	\$176.30	\$220.50	
		LITERATURE RACK	\$96.70	\$120.65	
		CHROME 22" x 28" SIGN HOLDER	\$78.00	\$97.50	
		BAG RACK	\$85.30	\$107.10	
		GARMENT RACK	\$85.30	\$107.10	
		TRIPOD EASEL	\$40.05	\$50.45	
		RAFFLE DRUM	\$79.55	\$100.35	
		7 GALLON WASTEBASKET	\$20.80	\$26.50	
		8' ALUMINUM BACK POST W/BASE	\$34.30	\$43.15	
		6'-10' ADJUSTABLE CROSS BAR	\$22.90	\$28.60	

Don't see what you need?
 Call Exhibitor Services for additional options.
 877-335-3700

SUB TOTAL	\$	_____.
OH TAX 8.00 %	\$	_____.
GRAND TOTAL	\$	_____.

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome Sign Holder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: July 19, 2019

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.
All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY BURGUNDY RED FOREST GREEN BLACK
 BLUEJAY TUXEDO (If no color is chosen, GREY will be delivered automatically)

STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$184.60	\$230.90	
	9 x 20	\$368.15	\$460.20	
	9 x 30	\$552.25	\$689.50	

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$2.10	\$2.60	
	Visqueen	\$1.80	\$2.35	

CUSTOM CARPET

Minimum order of 100 square feet is required for custom carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$3.80 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$4.90 sq. ft. = _____

PRESTIGE CARPET

Minimum order of 100 square feet is required for prestige carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$7.30 sq. ft. = _____
 Please call Exhibitor Services for Prestige Carpet Color Choices

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- ❖ There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL	\$.
OH TAX 8.00%	\$.
GRAND TOTAL	\$.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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CUSTOM EXHIBIT FURNITURE RENTAL

Looking to enhance the design of your booth to make an impression that lasts beyond the show? Capital Convention Contractors has partnered with AFR furniture rental to provide you with the options you are looking for. There are hundreds of options to make your booth stand out from the rest!

Please click [here](#) to open entire Custom Trade Show Furniture Catalog.
Please click [here](#) to open the Order Form.



experience
THE NEW STANDARD
of trade show furnishings.



If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LABOR ORDER FORM

DEADLINE ORDER DATE: July 19, 2019

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

- ☐ **Straight Time: \$ 155.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 232.50 per man-hour** - 4:30 p.m. to 8:00 a.m. Monday through Friday. All hours Saturday. One hour minimum.
- ☐ **Double Time: \$ 310.00 per man-hour** - Sunday and observed holidays. One hour minimum.

CALCULATE ESTIMATED LABOR

	DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION:	_____	AM PM AM	_____	X X X	\$ _____	= \$ _____
DISMANTLE:	_____	PM AM	X X	X X	\$ _____	= \$ _____

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ORDERS PLACED AFTER July 19, 2019 WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one)

☐

Exhibitor Supervised Labor

☐

Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four-hour notice is required for cancellation of labor services.

Company Representative: _____

Phone: _____

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

Set Up Information Required:

Booth display being shipped to: ☐ Warehouse ☐ Show site Scheduled delivery date _____

Shipment consists of: ☐ Crates ☐ Cartons ☐ Carpets/pads

If no carpet is being shipped, is carpet ordered through Capital? ☐ Yes ☐ No

Blueprints & Exhibit instructions: ☐ Attached ☐ Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

- ☐ Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- ☐ Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LABOR ORDER FORM (CONTINUATION)

Only Exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the **following address**:

If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

☐ **Exhibitor Carrier Choice:** _____

☐ **Official Show Carrier:** YRC Ground *Must arrive by: _____

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

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EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this information is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
 - a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in any occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
 - b. Agree to abide by all the rules and regulations of the show.
 - c. Agree to abide by all union rules and regulations.
 - d. Information must be received in the Capital office no later than 30 days prior to the show.
 - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by July 5, 2019 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____ Booth # _____

Name of Service Contractor: _____

Contractor Street Address _____

City/State _____ Zip Code _____

Contractor Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MATERIAL HANDLING DEFINITIONS

What is Additional Handling?

Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels
Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: July 26, 2019

To: Exhibitor Name/ Booth #

For: APS Plant Health 2019

Capital Convention Contractors

c/o Seko Worldwide

4735 W 150th Street

Cleveland, OH 44135

DIRECT SHIPMENTS

Please use enclosed freight labels
Received only during exhibitor move-in hours

Only on: August 2-4, 2019

To: Exhibitor Name/ Booth #

For: APS Plant Health 2019

Capital Convention Contractors

c/o Huntington Convention Center

1139 W. 3rd St

Cleveland, OH 44113

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____

Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME _____ PHONE # () _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services.** Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- **Drivers MUST check in at the loading dock by 3:30 PM on August 7, 2019 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$28.00 per cwt or a \$20.00 minimum charge, whichever is greater.

CHECK appropriate arrangements:

- ☐ Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- ☐ Freight arrangements will be handled by exhibitor. NAME OF CARRIER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772

Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MATERIAL HANDLING RATE SCHEDULE

Rate Classifications

- Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after July 26, 2019.
- Early Shipments to Warehouse: Any shipment arriving prior to July 5, 2019.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$28.00 per cwt or \$200.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
- Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control.

Rate Classifications:

■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: July 26, 2019

	<u>Price Per CWT</u>	<u>200 lb. minimum</u>
Crated	\$ 158.00	\$ 316.00
Additional Handling	\$ 205.00	\$ 410.00
Crated Overtime Inbound/Outbound*	\$ 55.30	\$ 110.60
Additional Handling Overtime Inbound/Outbound*	\$ 71.75	\$ 143.50
**Uncrated shipments will NOT be accepted at the Advance Warehouse.		
■ Additional Surcharges		
Early Shipments to Warehouse Crated*	\$ 55.30	\$ 110.60
Early Shipments to Warehouse Additional Handling*	\$ 71.75	\$ 143.50

■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: August 2, 2019

Crated	\$ 146.00	\$ 292.00
Additional Handling	\$ 190.00	\$ 380.00
Uncrated	\$ 197.00	\$ 394.00
Crated Overtime Inbound/Outbound*	\$ 51.10	\$ 102.20
Additional Handling Overtime Inbound/Outbound*	\$ 66.50	\$ 133.00
Uncrated Overtime Inbound/Outbound*	\$ 68.95	\$ 137.90
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 51.10	\$ 102.20
Off-Target Fee Additional Handling*	\$ 66.50	\$ 133.00
Off-Target Fee Uncrated*	\$ 68.95	\$ 137.90
Shipments Returned to Warehouse*	\$ 28.00 per cwt	\$ 200.00 minimum

	<u>First Piece</u>	<u>Additional Pieces</u>
■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) .	\$ 35.00	\$ 20.00

*In addition to above charges.

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. For example, if the rate is \$50.00 per 100 lbs.:

3 Separate Shipments:

54 lbs. charged @ 200 lbs. \$100.00

59 lbs. charged @ 200 lbs. \$100.00

72 lbs. charged @ 200 lbs. \$100.00

Total: 185 lbs. Total Cost: \$300.00

1 Consolidated Shipment:

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$100.00

Total Savings: \$200.00

Sub-Total: \$ _____

Total: \$ _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less. Capital 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 materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital 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 that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **August 7, 2019 3:30 PM.**

If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Seko Worldwide
4735 W 150th Street
Cleveland, OH 44135

Show: APS Plant Health 2019

Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
July 26, 2019**



Use these labels **only** if shipping in
advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Seko Worldwide
4735 W 150th Street
Cleveland, OH 44135

Show: APS Plant Health 2019

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4735 W 150th Street
Cleveland, OH 44135

Show: APS Plant Health 2019

Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
July 26, 2019**

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other 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.

Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Huntington Convention Center
1139 W. 3rd St
Cleveland, OH 44113

Show: APS Plant Health 2019

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATES:
August 2-4, 2019 ONLY



Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Huntington Convention Center
1139 W. 3rd St
Cleveland, OH 44113

Show: APS Plant Health 2019

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATES:
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Piece # ____ of ____

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1139 W. 3rd St
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Show: APS Plant Health 2019

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATES:
August 2-4, 2019 ONLY

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other 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.

Custom Exhibit Booth Specials



Option 10-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •



Option 10-B

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- One 20"x117" Backwall Counter •
- One 20"x39-1/2" Freestanding Counter •



Option 20-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- Two Wastebaskets •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- Six 12" Flat Shelves •
- Two 20"x39-1/2" Freestanding Counter •

CUSTOM EXHIBIT RENTAL ORDER FORM

Advance Order Price Deadline: July 19, 2019

All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is NOT included with the Exhibit Rental.

10' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 10-A	\$2,611.45	\$3,293.70	
	Exhibit 10-B	\$3,520.40	\$4,088.25	

20' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 20-A	\$3,634.30	\$4,088.25	

Additional Options

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Standard Counter—41½" w x 21¾" d x 42"h	\$227.25	\$286.00	
	Adjustable Shelves	\$39.80	\$56.70	
	Spot Lights (electricity not included)	\$39.80	\$56.70	
	Company Logo on Header Sign	\$173.70	\$216.30	

Material for Backwall - Choose One

FABRIC: ☐ Grey ☐ Blue
SINTRA: ☐ White ☐ Grey ☐ Black

Carpet Colors – Choose One

☐ Forest Green ☐ Blue ☐ Tuxedo ☐ Bluejay
☐ Red ☐ Grey ☐ Burgundy ☐ Black

Header Copy – please print clearly

SUB TOTAL \$ _____
OH TAX 8.00 % \$ _____
GRAND TOTAL \$ _____

Letter Color: Blue ☐ Red ☐ Black ☐

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ Orders cancelled after installation will be charged 100% of original price.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

SIGN ORDER FORM

Sign Order Deadline: July 19, 2019

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	\$40.05	\$60.30	
	14" x 22"	\$49.40	\$73.85	
	22" x 28"	\$85.30	\$128.45	
	28" x 44"	\$107.90	\$162.50	

ADDITIONAL SIGN OPTIONS

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo	\$141.95	\$176.80	
	Over 10 words	\$1.65	\$2.70	
	Cardboard Easel Back	\$5.20	\$8.30	
	Directional Arrow	\$6.25	\$9.35	

BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____	= _____ X _____	\$18.20 per sq. ft.	\$30.70 per sq. ft.	\$ _____

SUB TOTAL	\$ _____
OH TAX 8.00 %	\$ _____
GRAND TOTAL	\$ _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

FILE FORMATS ACCEPTED:

Adobe Illustrator CS5, Photoshop CS5, .EPS, HI-RES PDF, HI-RES TIFF and HI-RES JPEG

FILE SET UP INFORMATION:

- *All files are preferred to be set up using Adobe Illustrator and/or Photoshop.*
- *Please provide low resolution pdfs when possible for soft proof.*
- *All artwork should be setup in CMYK workspace.*
- *Specify PANTONE (PMS) color values using the Pantone Solid Coated library for all crucial colors, especially logos and background colors.*
- *Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly, please specify a Pantone color or provide a physical color reference, or color will print 'as is.'*
- *All raster artwork should be submitted at 100ppi at full size at the least.*
- *Please provide .25" bleed when designing for trimming. Crop marks should be setup in Illustrator.*
- *Please provide a vector file for logos, taglines and trademarks.*
- *Please outline text when submitting final artwork. Or provide font files if editing is necessary.*

LARGE FORMAT FILES SAVING INFO:

Working in PHOTOSHOP:

- *Photoshop "raster" files are to be set up at 100ppi at 100% of final size in CMYK workspace.*
- *Save a flattened version of your layered file as a Photoshop .EPS, Set Preview to TIFF (8 bits/pixel), Set Encoding to JPEG (maximum quality)*

Working in ILLUSTRATOR:

- *We recommend .25" bleed when designing for trimming purposes. Please provide crop marks.*
- *Please setup file at 100% when possible. If scaling needed, please note scale info on file.*
- *We recommend text and logos to be setup in Illustrator. Please specify Pantone (PMS) color when needed.*
- *Place/Link Photoshop.EPS files or raster images in Illustrator (please do not embed to keep file size small) Keep all Photoshop.EPS files in one folder along with the supporting Illustrator file.*
- *Uncheck 'Create PDF Compatible File' when saving .ai file. (This will keep file size small)*

FTP UPLOAD INFO:

<https://launchpad.37signals.com/basecamp/1767385/signin>
user: graphicsupload
password: preview12

MOVE OUT GUIDE – Page 1

Please review both pages of this **Move Out Guide** to answer any questions you may have about the breakdown at the end of the show. Dismantling may **NOT** take place prior to the close of the show.

PAYMENT

All accounts must be paid prior to move out. If you have not provided us with the credit card authorization form, please do so prior to the conclusion of the event. There is no billing of services.

RETURNING OF EMPTY CONTAINERS

Proceeding at the close of the show, we will begin the process of returning your empty containers to your booth for those exhibitors who have stored them with us. This process may take up to an hour depending on the number of exhibitors. *Please keep all aisles clear to enable us to complete this process in an expeditious manner.*

OUTBOUND SHIPMENT OPTIONS (3)

1-All exhibitors planning to ship-out freight using Capital Convention's show carrier YRC must:

1. Visit the Capital Conventions Service Desk to obtain a Bill of Lading and shipping labels.
2. The Bill of Lading must be completed (all grey shaded sections are required).
3. Once all your freight items are packed, taped and properly **labeled**, please bring the completed Bill of Lading to the Capital Conventions Service Desk. **DO NOT** leave the Bill of Lading at your booth.
4. Please leave all freight at your booth – see the note below for small/valuable items.

2-All exhibitors planning to ship-out freight using an alternative carrier must:

1. Contact your shipper prior to the close of show to arrange for a pick-up. The shipper must check in with Capital Conventions by: **August 7, 2019 3:30 PM.**
2. Visit the Capital Conventions Service Desk to obtain a Bill of Lading.
3. The Bill of Lading must be fully completed (all grey shaded sections are required).
4. Once all your freight items are packed, taped and properly **labeled**, please bring the completed Bill of Lading back to the Capital Conventions Service Desk. **DO NOT** leave the Bill of Lading at your booth.
5. Please leave all freight at your booth – see the note below for small/valuable items.

continued

If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MOVE OUT GUIDE – Page 2

3-Exhibitors using UPS or FedEx for outbound shipping must:

1. Contact UPS or FedEx prior to the close of show to arrange for a pick-up. The shipper must check in with Capital Conventions by: **August 7, 2019 3:30 PM**. Note that **FedEx Ground** pickups CANNOT be called in the same day as the pickup. You must call the day prior to schedule the pickup.
2. Exhibitors must supply their own prepaid FedEx or UPS labels.
3. Visit the Capital Conventions Service Desk to obtain a Bill of Lading.
4. The Bill of Lading must be fully completed (all grey shaded sections are required).
5. Once all your freight items are packed, taped and properly **labeled**, please bring the completed Bill of Lading back to the Capital Conventions Service Desk. DO NOT leave the Bill of Lading at your booth.
6. Please leave all freight at your booth – see the note below for small/valuable items.

Please Note: If your carrier fails to show up for your shipment, Capital will either re-route your shipments via YRC or bring your shipments back to our warehouse. Return to warehouse charges will apply.

REMEMBER: Small and/or valuable items should not be left unattended during the often hectic move out process. Please be sure to remove or secure these items!

Thank you!

**THE SHOW CAN'T
GO ON UNTIL THE
SHOW SHOWS UP.**

EXHIBIT SERVICES

RELIABLE, AFFORDABLE SERVICE FOR TRADE SHOWS



HOW SHIPPING IS DONE.

BEFORE YOUR NEXT SHOW, LET OUR DEDICATED EXHIBIT SERVICES TEAM SHOW YOU HOW SHIPPING IS DONE.

You have enough to worry about at a trade show. Let us worry about your exhibit. YRC Freight Exhibit Services is the best value in the shipping industry. That means you can rest easy knowing that your booth will show up on time and on budget.

ON TIME. ON BUDGET. AND SUPPORT TEAMS ON SITE AND ON CALL WHENEVER YOU NEED THEM.

- Best value on trade show shipping in the industry
- Inbound trade show shipments automatically move on our faster network at no additional cost, for faster, more reliable service with reduced handling
- 30 days free storage prior to the show – saves money when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after hours pickups
- On-site Exhibit Managers monitor your inbound shipments for on-time, easy move-ins and customer service representatives are available 24/7 at 1-800-531-EXPO
- We have North America's most comprehensive network coverage and services specifically designed for cross-border trade show shipping

CONTACT YOUR YRC FREIGHT EXHIBIT SERVICE SPECIALIST
PHONE: 1-800-531-EXPO (3976)
EMAIL: exhibit.services@yrcfreight.com

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HOW SHIPPING IS DONE.



(216) 241-7731

www.12thStFlorist.net

Delivery Date/Time: _____

Pickup Date/Time: _____

Show Name: _____

Company Name: _____

Booth Number: _____

On Site contact name: _____

On Site contact phone #: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION/COLOR	UNIT PRICE	QUANTITY	TOTAL
FLORAL ARRANGEMENT		\$40.00		
FLORAL ARRANGEMENT		\$50.00		
FLORAL ARRANGEMENT		\$60.00		
TROPICAL FLORAL ARRANGEMENT		\$75.00		
FLORAL ARRANGEMENT		Price on request		
HEIGHT WIDTH				
TROPICAL PLANT AND BLOOMING FOLIAGE (IN WICKER BASKETS)				
BLOOMING PLANTS (as available)		\$30.00		
IVY		\$25.00		
BOSTON FERN		\$30.00		
2 FOOT GREEN PLANT		\$20.00		
3 FOOT TROPICAL PLANT		\$30.00		
4 FOOT TROPICAL PLANT		\$45.00		
5-6 FOOT TROPICAL PLANT		\$60.00		
7 - 8 FOOT TROPICAL PLANT		Price on request		
CONTAINERS (other than wicker baskets)		Price on request		
SUB-TOTAL				
STANDARD DELIVERY & PICKUP				\$10
SALES TAX 8%				
GRAND TOTAL				

Live green material prices based on rental only. For purchase price, please contact shop.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO START OF SHOW

We accept Checks, VISA, MasterCard, and American Express.

Payment: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

FULL CC BILLING ADDRESS: _____

Please Remit to:

12th Street Florist

1701 E 12th Street – Cleveland, OH 44114

Email: 12thstreetflorist@att.net

Have questions? Call (216) 241-7731

ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

Advance Payment Deadline Date: 07/14/19

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT # 089005CL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Floral Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by **all island** booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by **all island** booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

The Power People

ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114
 Phone: (216) 928-1540 Fax: (216) 928-1541
 Cleveland@edlen.com

Advance Payment Deadline Date: 07/14/19

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT #	089005CL

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
-----------------	--------------	------------	-------------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
6. FLORAL ORDER	
SUBTOTAL	
Sales tax is due on outlets, labor, and material unless exemption is provided	8% SALES TAX
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.



The Power People

ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT # 089005CL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

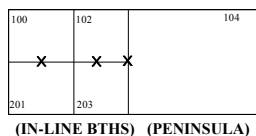
ORDER INSTRUCTIONS		ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).			QTY Show Hours	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
		120 VOLT					
		500 WATTS (5 AMPS)			99.00	148.50	
		1000 WATTS (10 AMPS)			150.00	225.00	
		2000 WATTS (20 AMPS)			185.00	277.50	
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.		MISC. REQUIREMENTS					
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.		Please call for information on any services you require that are not listed here.					
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.							
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.							
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.							
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM					TOTAL		
PRINT NAME:							
EMAIL:				PHONE:			

TERMS & CONDITIONS

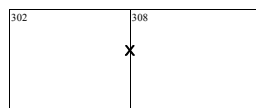
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- For a dedicated outlet, order a 20 amp outlet.
- No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

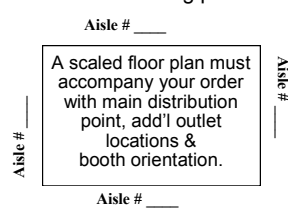
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



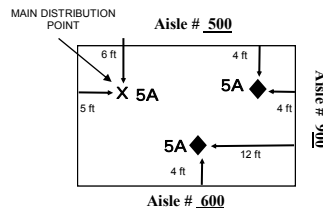
(IN-LINE BTHS) (PENINSULA)



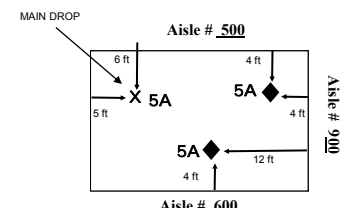
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 07/14/19



ELECTRICAL EXHIBITION SERVICES
1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT # 089005CL	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There is a form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for **all island** booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, Electrical Distribution Form if applicable and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of electric for lighting/ motors hung from ceiling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 07/14/19



ELECTRICAL EXHIBITION SERVICES
1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT #	089005CL

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring: _____

B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$82.00	
		OT	\$164.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays	HOURS	RATE	TOTAL
			\$225.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 07/14/19



ELECTRICAL EXHIBITION SERVICES
1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT # 089005CL	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIGHTING / LIGHTING REQUIREMENTS

Installation of Lighting (Complete Lighting Order Form)

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$82.00	
		OT	\$164.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$225.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

1 St. Clair Ave, NE, Cleveland, OH 44114
Phone: (216) 928-1540 Fax: (216) 928-1541
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT # 089005CL	

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LIGHTING ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114
 Phone: (216) 928-1540 Fax: (216) 928-1541
 Cleveland@edlen.com

Advance Payment Deadline Date: 07/14/19

EXHIBITOR:		BTH #	
EVENT:	PLANT HEALTH 2019		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	AUGUST 4-7, 2019	EVENT #	089005CL

BOOTH LIGHTING (Price includes power for the fixture)

Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and

Labor is based on the Straight Time Labor rate.
Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	71.00		82.00						
8 FT POLE WITH 2 LIGHTS	83.00	164.00		82.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	20.00	71.00		82.00						

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights.

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE:



Plant Health
Huntington Convention Center of Cleveland
Cleveland, OH
August 4th – August 7th 2019



Your CCR Contact is:
 Ryan Wade
 PH: (508) 734-5472 Ex: 304
 Fax: (508) 921-3471
 E-Mail: ryanw@ccrsolutions.com
 25 Walpole Park South
 Building 1, Unit 4
 Walpole, Ma 02081

**Please return by EMAIL or FAX*

Audio Visual Order Form


Company: _____
 Address: _____
 City / Prov-State: _____
 Country / Zip-PC: _____
 Ordered By: _____
 E-Mail: _____
 Phone: _____


Booth Number: _____
 On-Site Contact: _____
 On-Site Mobile: _____
 Delivery Date: _____
 Delivery Time: _____

**CCR will pick up equipment at conclusion of the trade show*

*The advance rate applies on all orders received on or before **July 19th 2019**. Please call Ryan to inquire about rates beyond the designated date. Rates published are for the entire length of the event.

Monitor / Computer / Stand Packages		Qty.	*Advance Rate	*Reg Rate	Total	
32" HD LED with Windows 7 Laptop & Office 2010 dual post stand, & shelf			\$495.00	\$620.00		
42" HD LED with Windows 7 Laptop & Office 2010 dual post stand, & shelf			\$695.00	\$870.00		
Computers & Accessories		Qty.	*Advance Rate	*Reg Rate	Total	
Laptop: Win 7 / Off 2010 / 15.4" Display, Wi-Fi, Opt Drive , Mouse & Cable Lock			\$175.00	\$245.00		
Computer Speakers			\$20.00	\$25.00		
Wireless Presenter with Laser Pointer			\$25.00	\$30.00		
Keyboard/Mouse Set			\$25.00	\$30.00		
iPad			\$150.00	\$190.00		
MacBook			\$245.00	\$310.00		
Computer Flat Panel Displays		Qty.	*Advance Rate	*Reg Rate	Total	
22" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$75.00	\$90.00		
24" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$120.00	\$150.00		
27" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$140.00	\$175.00		
Video Equipment & Flat Panel Display		Qty.	*Advance Rate	*Reg Rate	Total	
DVD Player (with repeat - plays NTSC only)			\$50.00	\$60.00		
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)			\$95.00	\$120.00		
Blu-ray Player (with repeat)			\$125.00	\$160.00		
HD USB Media Player with Image and Media Playback			\$175.00	\$220.00		
Computer/Video Flat Panel Displays		Qty.	*Advance Rate	*Reg Rate	Total	
32" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$295.00	\$370.00		
42" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$445.00	\$555.00		
50" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$545.00	\$680.00		
60" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$995.00	\$1,240.00		
70" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$1,295.00	\$1,870.00		
80" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT			\$1,495.00	\$2,000.00		
Dual Post Floor Stand for TV- only rented with monitors			\$95.00	\$120.00		
Shelf for Dual Post Stand			\$25.00	\$35.00		

Multi-Touchscreens	Qty.	*Advance Rate	*Reg Rate	Total	
42" HD LCD MULTI-TOUCH SCREEN Select: TABLE STAND or WALL MOUNT		\$795.00	\$990.00		
Booth Sound Equipment	Qty.	*Advance Rate	*Reg Rate	Total	
Small Exhibit Booth Sound System Includes: 2 Speaker / Floor Stands / Mixer / 1 Wired Handheld Microphone		\$345.00	\$430.00		
Large Exhibit Booth Sound System Includes: 4 Speakers / Floor Stands / Mixer / 1 Wireless Microphone		\$450.00	\$560.00		
Wireless UHF Headset Mic		\$175.00	\$220.00		

Charging Stations	Qty.	*Advance Rate	*Reg Rate	Total	
Charging Station		\$795.00	\$990.00		
Mobile Device Charging Stations *Single overnight charge, up to 50 devices can be charged daily *Four 4"x 6" advertisement panels *4 USB ports *Comes with 1 micro USB cable, 1 30-pin iPhone 4 cable, 1 iPhone 6 cable, 1 female USB connector		\$70.00	\$85.00		

Totals:

1) EQUIPMENT TOTAL:	
2) Equipment Delivery/Setup/Pickup-20% of line 1, or \$300, whichever is greater:	
3) Sub Total	
Grand Total:	

Method of Payment:

Card Holder's Name: _____

Card Holder's Billing Address: _____

City / Prov.-State: _____

Type of Card: Visa Amex M/C

Number on Card: _____ Security Code: _____

Expiration Date: _____

Card Holder's Signature: _____ Date: _____



"CCR Solutions is here to help you with all of your audio visual needs and can offer the very latest in technology from charging kiosks to scenic elements. If you do not see what you're looking for please do not hesitate to contact your representative at the top of the form."

PLEASE EMAIL OR FAX

TERMS & CONDITIONS

(PLEASE CONTACT YOUR REP FOR MORE DETAILS)

Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show. Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CCR's regular published rates. **Our rates do not include any applicable union related fees, electrical or drayage.**

Cancellations

- 1) Cancellations of equipment and services must be received 2 weeks prior to the start of the show
- 2) If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply

Rental Agreement

It is understood and agreed that the customer accepts all responsibility for the safe return all equipment listed this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

Exhibitor Ordering Kit

Plant Health 2019 | August 4-7, 2019



www.clevelandconventions.com

ContentGuide

Introduction.....	pg. 3
General Information.....	pg. 4
Building Policies.....	pg. 5
Recycling and Donation Information.....	pg. 7
Cleaning Services.....	pg. 8
Telephone Services.....	pg. 9
Internet Services.....	pg. 11
Security Services.....	pg.13
Service Order Form Appendix.....	pg.14
Cleaning Order Form.....	pg. 15
Booth Security Order Form.....	pg.16
Internet Order Form.....	pg. 17
Telephone Order Form.....	pg. 18
Telephone Layout Form.....	pg. 19
Sign Hanging Order Form.....	pg. 20
The UPS Store Form.....	pg. 21
Catering Services.....	pg. 22
Method of Payment Form.....	pg. 23
Terms & Conditions.....	pg. 24

TheIntroduction

On behalf of the Huntington Convention Center of Cleveland and Global Center for Health Innovation (Center), welcome to Cleveland! We are excited to have you exhibit at our state-of-the-art Center and look forward to assisting you in planning a successful event. We strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors.

Each service section contains the following:

- Description of Services, Equipment and Pricing
- Installation and Connection Information
- Terms and Conditions
- Frequently Asked Questions

GeneralInfo

Ordering Policies and Procedures

Pricing: Discount and Standard rates are available for some services. To qualify for the discount rate, order requests must be received 21 days prior to the first event day. Standard rates will apply to orders received after the discount cut-off date.

Ordering: Please visit www.clevelandconventions.com/exhibitor to place an order. Exhibitors may also fax or mail their orders using the Service Order Forms located in **Appendix A** of this guide. There is a \$15 manual processing fee for faxed/mailed orders.

No orders will be accepted via e-mail as it is not a secure form of transmission.

Exhibitors should be aware of the following when placing orders:

- All payments must be in U.S. currency
- The date orders are received determines the applicable rate
- Incomplete orders or payment information will delay processing
- Booth numbers must be identified on all order forms

Payments: Payments for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds: Claims for refunds must be submitted by exhibitors prior to the close of the event. Credit will not be given for services installed but not used.

General Terms and Conditions

- All booth number changes must be communicated by exhibitors to the Center prior to move-in. Additional charges may result if services must be moved after initial set-up.
- All equipment and material furnished by the Center or Edlen Electric, shall remain the property of the Center or Edlen Electric and shall not be removed from the Center .
- Floor boxes and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the event space and may not be used by anyone other than Center personnel or designated services providers.
- Service connections must be made by Center personnel or designated service provider.
- Connection services generally cover the installation of service in the most safe and convenient manner to the Center.
- All equipment must comply with state and local safety codes. The Center will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of services in the exhibit hall.

Building Policies

Anchoring: Any anchoring or drilling into the exhibit floor or any other surface within the Center is strictly prohibited.

Animals: Service animals/pets are permitted within the Center. However, non-service animals/pets are not permitted within the Center without proper approval by Center management. The requesting party is responsible for ensuring all proper permits and licenses are in place. This is including but not limited to contacting the Cuyahoga County Board of Health for any applicable permits. They can be contacted at 216-201-2000 or www.ccbh.net.

Compressed Gas: The use of compressed gas is permitted within the Center with prior approval by the Fire Department under the below conditions:

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe area not accessible to the public.
- Propane tanks larger than one pound must be stored outside of the facility in the designated area located outside of the loading dock.
- Fork lifts are permitted to use propane tanks within the Center during load in and out days as long as they are properly secured and have been properly inspected prior to and after use each day.
- Propane tanks on forklifts must be removed from the Center during all show open hours and stored outside within the approved propane storage locations. A maximum of one propane tank may be left on one forklift in case needed during show hours for any reason.

Confetti: The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the Center. Additionally, adhesive-backed decals (stickers) may not be given away or utilized. Any costs incurred by the Center for the removal of these items will be charged to the Licensee.

Cooking: The Cleveland Fire Department may require a test of all cooking equipment prior to the opening event. Additional requirements include:

- Food producing grease-laden vapor is prohibited.
- Cooking and heating devices shall be placed on non-combustible surface and separated two feet from any combustible item and separated from the public by four feet.
- Each exhibitor must provide a 20-pound BC fire extinguisher, or an approved automatic extinguishing system located in their booth.

Display Vehicles: When exhibiting motor vehicles inside the Center the following requirements must be abided by:

- Disconnecting the battery
- Reducing the amount of gas to ¼ tank or less
- Locking or taping shut the gas cap
- Using a drip pan under vehicle's engine
- Avoiding all carpeted areas of the building

BuildingPolicies

Drone Policy/Unmanned Aerial Vehicles: The operation (flight) of any drone/unmanned aerial vehicles at Center whether indoors or outdoors is prohibited unless permission is granted in advance in writing by SMG management. In the event permission is granted by SMG management and the City of Cleveland, there are rules and regulations that govern use both inside and outside the Center.

Fog/Hazers: A fire watch is required when hazers or fog machines are used inside the Center. All machines must be water based. The use of smoke, hazers or fog machines is prohibited without the prior written approval of the Center.

Gratuities: It is against the Center/SMG policy for any employee of the Center to accept gratuities or gifts from Show Management, Exhibitors or Attendees.

Helium: Helium balloons are not permitted in the Center or The Global Center for Health Innovation. Should helium balloons be brought into the facility the Licensee will be charged a fee for the removal of balloons that rise to the ceiling.

Medical Shows/Waste: Any hazardous waste disposal and cleanup must be approved prior to move-in. The Center does not handle the disposal of medical show waste. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

Pyrotechnics: The use of pyrotechnics is prohibited within the Center.

Shipping: The Center does not accept advance materials or freight. All freight and packages must be shipped to your General Service Contractor and delivered to the Center during the designated move-in period.

Smoking: The Center is a smoke free campus. In accordance, smoking is prohibited within 50 feet of any entrance door to the Facility. The loading dock and driveway areas are considered part of the Facility and should also be designated as smoke free.

Tape: The Service Contractor is responsible for the removal of all tape and tape residue from the exhibition halls, pre-function, and meeting room floors. The repair cost for any damage caused to a surface by the use of such tape or any tools used for removal will be billed to Show Management and/or the General Services Contractor. If any tape or tape residues are to be removed the Center after the event, Show Management will be billed for all expenses. The approved double faced tape for the exhibit floor is Polyken 105 C or approved equal. The only approved tape for the ballroom, meeting rooms or any other carpeted area is Gaffers tape.

RecyclingProgram

The Center is a Gold LEED Certified Building. Below are some helpful tips on how you can help us in our green initiatives!

- Place cardboard and plastic in aisle way or by pillars for our staff to collect and dispose of properly during move-in/move-out.
- Putting recyclables in appropriate containers on the exhibit floor.
- Marking donation merchandise, leftover literature or other materials as recyclable so our staff can dispose of properly.
- Consider using virtual presentation materials vs. printed materials.
- Use starch-based, biodegradable packing peanuts for shipping. These peanuts dissolve in water, and are non-toxic.
- Avoid using polystyrene, plastic wrapping and bubble wrap. Biodegradable cellulose is available for shrink wrapping.
- Use biodegradable string. Avoid using plastic string.
- Use cloth table covers instead of plastic or visqueen.
- Walking from your hotel to the Convention Center.

DonationProgram

Feel good about saving on shipping and helping the local community! The Center collects clean and usable donations from exhibitors and guests after conventions and facilitates their donation to community non-profit organizations. Your materials will be put to good re-use and you will be helping numerous nonprofit organizations throughout the Cleveland area. You can make a donation in two easy steps!*

STEP 1: Find the Donation Station for your event. Look for the banner that says “DONATIONS” or visit the exhibitor services desk to be directed to the Donation Station.

STEP 2: Place your item(s) at the Donation Station. If your items are too big to move, simply pick up a “Donation” sticker at the Donation Table to place on your items. The Center Staff will take it from there!

Items that can be donated include but are not limited to:

- Office Supplies
- Home and Garden Supplies
- Medical Supplies (all supplies must be sealed in their original packaging)
- SWAG (convention bags, keychains, lanyards)
- Furniture
- Toiletries
- Non-perishable food and drink (donations of alcohol cannot be accepted)
- In the event that your items are perishable special arrangements need to be made in advance. Please contact the Operations Manager at 216-920-1431 to make such arrangements.

**The Donation Program is subject to the approval of the Show Manager and may not be available for every event.*

CleaningDetails

The Center offers cleaning services through our exclusive set up and housekeeping department.

Vacuum/Mop Services (Per sq. ft. with 100 sq. ft. minimum)

	Advanced Rate	Standard Rate
Vacuum Booth—Day 1.....	\$.25.....	\$.30
Vacuum Booth—Day 2.....	\$.45.....	\$.50
Vacuum Booth—Day 3.....	\$.65.....	\$.70
Vacuum Booth—Day 4.....	\$.80.....	\$.85
Mop Booth—Day 1.....	\$.30.....	\$.35
Mop Booth—Day 2.....	\$.55.....	\$.60
Mop Booth—Day 3.....	\$.80.....	\$.90
Mop Booth—Day 4.....	\$1.00.....	\$1.10

Porter Service (Per sq. ft. with 100 sq. ft. minimum)

	Advanced Rate	Standard Rate
Porter Service—Day 1.....	\$.50.....	\$.55
Porter Service—Day 2.....	\$.90.....	\$1.00
Porter Service—Day 3.....	\$1.30.....	\$1.40
Porter Service—Day 4.....	\$1.80.....	\$1.90

Service includes periodic wastebasket pick up & sweeping of booth during event hours.

Terms and Conditions - Cleaning

The Center, through its cleaning contractor, is the exclusive provider of all cleaning services in the building.

Frequently Asked Questions - Cleaning Services

Will my booth be automatically vacuumed/mopped before the first day of the show?

Booths will not be vacuumed/mopped unless the service has been ordered through the Center.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending an event that opens in the morning, all of the cleaning will occur prior to the show opening. If the show opens in the afternoon, all of the cleaning will most likely occur the morning before the show opens. Please remove any visqueen from your carpet so that our staff can clean your booth.

Where do I dispose of trash during setup/tear down of the show?

Please place trash in aisles or near columns so that our cleaning personnel can identify and dispose of it properly. Materials intended to be stored in a boneyard or kept for re-use must be labeled accordingly and arranged through the General Service Contractor.

TelephoneServices

The Center offers a variety of telephone services and is an exclusive service of the building.

Standard Telephone Services **Advanced Rate** **Standard Rate**

Standard Telephone Line (Analog/Digital).....\$200.00.....\$325.00

Service includes one phone number and a complimentary simple handset.
Line usage included.

Multi-Line Phone Service.....\$235.00.....\$350.00

Service includes one phone number with multiple lines and rental of one phone.
Equipment must be returned at the end of the show. Line usage included.

Cisco Conference Phone Service.....\$300.00.....\$450.00

Service includes one phone number and rental of one speaker phone. Equipment
must be returned at the end of the show. Line usage included.

Analog Fax Line.....\$200.00.....\$325.00

This includes the phone line and line usage only. Exhibitors must bring their own fax
machine or obtain one from their AV provider.

Additional Telephone Services (Require Standard Telephone Service)

Voice Mail Box.....\$50.00.....\$75.00

Allows user to setup a custom greeting and receive messages from incoming callers.

Multiple Locations for a Single Number.....\$50.00.....\$75.00

Allows user to use one phone number and multiple phones in multiple locations.

Call Forwarding.....\$10.00.....\$20.00

ISDN/BRI Service.....See Event Manager for Pricing

This service requires a 45 day lead time.

Cable TV Services

Cable TV Services.....\$200.00.....\$325.00

CATV Tuner.....\$25.00.....\$50.00

Credit Card Line

Single Line (no dial 9 required).....\$200.00.....\$325.00

Installation and Connection - Telephone

- Telephone service is provided from the nearest column or floor port into the booth.
- Center phone technicians provide a line that is long enough to run anywhere in your booth. Exhibitors may have their full-time employees run their phone cord under the carpet to desired locations, or they have the general service contractor do so.
- All telephone equipment can be picked up at the Center Exhibitor Services Desk.

Telephone**Services**

Please see page 21 of this document for a full list of terms and conditions.

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please pre-program your machine to dial “9” before your credit card company’s number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the Exhibitor Services Desk on-site to receive this information.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please notify your Event Manager prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

InternetServices

The Center offers a wide variety of Internet and Technical services through our experienced in-house team of technicians.

WIRED INTERNET SERVICE AND LABOR

Shared Service	Advanced Rate	Standard Rate
Basic Internet.....	\$125.00.....	\$175.00
Premium Internet.....	\$250.00.....	\$375.00
Additional Devices for Premium Internet.....	\$99.00.....	\$150.00
Dedicated Service	Advanced Rate	Standard Rate
3 Mbps (5 IP Addresses).....	\$2,500.00.....	\$4,000.00
5 Mbps (29 IP Addresses).....	\$4,500.00.....	\$6,500.00
10 Mbps (29 IP Addresses).....	\$7,500.00.....	\$9,500.00
12 Mbps (29 IP Addresses).....	\$8,500.00.....	\$10,000.00
Add'l Block of 29 IP's.....	\$995.00.....	\$1,194.00
Upgrade to Public IP.....	\$199.00.....	\$300.00

INTERNET LABOR SERVICES

Per Hour/Per 4 Cables.....	\$125.00.....	\$125.00
Special Features.....	\$995.00.....	\$995.00

WIRELESS INTERNET SERVICE (WI-FI)

Wireless internet service is provided free of charge throughout the public spaces of the Center.

Shared Service	Advanced Rate	Standard Rate
Basic Internet.....	\$125.00.....	\$175.00
Premium Internet.....	\$250.00.....	\$375.00
Additional Devices for Premium Internet.....	\$99.00.....	\$150.00
Dedicated Service	Advanced Rate	Standard Rate
3 Mbps (5 IP Addresses).....	\$2500.00.....	\$4000.00
5 Mbps (29 IP Addresses).....	\$4500.00.....	\$6500.00
10 Mbps (29 IP Addresses).....	\$7500.00.....	\$9500.00

EQUIPMENT RENTAL

8 Port Switch.....	\$125.00.....	\$185.00
24 Port Switch.....	\$185.00.....	\$225.00
witch.....	\$500.00.....	\$750.00
Patch Cable (Cat5).....	\$50.00.....	\$62.00

TERMS & CONDITIONS

Please see page 24 of this document for a full list of terms and conditions.

TERMS & CONDITIONS

Please see page 24 of this document for a full list of terms and conditions.

Frequently Asked Questions – Internet Services

Do you have wireless internet?

The Center offers free wireless internet service throughout the public spaces of the building; open your internet browser and look for the Center-GUEST wireless network. This service is designed for casual users and has limited bandwidth. If you are relying on the internet to showcase your product or conduct credit card transactions, we strongly recommend a wired internet connection for reliable service.

Can I bring my own hub or switch?

The Center offers switch devices instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are permitted to bring their own switches or hubs.

What is bandwidth and how do I know how much I need?

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company’s network while I’m exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company’s network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some Exhibitors have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the Center can provide thousands of IP addresses to exhibitors while only using a few “real” internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Center Exhibitor Services Desk.

SecurityServices

The Center is the exclusive provider of security booth coverage for exhibitors.

Security Guard (Booth)	Standard Rate
Per Hour per Officer.....	\$23.00
For exhibitors who would like to have dedicated security services for their exhibit space the Center offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date.	

Frequently Asked Questions – Security

- When do you recommend ordering security for an exhibitor booth?**
Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.
- Is there general overnight security in the exhibit hall?**
The Center requires show management to have an overnight guard in the exhibit halls after working hours.

Apendix A - Service Order Forms

The following Center Exhibit order forms may not be reproduced or altered without express written consent from the Center.

Index

- Request for Cleaning Services
- Request for Security Services
- Request for Internet Services
- Request for Telephone/Cable Services
- Sign Hanging Form
- Method of Payment Form
- Terms and Conditions

BOOTH CLEANING FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

  <p>1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com</p>	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS	VACUUMING (Charged per sq. ft. with 100 sq. ft. minimum cost)				
SCHEDULING SERVICES Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.	Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Rate	Standard Rate	TOTAL COST
		Vacuum Booth - 1 Day25	.30	
		Vacuum Booth - 2 Days45	.50	
		Vacuum Booth - 3 Days65	.70	
		Vacuum Booth - 4 Days80	.85	
MOPPING (Charged per sq. ft. with 100 sq. ft. minimum) (Concrete Floor Only!)					
VACUUM SCHEDULING Dates Requested 1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____	Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Rate	Standard Rate	TOTAL COST
		Mop Booth - 1 Day30	.35	
		Mop Booth - 2 Days55	.60	
		Mop Booth - 3 Days80	.90	
		Mop Booth - 4 Days	1.00	1.10	
PORTER SERVICES (Charged per square foot with a 100 sq. ft. minimum.)					
MOPPING SCHEDULING Dates Requested 1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____	Total sq. ft.	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Rate	Standard Rate	TOTAL COST
		Porter Service - 1 Day50	.55	
		Porter Service - 2 Days90	1.00	
		Porter Service - 3 Days	1.30	1.40	
		Porter Service - 4 Days	1.80	1.90	
SPECIAL CLEANING REQUIREMENTS					
Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the Center to provide more information and pricing on cleaning your display.					
PORTER SERVICE SCHEDULING Dates Requested 1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____					
PORTER SERVICE RATES Rates include periodic wastebasket pick up & sweeping of booth during event hours.					
TRASH REMOVAL Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Trash cans that need to be emptied where they are located within the booth space need to order Porter Service.					
SUBTOTAL					
TOTAL PLUS TAX (8%)					
TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM					

AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

The "Method of Payment Form" must be completed and returned with this order form.

SECURITY ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

  <p>1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com</p>	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS	BOOTH SECURITY					
<p>BOOTH SECURITY SERVICES</p> <p>Exhibitors who would like to have dedicated security services for in their booth the Center offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date. The Center cannot guarantee positions will be filled for orders placed within 14 days of the first move-in day. The Center is the exclusive provider of security booth coverage for exhibitors.</p> <p>There is no advanced pricing available for security orders.</p>	Date(s)	No. of Officers Required	Scheduled Hrs (4 Hr. Min.)	Total Man Hrs.	Standard Rate (per man hr.)	TOTAL COST
					\$23.00	
					\$23.00	
					\$23.00	
					\$23.00	
					\$23.00	
					\$23.00	
					\$23.00	
	SPECIAL SECURITY REQUIREMENTS					
	Please indicate below any special security requests or instructions that you may have.					
<p>TERMS & CONDITIONS</p> <p>I agree in placing this order that I have accepted Center's payment policy and the terms and conditions of contract.</p>	SUBTOTAL					
	TOTAL PLUS TAX (8%)					
	TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM					
<p>CANCELLATIONS</p> <p>Credits will not be issued for services delivered and not used. See terms and conditions for additional details.</p>	AUTHORIZATION					
	PRINT NAME:					
<p>Form SECURITY-Center-12-1-</p>	EMAIL:			PHONE:		
	The "Method of Payment Form" must be completed and returned with this order form.					

INTERNET ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS	WIRED INTERNET SERVICES AND LABOR				
BASIC SERVICE NO SWITCHES OR ROUTERS Provides a shared line with speeds up to 1.5 Mbps (not guaranteed). One device only—no switches or routers. Perfect for checking email or displaying your company website. DHCP—this service is plug and play!	SHARED SERVICE	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
PREMIUM SERVICE SWITCHES ONLY—NO ROUTERS Provides a shared line with speeds up to 10 Mbps (not guaranteed). Recommended for cyber cafes, social media feeds, and multi-media downloads. Required for use of a switch. Purchase "Add'l Devices for Premium" to add additional IP addresses—you may rent a switch and patch cables from us, or bring your own. Static private IP addresses — you can upgrade to public IP addresses or to DHCP for a fee.	Basic Internet	_____	\$125.00	\$175.00	_____
	Premium Internet	_____	\$250.00	\$375.00	_____
DEDICATED SERVICE REQUIRED FOR ROUTERS Connection speeds are based on the purchased line, and are guaranteed for both uploads and downloads. Dedicated services is required for web casting, HD streaming, and any use of a router (wired or wireless). We do not rent or program routers. Static Public IP addresses (we can pre-assign at your request).	Add'l Devices for Premium	_____	\$99.00	\$150.00	_____
	DEDICATED SERVICE				
DISTRIBUTION OF CABLES You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop. If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.	3 Mbps (5 IP Addresses)	_____	\$2500.00	\$4000.00	_____
	5 Mbps (29 IP Addresses)	_____	\$4500.00	\$6500.00	_____
TERMS & CONDITIONS I agree in placing this order that I have accepted Center's payment policy and the terms and conditions of contract.	10 Mbps (29 IP Addresses)	_____	\$7500.00	\$9500.00	_____
	12 Mbps (29 IP Addresses)	_____	\$8500.00	\$10000.00	_____
CANCELLATIONS Credits will not be issued for services delivered and not used. See terms and conditions for additional details.	Add'l Block of 29 IPs	_____	\$995.00	\$1194.00	_____
	Upgrade to Public IP Address	_____	\$199.00	\$300.00	_____
Form IT-Center-12-1-2017	LABOR				
	Per Hour/Per 4 Cables	_____	\$125.00	\$125.00	_____
	Special Features	_____	\$995.00	\$995.00	_____
	Please call us for information on any services (such as higher bandwidth).				
	WIRELESS INTERNET SERVICES (Wi-Fi)				
	SHARED SERVICE				
	Basic Internet	_____	\$125.00	\$175.00	_____
	Premium Internet	_____	\$250.00	\$375.00	_____
	Add'l Devices for Premium	_____	\$99.00	\$150.00	_____
	DEDICATED SERVICE				
	3 Mbps (5 IP Addresses)	_____	\$2500.00	\$4000.00	_____
	5 Mbps (29 IP Addresses)	_____	\$4500.00	\$6500.00	_____
	10 Mbps (29 IP Addresses)	_____	\$7500.00	\$9500.00	_____
	EQUIPMENT RENTAL (We cannot rent or provide support on routers)				
	8 Port Switch	_____	\$125.00	\$185.00	_____
	24 Port Switch	_____	\$185.00	\$225.00	_____
	48 Port Switch	_____	\$500.00	\$750.00	_____
	Patch Cable (Cat5)	_____	\$50.00	\$62.00	_____
	SUBTOTAL				_____
	TOTAL PLUS TAX (8%)				_____
	TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM				
	PRINT NAME:				
	EMAIL:		PHONE:		
	The "Method of Payment Form" must be completed and returned with this order form.				

TELECOM ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

  <p>1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com</p>	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS	TELEPHONE SERVICES				
<p>The Center is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the Center and may not be installed or removed by anyone other than Center personnel.</p> <p>All Center telephone equipment shall remain at the Center at the close of the event. Failure to return Center phones will result in a replacement fee.</p> <p>All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If exhibitors require additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.</p>	Standard Telephone Services	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
	Standard Telephone Line (analog/digital)	_____	\$200.00	\$325.00	_____
	Multi-Line Phone Service	_____	\$235.00	\$350.00	_____
	Cisco Conference Phone	_____	\$300.00	\$325.00	_____
	Analog Fax Line	_____	\$200.00	\$325.00	_____
	Additional Telephone Services (Require Standard Telephone Services)				
	Voice Mail Box	_____	\$50.00	\$75.00	_____
	Multiple Locations for a Single Number	_____	\$50.00	\$75.00	_____
	Call Forwarding	_____	\$10.00	\$20.00	_____
	Caller ID w/ Name	_____	\$15.00	\$25.00	_____
	ISDN/BRI Service (45 day lead time)	_____	CALL	CALL	_____
Please call us for information on any services (such as higher bandwidth)					
<p>DISTRIBUTION OF CABLES</p> <p>You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.</p>	CABLE TV SERVICES				
	TECHNICAL SERVICES				
	Cable TV Services	_____	\$200.00	\$325.00	_____
	CATV Tuner	_____	\$25.00	\$50.00	_____
<p>TERMS & CONDITIONS</p> <p>I agree in placing this order that I have accepted Center's payment policy and the terms and conditions of contract.</p>	CREDIT CARD LINE				
	Single Line (no dial 9 required)	_____	\$200.00	\$325.00	_____
	SUBTOTAL				_____
	TOTAL PLUS TAX (8%)				_____
<p>CANCELLATIONS</p> <p>Credits will not be issued for services delivered and not used. See terms and conditions for additional details.</p>	TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM				
	PRINT NAME:				
	EMAIL:		PHONE:		
	The "Method of Payment Form" must be completed and returned with this order				
Form TELECOM-Center-12-1-2017					

TELECOM LAYOUT FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
	FACILITY:	Huntington Convention Center of Cleveland		
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com	DATES:		EVENT #	

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Service is brought up from below the ground to the main distribution point ("main drop") in island booths and then distributed from that point. Indicate this location and all other service locations using the legend below (see T&C page 6 for examples):

C = Location of Credit Card Line I = Location of Internet Service H = Location of Hub

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

____ Square = ____ Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

EXHIBITOR BANNER/ SIGN HANGING REQUEST FORM



NAME OF CONFERENCE: _____ BOOTH#: _____

COMPANY NAME: _____

STREET ADDRESS: _____ CITY & STATE: _____ ZIP CODE: _____

ORDERED BY: _____ EMAIL: _____

ONSITE CONTACT NAME: _____ ONSITE CONTACT PHONE: _____

MOVE IN DATE: _____ MOVE OUT DATE: _____ REQUESTED HANG TIME: ☐ A. 8AM – 12PM

To guarantee equipment availability and advanced rate, please submit your order 21 days prior to delivery. Orders received after deadline are subject to a 20% pricing increase. ☐ B. 12PM – 4PM

☐ C. 4PM – 9PM

☐ Overhead Hanging Banner/Sign Fee*

(Not to exceed 100 lbs or 10 ft. in length or diameter)

\$550.00 (plus applicable tax) for length of event

- ☐ Up to (2) hang points
- ☐ Basic hardware, tie-line
- ☐ Lift rental
- ☐ Labor (2 hrs. minimum)
- ☐ Safety Review

☐ Motorized Hanging Banner/Sign Fee*

(For banners/signs exceeding 100 lbs or 10 ft. in length or diameter)

\$750.00 (plus applicable tax) for length of event

- ☐ 2 motorized rigging hang points
- ☐ Basic hardware
- ☐ Lift rental
- ☐ Labor (2 hrs. minimum)
- ☐ Safety Review

Banner/Sign Specifications

Please include a photo or CAD of the banner/sign with your order form.

INCLUDES:

Length or Diameter _____

Weight _____ Shape (if applicable) _____

Does your sign require electricity? ☐ Yes ☐ No

If "Yes", please contact Edlen Electric at 216.928.1540 to place a service order.

IMPORTANT:

Banner/sign must be assembled prior to hanging. Please contact show management if assistance is needed. PSAV does not provide banner assembly. Signs will be lowered following the official close of the event. No specific time will be given for removal. Items removed as space becomes available at riggers discretion.

Tax Exempt Status:

If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Ohio.

Cancellations:

- A) Cancellations are received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order to include installation, drayage and tax.

For more information or if you have any questions, please contact PSAV at 216.928.1530

*Due to structural restrictions, location of the banner within the booth may require additional hang points and/or equipment.

Ordering Instructions:

Please email this completed request form to: 2096exhibits@psav.com



The UPS Store®



- Printing services – posters/banners, flyers/brochures, business cards
- Document finishing – laminating, binding, collating, folding
- Custom packing & shipping options
- Office supplies

(Located onsite within the first floor Atrium of the Global Center for Health Innovation.)

Huntington Convention Center

216.303.9360

theupsstore.com/6919

store6919@theupsstore.com

Hours:

Mon – Fri 7:30 AM – 6:30 PM

Sat 10:00 AM – 2:00 PM

Sun Closed

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We are look forward to hosting you here at the Huntington Convention Center of Cleveland! Levy is the exclusive provider of all food and beverage for the Huntington Convention Center of Cleveland. As the exclusive provider, we are excited to partner with you on any food and beverage needs at your booth during the show! You can find all of our offerings within our menu link below:



[Exhibitor Menu | Huntington Convention Center of Cleveland](#)

To ensure the best services, please submit your orders forms (located on the last page of our menu) at least (14) business days prior to your event. Your order will be confirmed when your Catering Agreement & Banquet Event Orders are signed and returned to Levy with full prepayment. If you have any questions, please contact us at Cleveland@levyrestaurants.com.

Thank you and we look forward to your event!

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 		COMPANY NAME:			BOOTH NUMBER:											
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 Fax: (216) 920-1470 www.clevelandconventions.com		EVENT:														
		FACILITY:	Huntington Convention Center of Cleveland													
		DATES:			EVENT #											
FINANCIALLY RESPONSIBLE COMPANY																
COMPANY NAME:					PHONE:											
ADDRESS:					FAX:											
CITY:			ST:		ZIP:											
COUNTRY:			CELL:													
EMAIL:																
METHOD OF PAYMENT																
<p>All transactions require a credit card on file with proper authorization. In addition to checks, Center also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.</p>																
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> COMPANY CHECK <p>Please make check payable to: Center. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file.</p> <p>***Please reference the Event Name listed above and your Booth # on all checks and/or electronic payments.***</p> </div> <div style="width: 48%;"> <input type="checkbox"/> BANK WIRE TRANSFER INFORMATION <p>Please contact Steve Wells @ swells@clevelandconventions.com for wire/ACH information.</p> </div> </div>																
<input type="checkbox"/> CREDIT CARD <p>For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER </div>																
CREDIT CARD INFORMATION																
CARDHOLDER NAME:																
ADDRESS:			CITY:		ST:	ZIP:										
CREDIT CARD NUMBER:					EXP. DATE:											
CVV NUMBER:			THIRD PARTY PAYMENT? YES or NO													
CARD HOLDER SIGN:				PRINT NAME:												
EMAIL:																
By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.				SERVICE TOTALS												
				<table border="1"> <tr> <td>Booth Cleaning Charges</td> <td></td> </tr> <tr> <td>Internet/Telephone Charges</td> <td></td> </tr> <tr> <td>Security Charges</td> <td></td> </tr> <tr> <td>Manual Processing Fee</td> <td>\$15.00</td> </tr> <tr> <td>SUB TOTAL</td> <td></td> </tr> <tr> <td>TOTAL PLUS TAX (8%) Tax is due on the surcharge only, unless authorized exemption is provided.</td> <td></td> </tr> <tr> <td>TOTAL DUE</td> <td></td> </tr> </table>			Booth Cleaning Charges		Internet/Telephone Charges		Security Charges		Manual Processing Fee	\$15.00	SUB TOTAL	
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		AUTHORIZED SIGNATURE ABOVE														
		PRINT NAME ABOVE		TODAY'S DATE ABOVE												

Center Internet & Telecom Distribution Service

Delivery - Terms & Conditions

- 1.** The Center is the **exclusive provider and installer of all Voice, Data and Network** services (wired and wireless). All services ordered on the provided form or via the Center Priority Exhibitor Services online order system, or onsite at the Center Exhibitor Service Desk are covered by these terms and conditions.
- 2.** The use of the network connection(s) provided by Center may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
- 3.** All devices for which Center directly or indirectly provides Internet/Network connectivity must pay a device charge or purchase an Center assigned IP address.
- 4. Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of move-in. **Standard Price** applies to **(a)** all orders received from One (1) to (21) days before show move-in has started or **(b)** orders received on or before the 21 days Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Standard Price plus an additional 20% x Standard Price.** A few select events require a longer lead time; for best pricing, please consult your exhibitor information or contact exhibitor services.
- 5. Conditions for processing service contract for On-time Installation:** **(a)** Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. **(b)** Full payment for service(s) must accompany signed contract/method of payment form **(c)** Incomplete contract forms will delay processing, please provide all information requested. **(d)** Booth number(s) must be identified on face of contract. **(e)** Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the 1st day of move-in to avoid additional charges. **(f)** Customer provided/ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide with Circuit Number and Provider's name. **(g)** Late orders/changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
- 6. Internet/Network** – 10/100 Mbps, full-duplex, auto-sensing, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered to the back of the booth, or location most convenient to install unless a specific drop location is noted.
- 7. Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet/Network services. This includes, but is not limited to, Premium Internet & Basic Internet. The Center can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
- 8.** Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
- 9. Internet Security Disclaimer:** The Center does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. By signing the contract/order form/method of payment form or submitting an order online the Customer is agreeing to hold its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
- 10. VIRUS PROTECTION REQUIREMENT – WARNING:** The Center requires that all devices directly or indirectly accessing the Center's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts network(s) will be disconnected from the network(s) with or without prior notice at the Center's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution. No refunds will be issued Customer(s) as the result of the Center's actions to disconnect disruptive device(s).
- 11. Use of Network Connection:** **(a)** Services provided by the Center are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Center services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. **(b)** Users of services **shall not disrupt** any of the Center or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Center or other associated networks. Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 12. Limited Availability:** T-1/DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.

- 13. Wireless Specific: (a)** Center is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Center are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Center exhibitor services department 21 days in advance of show move-in to investigate the potential of engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the customers expense.
- 14.** Unless otherwise directed, Center is authorized to cut floor coverings to permit installation of service.
- 15. Internet Performance Disclaimer:** Center does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbone(s) beyond the Facility.
- 16.** Only Center personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Center for this service contract shall remain the property of Center.
- 17. CANCELLATION** – There is a minimum \$150 or 10% Cancellation Fee (whichever is higher). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed/quoted. Credit will not be given for service(s) installed and not used.
- 18.** Service problems must be reported to the Center Exhibitor Service Desk located on the show floor. Service claims will not be considered unless filed in writing by Customer prior to close of show.
- 19. Any additional cost incurred by Center to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of Center or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
- 20. Equipment Management: (a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Exhibitor Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Center Exhibitor Service Desk within one (1) hour following close of the show.
- 21.** The prices listed on this contract **do not include Federal, State, Local or Other Taxes and Tax surcharges.** Taxes/Tax surcharges will be included on your final bill.
- 22. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).**
- 23.** The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.
- 24. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance.**
- 25. International Calls and Line Restrictions: (a)** Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Center will provide a detailed listing of all toll/billable type calls made from applicable services.
- 26.** Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.
- 27.** In the case of a billable type call(s) which is not connected, but where the called telephone is allowed to ring for more than 28 seconds, Center's automated billing system will automatically place a charge on your account as if the call had been completed. To avoid such charges, we suggest that you observe the time when placing calls.
- 28.** A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- 29.** Prices are based upon current rates and are subject to change without notice.
- 30. A valid Method of Payment form with authorized credit card number and signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**

Center Financial Terms & Conditions - Limits & Liability

1. The Licenser (Center) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licenser the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licenser as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensors Exhibitor Services Department. The Licenser will provide the Licensee with a consolidated statement of services at the time the order is processed.
2. Licenser (Center) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.
3. Licenser (Center) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water, Drain, telecommunication and Internet services. Licenser (Center) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.
4. Licenser will provide consolidated invoice for all services post event, normally 3-5 business days.
5. Online ordering for all services is the preferred and recommended method for ordering services. A \$25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.
6. The Licenser requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed.
7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.
8. Online orders are generally due 21 days prior to the show start date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.
9. Center accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Center**
10. There will be a \$25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a \$25.00 processing fee.
11. All services are subject to sales tax (currently 8%). Resale certificates are not acceptable for tax exemption.
12. Due to the cost of processing checks, any refunds due in the amount of \$50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.
13. Any unpaid balance after close of show will incur a 1.5% / month service charge.
14. **Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.**
15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used.
16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Center Exhibitor Services Manager within 21 calendar days prior to show opening.
17. Exhibitor/Licensee holds Center and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond Center's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Center its attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and declined credit cards.
20. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

Utility services provided by Edlen managed by Center

v8.18.2016