



TRIUMPH
expo & events inc.



**APDT 2017 ANNUAL EDUCATIONAL
CONFERENCE & TRADE SHOW
October 18 - 21, 2017**

**Greater Richmond Convention Center - Exhibit Hall A
Richmond, Virginia**

Triumph Expo & Events Inc. is proud to be your general services contractor for the APDT 2017 ANNUAL EDUCATIONAL CONFERENCE & TRADE SHOW.

HOW TO USE THIS EXHIBITOR KIT: On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE: Click [HERE](#) and then click on the link to the APDT 2017 ANNUAL EDUCATIONAL CONFERENCE & TRADE SHOW
(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

USERNAME: 9519

PASSWORD: Efficient (case sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

**Install & Dismantle Labor
Standard & Premium Furnishings**

**Shipping Services
Top-quality Graphics**

**Custom Booths
Personal Service**

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 503-417-8000
Fax: 206-431-4846
esr@triumphexpo.com



QUICK FACTS

DEADLINES

EAC/INSURANCE:	MONDAY, SEPTEMBER 18, 2017	4:00 PM
DISCOUNT PRICING:	TUESDAY, OCTOBER 3, 2017	4:00 PM
ADVANCE SHIPPING:	FRIDAY, OCTOBER 13, 2017	4:00 PM
DIRECT SHIPPING:	TUES/WED, OCTOBER 17-18, 2017	MOVE-IN HOURS ONLY

SCHEDULE

EXHIBITOR MOVE IN:	TUESDAY, OCTOBER 17, 2017	10:00 AM - 5:00 PM
	WEDNESDAY, OCTOBER 18, 2017	8:00 AM - 1:00 PM
SHOW DATES/TIMES:	WEDNESDAY, OCTOBER 18, 2017	5:30 PM - 7:30 PM - Ziwi Welcome Reception (TAILgate party theme)
	THURSDAY, OCTOBER 19, 2017	10:00 AM - 2:00 PM
	THURSDAY, OCTOBER 19, 2017	2:30 PM - 5:00 PM
	FRIDAY, OCTOBER 20, 2017	10:00 AM - 3:30 PM
	FRIDAY, OCTOBER 20, 2017	5:00 PM - 6:30 PM - Yappy Hour (Closing Reception)
EXHIBITOR MOVE OUT:	FRIDAY, OCTOBER 20, 2017	6:30 PM - 9:00 PM
CARRIER CHECK-IN DEADLINE:	FRIDAY, OCTOBER 20, 2017	8:00 PM

Empty crates will be returned beginning at 6:30 PM on FRIDAY, OCTOBER 20.

All exhibitor materials must be removed from the facility by 9:00 PM.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

INCLUDED FURNISHINGS:	10'x10' Booth	Two Side Chairs
	Blue & White 8' high back drape	Wastebasket
	Blue 3' high side drape	One-line Exhibitor ID sign
	One 6' table skirted in Blue	

EXHIBIT HALL FLOORING: The aisles will be carpeted in Silver. Booth space will NOT be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to esr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.

VENUE/VENDOR FORMS: Venue electrical/AV/internet forms are at the end of this kit for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 55.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.27/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 244.00	Minimum Charge	\$ 290.00	Minimum Charge
\$ 1.22	each add'l pound over 200 lbs	\$1.45	each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: OCTOBER 13, 2017

DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 250.00	Minimum Charge	\$ 298.00	Minimum Charge
\$ 1.25	each add'l pound over 200 lbs	\$ 1.49	each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: OCTOBER 17-18, 2017 ONLY

PRICES INCLUDE receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 27 cents per pound (\$162 minimum for any shipment that must be returned to the warehouse plus 27 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT DIRECT SHIPMENT

Total Estimated Weight (200 lbs minimum) _____ lbs x Rate = \$ _____

Total Estimated Fees \$ _____

TOTAL \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. 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 representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E'S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E's direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E's reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E'S liability shall be limited to the specific article in question, and in any event, TE&E'S maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
- EXHIBITOR'S violation of Federal State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



SHIPPING INFORMATION

**ADVANCE SHIPPING
ADDRESS:**

Company Name and Booth Number
APDT 2017 CONFERENCE & TRADE SHOW
c/o Triumph & UPS FREIGHT
5401 Midlothian Turnpike
Richmond, VA 23225

**ADVANCE SHIPMENTS
ACCEPTED:**

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

**ADVANCE SHIPPING
DEADLINE:**

4:00 PM on OCTOBER 13, 2017

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

**DIRECT SHIPPING
ADDRESS:**

Company Name and Booth Number
APDT 2017 CONFERENCE & TRADE SHOW
c/o Triumph & Greater Richmond Convention
Center - Exhibit Hall A
403 North Third Street
Richmond, VA 23219

**DIRECT SHIPMENTS
ACCEPTED:**

OCTOBER 17-18, 2017 **ONLY**

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **OCTOBER 13, 2017**

TO: _____
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.
UPS FREIGHT
5401 MIDLOTHIAN TURNPIKE
RICHMOND, VA 23225**

WAREHOUSE

APDT 2017

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **OCTOBER 13, 2017**

TO: _____
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.
UPS FREIGHT
5401 MIDLOTHIAN TURNPIKE
RICHMOND, VA 23225**

WAREHOUSE

APDT 2017

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **OCTOBER 17-18, 2017**

TO: _____

EXHIBITOR NAME

C/O **TRIUMPH EXPO & EVENTS INC.**

Greater Richmond Convention Center
Exhibit Hall A
403 North Third Street
Richmond, VA 23219

SHOW SITE APDT 2017

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **OCTOBER 17-18, 2017**

TO: _____

EXHIBITOR NAME

C/O **TRIUMPH EXPO & EVENTS INC.**

Greater Richmond Convention Center
Exhibit Hall A
403 North Third Street
Richmond, VA 23219

SHOW SITE APDT 2017

BOOTH # _____ NO. OF PIECES _____

CARRIER _____



OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It's that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING:

Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:

Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:

A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING:

Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:

Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING:

All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK:

If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$162 (up to 600 lbs) and 27 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:

Greater Richmond Convention Center - Exhibit Hall A
403 North Third Street
Richmond, VA 23219

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:

All carriers MUST be checked in by 8:00 PM on OCTOBER 20, 2017. After 8:00 PM, freight will be re-routed according to the information given on the MHA/BOL.

OUTBOUND

DO NOT DELAY

FROM: APDT 2017 CONFERENCE & TRADE SHOW
Greater Richmond Convention Center
Exhibit Hall A
403 North Third Street
Richmond, VA 23219

TO:

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

OUTBOUND

DO NOT DELAY

FROM: APDT 2017 CONFERENCE & TRADE SHOW
Greater Richmond Convention Center
Exhibit Hall A
403 North Third Street
Richmond, VA 23219

TO:

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING REQUEST

for Triumph Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event) Minimum charges apply per shipment

PICK-UP ADDRESS:

Insurance: [] Inbound [] Outbound [] Both [] Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

[] Loading Dock [] Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: _____ am/pm Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

Table with columns: LIST EACH PIECE, DIMENSIONS IN INCHES, WT. (LBS). Includes example row and total pieces/weight summary.

Are the pallets/skids stackable? YES [] NO [] If additional insurance, declared value is \$ _____

OUTBOUND (Shipping FROM the Event) Minimum charges apply per shipment

RETURN ADDRESS:

SHIPPING METHOD: [] Deferred / Ground: 3-7 Bus. Days

[] Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates [] Cartons [] Fiber Cases [] Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates: Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY) Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed Inside Delivery: Delivery including a flight of stairs or an elevator Lift Gate: Truck required when no elevated dock or forklift is available

EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

CAN I PHONE IN MY ORDER?

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?

In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?

The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$162 for up to 600 lbs and 27 cents per each additional pound.



PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name _____ Booth #(s) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

Prepared by (Print Name) _____ Date _____

Signature _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa Mastercard American Express Check Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (REQUIRED) _____

Authorized Signature _____

PAYMENT MUST ACCOMPANY ALL ORDERS
 To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Triumph Expo & Events Inc

FOR ALL CHECK ORDERS
 Credit card authorization must be provided for any additional fees incurred.

VIRGINIA STATE SALES TAX

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpeting	\$ _____
Graphics and Signage	\$ _____
TRU-X Modular Exhibits	\$ _____
TRU-X Accessories	\$ _____
Installation and Dismantle Labor	\$ _____
Other	\$ _____
Subtotal	\$ _____
VA State Sales Tax @ 5.3%	\$ _____
Cleaning Services	\$ _____
Freight/Material Handling	\$ _____
TOTAL	\$ _____



PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- *WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- *WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to an administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TABLES AND COUNTERS - THE CLASSIC COLLECTION

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.



- BLACK (01)**
- WHITE (02)**
- SILVER (03)**
- BLUE (04)**
- GREEN (05)**
- RED (06)**

- TEAL (07)**
- DOVE (08)**
- BERRY (09)**
- PURPLE (10)**
- YELLOW (11)**
- WILLOW (12)**

- BURGUNDY (13)**
- CHAMPAGNE (14)**
- TERRA COTTA (15)**
- NAVY BLUE (16)**
- NEON GREEN (17)****

TABLES - 24" W x 30" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	126.20	164.06	
		6'	141.12	183.46	
		8'	160.97	209.25	
		4th Side	56.23	73.10	

COUNTERS - 24" W x 42" H

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	136.71	177.72	
		6'	152.15	197.79	
		8'	167.58	217.85	
		4th Side	56.23	73.10	

UNSKIRTED TABLES

Qty.	Length	Discount	Standard	Amount
	4'	69.98	90.97	
	6'	84.89	110.36	
	8'	104.74	136.16	
	Skirt	56.23	73.10	

UNSKIRTED COUNTERS

Qty.	Length	Discount	Standard	Amount
	4'	80.48	104.63	
	6'	95.92	124.69	
	8'	111.35	144.76	
	Skirt	56.23	73.10	



TABLE RISERS

Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	77.50	100.75	
	4' L x 13" H x 8" D	77.50	100.75	
	6' L x 7" H x 8" D	85.85	111.60	
	6' L x 13" H x 8" D	85.85	111.60	

**** Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PEDESTAL TABLES 30" DIAMETER

All pedestal tables come with a spandex cover in your choice of color. If you fail to specify a color, the show color will be given or, if show color isn't available, black will be given.



30" and 42" High Pedestal Tables



Black - 1



White - 2



Navy Blue-3



Burgundy - 4



Yellow - 5



Red - 6



Uncovered

COVERED PEDESTAL TABLES					
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		169.02	219.73	
	30" HIGH		169.02	219.73	
	30" HIGH		169.02	219.73	
	42" HIGH		181.54	236.00	
	42" HIGH		181.54	236.00	
	42" HIGH		181.54	236.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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SEATING - THE CLASSIC COLLECTION



**Black OR Grey
Plastic Stack Chair**



**Black OR Grey
Padded Side Chair**



**Black OR Grey
Padded Arm Chair**



Black Steno Chair



**Black Executive
Chair**

STANDARD SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Plastic Stack Chair	63.24	82.22	
	Black Padded Side Chair	95.39	124.00	
	Black Padded Arm Chair	107.63	139.92	
	Black Steno Chair	131.35	170.75	

STANDARD SEATING				
Qty.	Item	Discount	Standard	Amount
	Grey Plastic Stack Chair	63.24	82.22	
	Grey Padded Side Chair	95.39	124.00	
	Grey Padded Arm Chair	107.63	139.92	
	Black Executive Chair	253.58	329.65	



Black Bar Stool



Black Gaslift Stool



Mimi Stool in Red or White



Cascade Stool in Black or White

RAISED SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	119.19	154.95	
	Black Gaslift Stool	131.35	170.75	

RAISED SEATING					
Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	173.64	225.74	
		Cascade Stool	173.64	225.74	

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THE PREMIUM COLLECTION

Styles may vary based on inventory availability



Leather Sofa in Ivory



**Leather Loveseat
in Ivory**



**Leather Arm
Chair in Ivory**

IVORY LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Ivory Sofa	421.05	547.37	
	Ivory Loveseat	376.95	490.04	
	Ivory Arm Chair	313.95	408.14	



Leather Sofa in Black



**Leather Loveseat
in Black**



**Leather Arm
Chair in Black**

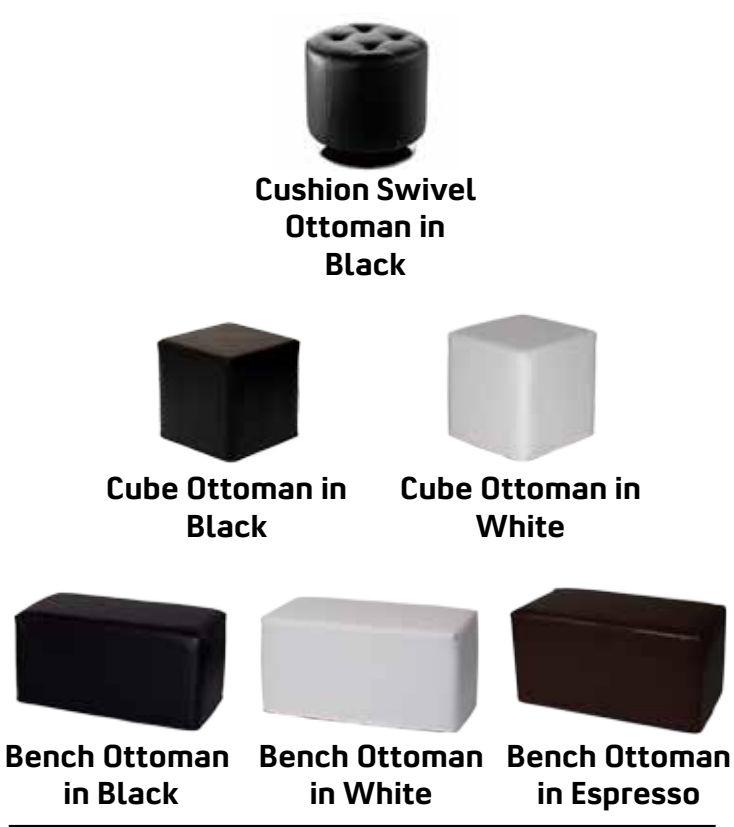
BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	421.05	547.37	
	Black Loveseat	376.95	490.04	
	Black Arm Chair	313.95	408.14	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____
 ! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE PREMIUM COLLECTION


COFFEE AND END TABLES				
Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	121.80	158.34	
	End Table - blk/brn	81.90	106.47	
	Coffee Table - white	121.80	158.34	
	End Table - white	81.90	106.47	
	Coffee Table - gls/blk	236.25	307.13	
	Coffee Table - gls/wht	236.25	307.13	
	End Table - gls/blk	187.95	244.34	
	End Table - gls/wht	187.95	244.34	
	Coffee Table - LED	336.00	436.80	
	End Table - LED	262.50	341.25	
	Charging Table - blk	309.75	402.68	
	Charging Table - wht	309.75	402.68	
	Add Graphic - Charging Table Only	362.25	470.93	

OTTOMANS				
Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	103.95	135.14	
	Cube Ottoman - blk	103.95	135.14	
	Cube Ottoman - wht	103.95	135.14	
	Bench Ottoman - blk	136.50	177.45	
	Bench Ottoman - wht	136.50	177.45	
	Bench Ottoman - esp	136.50	177.45	

LAMPS				
Qty.	Item	Discount	Standard	Amount
	Table Lamp	70.35	91.46	
	Floor Lamp	80.85	105.11	

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COMPANY _____ BOOTH#(S) _____



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THE CUSTOM COLLECTION: ACCESSORIES



COMPUTER KIOSK



SHOWCASE 6' FULL-VIEW



SHOWCASE 4' QUARTER VIEW



SHOWCASE 6' UPRIGHT



SHOWCASE 6' UPRIGHT TOWER



SHOWCASE 6'X2' UPRIGHT TOWER



LED PEDESTAL SHOWCASE

KIOSK/SHOWCASES

Qty.	Item	Discount	Standard	Amount
	Computer Kiosk w/ Interchangeable Panels	278.93	362.61	
	Showcase - 6' Full-View (6'L x 38"H x 18"D)	380.36	494.47	
	Showcase - 4' Quarter-View (4'L x 42"H x 18"D)	285.27	370.86	
	Showcase - 6' Upright (6'H x 38"W x 18"D)	392.28	509.97	
	Showcase - 6' Upright Tower (6'H x 18"W x 18"D)	285.27	370.86	
	Showcase - 6'x2' Upright Tower (6'H x 24"W x 18"D)	243.10	316.03	
	Showcase - LED Pedestal (42"H x 18"W x 18"D)	497.78	647.11	



SINGLE-SIDED GONDOLA



DOUBLE-SIDED GONDOLA



1M COUNTER
(Also Available in 1.5 and 2M)



1MD CURVED COUNTER
FLAT BACK



LED CURVED BAR



LED PEDESTAL

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, BLACK FABRIC, GREY FABRIC AND BLUE FABRIC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

GONDOLAS/COUNTERS

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	278.93	362.61	
		Double Sided Gondola (38"H x 39"L x 24"D)	353.90	460.07	
		1M Counter (1M L x .5M"D x 42"H)	276.73	359.75	
		1.5M Counter (1.5M L x .5M"D x 42"H)	298.78	388.41	
		2M Counter (2M L x .5M"D x 42"H)	340.67	442.87	
		1M Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	384.77	500.20	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	631.54	821.01	
		LED Pedestal (42"H x 18"D x 18"W)	474.63	617.01	
		Cabinet Lock w/ 2 keys (can also be used for showcases)	35.27	45.85	

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STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	67.96	88.35	
	Easel	64.39	83.70	
	Chrome Sign Holder (22" x 28")	94.20	122.45	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	94.20	122.45	
	20-Pocket Lit Rack	105.34	136.95	
	Accordion Lit Rack	99.56	129.42	
	Bag Stand - Straight	94.20	122.45	
	Bag Stand - Waterfall	94.20	122.45	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	20.38	26.49	
	Raffle Drum	95.39	124.00	
	Fish Bowl	27.36	35.57	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	49.86	64.82	
	Chrome Stanchion (Single w/ red rope)	84.52	109.88	
	Retractable Stanchion	49.86	64.82	
		84.52	109.88	
	Retractable Stanchion	67.97	88.36	



Qty.	Item	Discount	Standard	Amount
	Ballot Box - Tabletop	49.86	64.82	
	Garment Rack	113.27	147.26	

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COMPANY _____ BOOTH#(S) _____



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THE CARPET COLLECTION

STANDARD CARPET

 BLACK (01)	 BURGUNDY (04)	 PURPLE (07)	 SILVER (10)	 BLUEJAY (13)
 GREEN (02)	 RED (05)	 BLUE (08)	 TUXEDO (11)	
 TEAL (03)	 BERRY (06)	 LATTE (09)	 CAYENNE (12)	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	194.59	252.97	
		10x20	389.19	505.95	
		10x30	583.79	758.93	
		10x40	778.39	1011.90	

CUSTOM CUT STANDARD CARPET (per SQ. FT.)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.76	4.88	

PADDING / PROTECTIVE SHEETING (per SQ. FT.)







Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		1.37	1.78	
Poly Vinyl Sheeting		0.76	0.99	

28 oz. PLUSH CARPET (per SQ. FT.)

 BLACK (01)	 WHITE (04)	 CREAM (07)	 CABERNET (10)	 WEDGEWOOD (13)
 GREY PEARL (02)	 NAVY (05)	 PINE (08)	 TOAST (11)	
 CHARCOAL (03)	 SEA BREEZE (06)	 CARDINAL (09)	 BAYWATER (12)	

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.15	5.39	

40 oz. PLUSH CARPET (per SQ. FT.)

 BLACK (01)	 WHITE (04)
 GREY PEARL (02)	 NAVY (05)
 CHARCOAL (03)	 SEA BREEZE (06)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.73	6.15	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

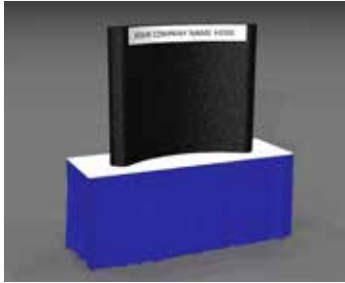
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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



POP-UP TABLE TOP

POP-UP TABLE TOP

Package Includes:

- Standard Header
- 6' Draped Table
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 694.99	\$ 903.49	\$ _____

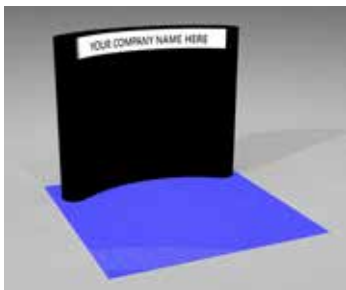
TABLE SKIRT COLOR

- Black Silver Blue Green Red
 Burgundy Teal Berry Purple

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)



POP-UP FLOOR UNIT

POP-UP FLOOR UNIT

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 893.03	\$ 1160.93	\$ _____

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte
 Burgundy Teal Berry Purple Cayenne Bluejay

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



TRU-X PACKAGE A1

TRU-X PACKAGE A1

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$2,705.44	\$3,517.07	\$ _____



TRU-X PACKAGE A2

TRU-X PACKAGE A2

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$2,948.68	\$3,833.28	\$ _____



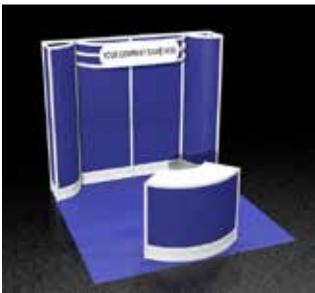
TRU-X PACKAGE A3

TRU-X PACKAGE A3

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Counter
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$2,788.75	\$3,625.37	\$ _____



TRU-X PACKAGE A4

TRU-X PACKAGE A4

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$3,070.30	\$3,991.39	\$ _____

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte Burgundy Teal Berry Purple Cayenne Bluejay

PANEL OPTIONS

- FABRIC** - Black Blue Grey
HARDWALL - White Custom Graphic

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)

METAL FRAME COLOR

- Black Silver

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (Please contact exhibitor services for exact panel size & dimensions)



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



TRU-X PACKAGE B1

TRU-X PACKAGE B1

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$5,909.53 \$7,682.38 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 4 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit



TRU-X PACKAGE B2

TRU-X PACKAGE B2

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$ 6,517.62 \$8,472.91 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit



TRU-X PACKAGE B3

TRU-X PACKAGE B3

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$ 7,737.48 \$10,058.73 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 1M Counter
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte Burgundy
 Teal Berry Purple Cayenne Bluejay

PANEL OPTIONS

- FABRIC** - Black Blue Grey
HARDWALL - White Custom Graphic

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)

METAL FRAME COLOR

- Black Silver

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (*Please contact exhibitor services for exact panel size & dimensions*)



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

GRAPHICS & SIGNAGE
SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	94.26	122.54			3'x6' Single-Sided	330.75	429.98	
	22"x28" Double-Sided	121.83	158.37			3'x6' Double-Sided	429.98	558.97	
	28" x 44" Single-Sided	123.48	160.52						
	28"x44" Double-Sided	160.52	208.68						
	24"x87" Single-Sided	325.24	422.81						
	24"x87" Double-Sided	422.81	549.65						
	38.125"x87" Single-Sided	385.88	501.64						
	38.125"x87" Double-Sided	501.64	652.13						

BANNER OPTIONS: Grommets Pole Pockets

CUSTOM BANNER & GRAPHIC	DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$16.00/sq. ft.	OR \$24.00/sq. ft.	= \$ _____

CUSTOM BANNER OPTIONS: Grommets Pole Pockets



38.125"x87"
w/ T-Base



22"x28"
Chrome Sign Holder not included

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?
Contact our exhibitor services department at esr@triumphexpo.com or call **503-417-8000** for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to esr@triumphexpo.com. If you would like to post to our Dropbox, please send your request to esr@triumphexpo.com. Smaller files (<10MB) can be emailed directly to esr@triumphexpo.com.

SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your Account Manager with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event Account Manager. Smaller files (<10MB) can be emailed directly to your Account Manager.

*native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION & DISMANTLE LABOR 1 of 2

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

EXHIBITOR SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				90.75	117.98		
OVERTIME - IN				135.75	176.48		
STRAIGHT TIME - OUT				90.75	117.98		
OVERTIME - OUT				135.75	176.48		

TRIUMPH SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				117.98	153.37		
OVERTIME - IN				176.48	229.42		
STRAIGHT TIME - OUT				117.98	153.37		
OVERTIME - OUT				176.48	229.42		

COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____

! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION & DISMANTLE LABOR 2 of 2

DID YOU ORDER TRIUMPH LABOR? IF YES (please fill out this page) IF NO (please skip this page)

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached to be sent with exhibit In crate # _____

CARPET: with exhibit rented from Triumph (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached drawing with exhibit electrical under carpet

GRAPHICS: with exhibit shipped separately

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier _____ Carrier Phone _____

Shipped to: Warehouse Show Site From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

DELIVER TO:

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

CLEANING SERVICE

BOOTH CLEANING - includes vacuuming and emptying of wastebaskets (100 sq. ft. minimum)

ONE TIME ONLY

Before Show opens

DISCOUNT RATE STANDARD RATE TOTAL

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.48/sq. ft. @ \$0.62/sq. ft. = \$ _____

DAILY SERVICE

DISCOUNT RATE STANDARD RATE TOTAL

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.48/sq. ft. @ \$0.62/sq. ft. x # of days _____ = \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____

PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PORTER SERVICE

PORTER SERVICE - labor provided at 2 hour intervals during the show to empty wastebaskets and remove materials from the exhibit area

	DISCOUNT RATE	STANDARD RATE	TOTAL
# days _____ (up to 500 sq. ft) x	116.71	151.72	\$ _____
# days _____ (501 to 1500 sq. ft) x	150.12	195.15	\$ _____
# days _____ (1501 to 2500 sq. ft) x	172.77	224.60	\$ _____
# days _____ (2501 and up sq. ft) x	190.66	247.86	\$ _____

PLEASE SPECIFY SERVICE DATES NEEDED: _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____

! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is **required to provide a certificate of liability insurance** of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.**

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- | | |
|---|--|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> RENTAL FURNITURE AND CARPET |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> GRAPHICS |
| <input type="checkbox"/> I&D LABOR - SUPERVISION | <input type="checkbox"/> OTHER SERVICES |
| <input type="checkbox"/> MATERIAL HANDLING - IN & OUT | |

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

TELECOMMUNICATIONS SERVICE ORDER FORM

EVENT		ONSITE CONTACT	
TODAY'S DATE	DATE/TIME SERVICE BEGINS	CELL PHONE	BOOTH/ROOM #
BUSINESS NAME		ORDER COMPLETED BY	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

TELEPHONE SERVICES	ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL
			MORE THAN 14 BUSINESS DAYS NOTICE	LESS THAN 14 BUSINESS DAYS NOTICE	
DIAL '9' (UNLIMITED INCOMING AND LOCAL CALLS)			\$195 PER LINE/PER EVENT	\$260 PER LINE/PER EVENT	\$
DIRECT DIAL (UNLIMITED INCOMING AND LOCAL CALLS)			\$225 PER LINE/PER EVENT	\$300 PER LINE/PER EVENT	\$
LONG-DISTANCE LINES (USAGE BILLED AFTER EVENT)			\$0.25 PER MINUTE	\$0.25 PER MINUTE	\$
TELEPHONE HANDSETS			INCLUDED WITH LINE	INCLUDED WITH LINE	\$
SPEAKER PHONE			\$100	\$150	\$

WIRELESS INTERNET SERVICES	ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL
			MORE THAN 14 BUSINESS DAYS NOTICE	LESS THAN 14 BUSINESS DAYS NOTICE	
WI-FI FOR POINT-OF-SALE TRANSACTIONS 256K ONLY			\$75 PER EVENT	\$95 PER EVENT	\$
SHARED WIRELESS BASIC FOR EMAIL & WEB CONNECTION SPEED UP TO 1 Mbps SUPPORTS ONE DEVICE			\$195 PER DAY	\$295 PER DAY	\$
			\$495 PER EVENT	\$750 PER EVENT	\$
SHARED WIRELESS DELUXE FOR STANDARD VIDEO STREAMING SUPPORTS ONE DEVICE CONNECTION SPEED UP TO 3 Mbps			\$495 PER DAY	\$750 PER DAY	\$
			\$1235 PER EVENT	\$1850 PER EVENT	\$
SHARED WIRELESS PREMIUM FOR HD VIDEO STREAMING SUPPORTS ONE DEVICE CONNECTION SPEED UP TO 8 Mbps			\$995 PER DAY	\$1495 PER DAY	\$
			\$2495 PER EVENT	\$3745 PER EVENT	\$
ADDITIONAL DEVICES FOR SHARED WIRELESS INTERNET UP TO 9 DEVICES CALL FOR QUOTE FOR ADDITIONAL BANDWIDTH AND DEVICE ESTIMATES			\$95 PER DEVICE /1 Mbps	\$145 PER DEVICE /1 Mbps	\$
			\$145 PER DEVICE /3 Mbps	\$195 PER DEVICE /3 Mbps	\$
			\$195 PER DEVICE /8 Mbps	\$245 PER DEVICE /8 Mbps	\$

WIRED INTERNET SERVICES	ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL
			MORE THAN 14 BUSINESS DAYS NOTICE	LESS THAN 14 BUSINESS DAYS NOTICE	
SHARED WIRED INTERNET NO WIRED OR WIRELESS ROUTERS FOR E-MAIL & WEB CONNECTION SPEED UP TO 1.5 Mbps SUPPORTS ONE DEVICE			\$295 PER DAY	\$445 PER DAY	\$
			\$750 PER EVENT	\$1125 PER EVENT	\$
DEDICATED WIRED INTERNET ROUTERS ALLOWED FOR WEBCASTING, HD STREAMING MUST BE APPROVED BY IT MANAGER CONNECTION SPEEDS OF 3 Mbps AND UP INCLUDES 5 STATIC PUBLIC IP ADDRESSES			\$2495 /3 Mbps	\$3750 /3 Mbps	\$
			\$5525 /8 Mbps	\$8275 /8 Mbps	\$
			\$9695 /15 Mbps	\$14545 /15 Mbps	\$
ADDITIONAL DEVICES FOR SHARED WIRED INTERNET UP TO 9 DEVICES CALL FOR QUOTE FOR ADDITIONAL BANDWIDTH AND DEVICE ESTIMATES			\$135 PER DEVICE	\$200 PER DEVICE	\$
HUB/SWITCH RENTAL FOR LANS, 8-PORT, UNMANAGED 10/100 OR GIGABIT			\$50 PER DEVICE	\$75 PER DEVICE	\$
PATCH CABLES AVAILABLE IN LENGTHS OF 6 TO 50 FEET			\$25	\$35	\$
TECHNICAL SUPPORT MINIMUM CHARGE OF 1 HOUR			\$75 PER HOUR	\$95 PER HOUR	\$
SPECIAL INSTRUCTIONS				SUBTOTAL	\$
				8% VA TAX/PHONE LINE	\$
				\$1.80 FEE/PHONE LINE	\$
				TOTAL	\$

PAYMENT INFORMATION—FOR INTERNAL PURPOSES ONLY

TO ENSURE CREDIT CARD SECURITY, PLEASE CALL (804) 783-7320 AND PROVIDE THE FOLLOWING INFORMATION OR MAKE CHECK PAYABLE TO: GREATER RICHMOND CONVENTION CENTER

CREDIT CARD TYPE	<input type="checkbox"/> AMEX	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
CREDIT CARD NUMBER			
EXPIRATION DATE	SECURITY CODE (LAST 3 DIGITS ON BACK OF CARD OR 4 DIGITS ON FRONT OF AMEX)		
NAME ON CARD			
BILLING ADDRESS			
CITY	STATE	ZIP	
AUTHORIZED SIGNATURE			DATE

SIGNATURE ALSO AUTHORIZES ANY UNPAID BALANCES AND/OR LONG DISTANCE CALLS TO BE CHARGED TO THIS CREDIT CARD

SUBMIT THIS FORM

TERMS AND CONDITIONS

- GRCC is the exclusive provider of all Internet, Network and Telecommunications services (wired and wireless) at the Greater Richmond Convention Center**
- Orders** — Customer must provide all information necessary for the effective set-up/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may cause associated costs to revert to Standard Rates.
- Floor Plan** — Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by a GRCC representative. Relocation of installed services will incur an additional fee per end connection that is moved.
- Internet/Network Services** — Ethernet access to our core services, with shared or dedicated internet access up to 1Mbps or greater depending on ordered services, is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VOIP are NOT PERMITTED with any of our shared internet/ Network Services. Customer must purchase additional private IP Address(es) for each device in order to use internet services. Internet speeds may be increased if necessary and available. Please call for a quote.
- Wireless Internet** — GRCC is the exclusive provider of wireless services at the Greater Richmond Convention Center within our network which include 802.11a/b/g/n/ac. Wireless devices not authorized by GRCC to be on our network are strictly prohibited. Customers that desire to showcase their wireless products must contact the GRCC 21 days in advance of show move-in to investigate the potential of GRCC engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot spots are turned off. No guest are allowed to connect their wireless devices to the Greater Richmond Convention Center network without prior arrangement. Please contact the Greater Richmond Convention Center at 804-783-7320 with your device Name, Model Number, MAC address, and device SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirement such as video streaming, product demonstrations, presentations, etc., either Deluxe/3Mbps wireless service or a wired connection is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. All wireless access point connections to the GRCC network which are not previously disclosed and authorized by GRCC are strictly prohibited.
- Internet Security** — All customers are responsible to provide their own internet security for all devices. Failure to protect your device may result in the termination of Internet services. Additional Firewall protection services may be available upon request. Please call for a quote.
- Internet Performance Disclaimer** — GRCC provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Greater Richmond Convention Center.
- Long Distance Calls** — Customers must specify in advance of any lines needing Long Distance Capability. All lines are otherwise restricted to local only dialing. GRCC will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance charges, to include international, and all other charges associated to their assigned numbers.
- Any additional costs incurred by GRCC** to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of the GRCC or 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 rates.
- Only the GRCC personnel** are authorized to modify system wiring or cabling material and equipment furnished by the GRCC for this service contract, and all shall remain the property of the GRCC.
- Rental Equipment** — Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the GRCC IT Manager or designee within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a replacement fee.
- Rates** — Advanced rates are applied when a fully completed Order with payment is received no later than 14 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 14 days prior to the show move-in has started, or orders received on or before 14 days of the show move-in day but missing payment, or orders placed on site or after show move-in has started.
- Taxes** — The price 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.
- Cancellation** — all cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the GRCC IT Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum \$130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. *Some specialized broadband services and/ or customer-specific services cannot be cancelled once ordered and will continue to be billed at the listed, agreed-to rate. Credit will not be given for services(s) installed and not used.
- *ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE GRCC IT MANAGER*** No service claim not filed in writing by Customer prior to close of show will be considered.
- Prices are based upon current industry rates and are subject to change without notice.**
- Payment-in-Full must accompany all Telecommunications Orders.** For Credit Card payment please call the GRCC IT Manager at 804-783-7320. As a convenience, original credit card authorization will be used for additionally incurred charges as well.
- The Greater Richmond Convention Center accepts payment** in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX. Checks must be made payable to Greater Richmond Convention Center and mailed to 403 N. Third St., Richmond, VA 23219.
- For convenient online ordering, please use www.richmondcenter.com for service and order inquiries, please call (804) 783-7320.**

CUSTOMER ACCEPTANCE OF ALL GRCC TERMS AND CONDITIONS

With execution of this document the Customer hereby authorizes the GRCC to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of these Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by GRCC as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), GRCC will not be held liable for the possibility of interference.

PRINT AUTHORIZED NAME

AUTHORIZED SIGNATURE

DATE SIGNED

Utility Services Connection Price Sheet

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

ELECTRICAL CONNECTIONS

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.

Description	Advance	Floor
STANDARD CONNECTION		
20 amp 110v	\$ 60.00	\$ 80.00
SINGLE PHASE 208V		
30 amp 208v 1 phase	\$ 160.00	\$ 205.00
60 amp 208v 1 phase	\$ 330.00	\$ 425.00
100 amp 208v 1 phase	\$ 535.00	\$ 695.00
200 amp 208v 1 phase	\$ 695.00	\$ 905.00
400 amp 208v 1 phase *	\$ 800.00	\$1,040.00
THREE PHASE 208V		
30 amp 208v 3 phase	\$ 255.00	\$ 325.00
60 amp 208v 3 phase	\$ 445.00	\$ 575.00
100 amp 208v 3 phase	\$ 640.00	\$ 830.00
200 amp 208v 3 phase	\$ 800.00	\$1,040.00
400 amp 208v 3 phase *	\$ 910.00	\$1,185.00
THREE PHASE 480V		
30 amp 480v 3 phase *	\$ 275.00	\$ 350.00
60 amp 480v 3 phase *	\$ 450.00	\$ 585.00
100 amp 480v 3 phase *	\$ 695.00	\$ 905.00
200 amp 480v 3 phase *	\$1,070.00	\$1,390.00
RENTAL ITEMS **		
Power Strip	\$ 15.00	\$ 25.00
Extension Cord	\$ 10.00	\$ 20.00
LABOR FOR CUSTOM ELECTRICAL		
On-Site Electrician (per hour)	\$ 42.00	\$ 63.00

24-Hour Power: Add 50% to that service

This service is for items that require power overnight and during non-show hours.

***On-site orders are subject to equipment availability and additional labor charges.**

****Rental Items remain property of GRCC.**

MECHANICAL CONNECTIONS

Compressed Air: Exhibitor must supply own drier or regulator for critical applications.

Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.

Description	Advance	Floor
Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00
Water Fill & Drain (Under 1,000 Gal.) <i>Water fill and drain service requires 4 hours (minimum) of maintenance labor for the fill and 4 hours (minimum) of maintenance labor for the drain - 8 hours (minimum) total. See below for hourly rates</i>	\$ 125.00	\$ 150.00

Water Fill and Drain (Over 1,000 Gal.) **Call for Details and Price**

Continuous Water Service **Call for Details and Price**

Class K Extinguisher Rental ** \$ 50.00 \$ 75.00

Labor For Connections

Labor - Maintenance (per hour) \$ 33.00 \$ 49.50

Labor - Electric (per hour) \$ 42.00 \$ 63.00

TO PLACE AN ORDER

The GRCC can no longer accept orders via email or fax. To place an order, please follow one of the following methods:

Online

Please visit us at:

<http://www.richmondcenter.com/utilities/>

and click on the "Secure Electronic Order Form" link. Card payments are accepted, and a receipt will be emailed to the purchaser within two business days.

Phone

Please dial us at:

804-783-7330

and a Utility Services staff member will assist with your order and take payment information over the phone.

Effective April 1, 2016 (Rates subject to change without notice)

Greater Richmond Convention Center

Utility Services Conditions & Regulations

1. PAYMENT INFORMATION

- a. We can accept company checks, money orders, Visa, MasterCard and American Express for payment. Acceptance of checks and credit cards is subject to verification. A service charge of \$25.00 will be administered for each returned check.
- b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
- c. All materials and equipment furnished by the Greater Richmond Convention Center for any services ordered shall remain the Greater Richmond Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
- d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

- a. Electrical
 - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle.
 - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned off thirty (30) minutes after closing. Only GRCC house electricians are permitted to service connections and overload protection to equipment.
 - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
 - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
 - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
 - Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

Greater Richmond Convention Center

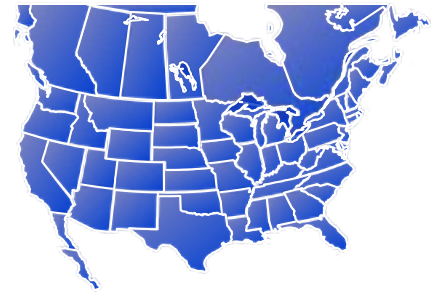
Utility Services Conditions & Regulations

- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Greater Richmond Convention Center house electricians.

- b. Mechanical
 - **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
 - **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by Greater Richmond Convention Center for this service order shall remain Greater Richmond Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
 - **NOTICE:** Exhibitor assumes responsibility for any damage to Greater Richmond Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.



8521 Hanover Industrial Drive
 Columbia, IL 62236
 Phone: 618-504-1250
 FAX: 877-220-0676



Display Equipment		Qty	SHOW RATE		Total	Customer Information		
			Advanced	On Site				
20" LCD Monitor			\$100.00	\$120.00		Firm Name:		
24" LCD Monitor			\$150.00	\$180.00		Address:		
32" LCD Monitor			\$200.00	\$240.00		City:		
						State:	Zip:	
42" Plasma Monitor *** (Delivery extra)			\$300.00	\$360.00		Ordered by:		
50" Plasma Monitor *** (Delivery extra)			\$375.00	\$450.00		Telephone #:		
						Email:		
LCD Projector (3200 Lumens)			\$350.00	\$420.00		Orders received less than 7 days prior to event start will be subject to AVAILABILITY and will be charged ON-SITE RATE		
DVD Player			\$50.00	\$60.00				
Laptop Computer / PIV Windows / Office XP			\$125.00	\$150.00				
Audio Equipment		Qty	SHOW RATE		Total	Ordering Instructions		
			Advanced	On Site				
PC Audio			\$20.00	\$24.00		PLEASE PROVIDE TAX EXEMPT FORM IF YOU ARE EXEMPT To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.		
4 Channel Mixer			\$65.00	\$78.00				
Wireless Microphone: Handheld or Lavalier (circle One)			\$150.00	\$180.00				
Powered Speaker w/stand			\$85.00	\$102.00				
Miscellaneous		Qty	SHOW RATE		Total	CANCELLATIONS:		
			Advanced	On Site				
54" Rolling Cart w/Black Skirt			\$50.00	\$60.00		A) Cancellation of equipment ordered must be received 48 hours prior to delivery to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.		
Wall Mount for Plasma Monitor			\$100.00	\$120.00				
Floor Stand for Plasma Monitor			\$200.00	\$240.00				
Projection screen - Tripod - 4', 5', or 6' (circle one)			\$50.00	\$60.00				
Other								
<i>*Other equipment available - please call!</i>								
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED					APDT	
							Delivery Information	
EQUIPMENT TOTAL					1	On-Site Contact:		
SALES TAX (7.5% of line 1)					2	Cell Phone #:		
SUBTOTAL					3	Booth #:	Room #	
Del & Pickup \$50.00 *** Items that require \$100.00 Del & PU					4	Delivery Date:	Time:	
TOTAL DUE					5	Pickup Date:	Time:	
Method of Payment		FAX TO AVSC for Processing						
Card Number: _____ CVV _____ Exp Date ____/____/____								
Cardholder's Name (as appears on card): _____								
Cardholders Signature: _____								
Billing Address For Credit Card: _____		FAX: 877.220.0676 or email: angel@avsc.net						

