





1161 Sandhill Ave., Unit D • Carson, CA 90746 • Phone (310) 320-4203 • Fax (310) 320-4265

CSDA Annual Conference 2011  
 Monterey Conference Center  
 October 11<sup>th</sup> and 12<sup>th</sup>

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

To qualify for discounted rates orders and payment must be received no later than **Tue, Sep 27<sup>th</sup>**

### Order Recap & Billing

**\*Required fields, please print clearly**

*Company		*Contact Name	
*Address:			
*City		*State	*Zip
*Phone Number:		* Fax Number:	
*E-mail Address:			

**Please complete and return this form as well as the credit card authorization form with your orders.**

Furniture & Accessories	\$
Material Handling	\$
POV	\$
Vehicle Spotting	\$
Display Labor	\$
Booth Cleaning	\$
Miscellaneous	\$
Miscellaneous	\$
<b>Total</b>	<b>\$</b>

All cancelled orders must be received in writing within 5 calendar days of the first event move-in date. Cancelled orders will be assessed a 50% cancellation/restocking fee. No refunds will be given after the 5 calendar day stipulation referenced above. Please report any discrepancies with your order or your booth to the TotalExpo service desk prior to the commencement of the event.

**Otherwise no adjustments will be made on your invoice.**

**If paying by check, please include one check for the entire amount due to TotalExpo, Inc.**

Check No. \_\_\_\_\_ Date: \_\_\_\_\_ \$



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### Credit Card Authorization

**All fields are required, please print clearly**

All cancelled orders must be received in writing within 5 calendar days of the first event move-in date. Cancelled orders will be assessed a 50% cancellation/restocking fee, some items are nonrefundable. No refunds will be given after the 5 calendar day stipulation referenced above. Please report any discrepancies with your order or your booth to the TotalExpo service desk prior to the commencement of the event. **Otherwise no adjustments will be made on your invoice.**

To charge the amount of your orders to your credit card account, please return this completed form.

**Credit Card Type:**  American Express  MasterCard  Visa

**Account Number** (Please use one box per number):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Expiration Date:** \_\_\_\_ / \_\_\_\_

**Security Code:**

Check if Company Card

Company Name:

Billing Address:

City

State

Zip

Phone Number:

Fax Number:

Email Address:

Cardholder's Name (Print):

Cardholder's Signature:

**ATTN: For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred, such as show site orders placed by your on-site representative, advance or direct freight receiving, etc.**

*Please Note:* No credits or adjustments will be made after the commencement of the event.



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## Furniture, Carpet and Accessories

QTY	ITEM	ADVANCE	REGULAR	TOTAL		QTY	ITEM	ADVANCE	REGULAR	TOTAL	
<b>CHAIRS</b>						<b>CARPET</b>					
100	Padded Side	\$ 57.00	\$ 69.00	\$		300	10'X10'	\$ 139.00	\$ 167.00	\$	
101	Padded Arm	\$ 61.00	\$ 74.00	\$		301	10'X20'	\$ 243.00	\$ 292.00	\$	
102	Padded Stool w/ back	\$ 69.00	\$ 83.00	\$		302	10'X30'	\$ 361.00	\$ 433.00	\$	
103	Folding Chairs	\$ 16.00	\$ 20.00			303	10'X40'	\$ 479.00	\$ 575.00	\$	
<b>30" HIGH DRAPED TABLE</b>						304	Island Booths (per 10'x10')		\$ 165.00	\$	
200	4'X24"	\$ 86.00	\$ 103.00	\$		305	Custom Carpet (per 10'x10')		\$ 285.00	\$	
201	6'X24"	\$ 99.00	\$ 119.00	\$	<b>All carpets are 10' width, no refunds on custom carpet.</b>  <b>Carpet Colors, please circle one</b> Blue • Red • Grey • Teal • Black Plum • Hunter Green • Burgundy						
202	8'X24"	\$ 112.00	\$ 134.00	\$							
203	4th Side Draping	\$ 40.00	\$ 48.00	\$							
<b>42" DRAPED COUNTER HEIGHT TABLE</b>											
205	4'X24"	\$ 99.00	\$ 119.00	\$		306	Carpet Pad Per (per 10'x10')		\$ 70.00	\$	
206	6'X24"	\$ 117.00	\$ 140.00	\$		307	Visqueen (per 10'x10')		\$ 55.00	\$	
207	8'X24"	\$ 142.00	\$ 170.00	\$	<b>ACCESSORIES</b>						
208	4th Side Draping	\$ 43.00	\$ 52.00	\$	400	Wastebasket	\$ 20.00	\$ 24.00	\$		
<b>Skirt Colors</b> <b>(Show colors are Royal Blue &amp; Gold)</b> Red • Blue • White • Teal • Black Hunter Green • Burgundy					401	Chrome Easel	\$ 41.00	\$ 49.00	\$		
<b>30" HIGH UNDRAPED TABLES</b>					402	Bag Rack	\$ 74.00	\$ 85.00	\$		
210	4'X24"	\$ 50.00	\$ 60.00	\$	403	Literature Rack	\$ 74.00	\$ 85.00	\$		
211	6'X24"	\$ 57.00	\$ 69.00	\$	404	Garment Rack	\$ 74.00	\$ 85.00	\$		
212	8'X24"	\$ 62.00	\$ 75.00	\$	405	4'x8' Msg. Board	\$ 125.00	\$ 150.00	\$		
217	Add 42" height (per undraped table)		\$ 10.00	\$	406	3' Side Drape (per ft)	\$ 16.00	\$ 19.00	\$		
<b>SPECIALTY TABLES</b>					407	8' Side Drape (per ft)	\$ 17.00	\$ 21.00	\$		
214	30" round x 30" high	\$ 55.00	\$ 66.00	\$	408	Stanchion	\$ 41.00	\$ 49.00	\$		
215	30" round x 42" high	\$ 48.00	\$ 65.00	\$	409	Velour Rope-8'	\$ 35.00	\$ 42.00	\$		
216	36" square x 30" high	\$ 75.00	\$ 90.00	\$	410	Glass Showcase	\$ 396.00	\$ 475.00	\$		
<b>Total</b>										\$	



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### Booth Cleaning

AVAILABLE SERVICES		ADVANCE	REGULAR	Rate per day	# of Days	# of spaces	Total:
500	<b>ONE-TIME</b> Booth Cleaning/Vacuuming (per booth space)	\$ 28.00	\$ 33.00	\$ _____	<b>X 1 day</b>	<b>X _____ =</b>	\$
501	<b>DAILY</b> Booth Cleaning/Vacuuming (per booth, per day, <b>each day of event</b> )	\$ 20.00	\$ 24.00	\$ _____	<b>X 2 days</b>	<b>X _____ =</b>	\$
502	<b>ONE-TIME</b> Shampoo Booth Carpet (per booth space)	\$ 46.00	\$ 56.00	\$ _____	<b>X 1 day</b>	<b>X _____ =</b>	\$
<b>Booth Cleaning Total:</b>							<b>\$</b>
Date of One-Time Booth Cleaning/Vacuuming : ____ / ____ / ____							
Date of One-Time Shampooing : ____ / ____ / ____							
PORTER SERVICE		Advance	Regular	Rate per day	# of Days	Porter Service Total:	
Dates for Porter Service:		\$ 89.00 (Per Day)	\$ 106.00 (Per Day)	\$ _____	<b>X _____ =</b>	\$	



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## Material Handling and Shipping Instructions

All weights in excess of the minimum 200lbs are in **100lb increments**, rounded off to the next 100lbs, **per shipment received**

600	<p><b>ADVANCED SHIPMENTS TO WAREHOUSE</b>, Shipments will be received up to 30 days prior to move-in date with free storage. Freight will be delivered to booth prior to show &amp; from booth to your common carrier at the loading dock upon show closing. Loading equipment &amp; labor are furnished including removal, storage, &amp; return of empty crates &amp; containers.</p> <p><b>REGULAR:</b> Skidded, crated or material packed in a container that can be unloaded at the loading dock with forklift or pallet jack and no additional handling required</p> <p style="text-align: right;">_____ lbs. X <b>\$75.00/CWT(100lbs) (\$150.00 Min per shipment rcvd)</b> = \$</p> <p><b>SPECIAL HANDLING:</b> Material Delivered in such a manner that would require additional handling.          Example: Loose pieces, ground unloading, stacked, designated piece unloading, mixed loads, carpets, pads, no documentation (<b>UPS, FedEx, etc</b>) and any shipment that requires additional labor or special equipment.</p> <p style="text-align: right;">_____ lbs. X <b>\$90.00/CWT(100lbs) (\$180.00 Min per shipment rcvd)</b> = \$</p> <p style="text-align: center;">All advance shipments to warehouse must be received on or before <b>Thursday, Oct 6<sup>th</sup></b></p>	
601	<p><b>DIRECT SHIPMENTS TO SHOWSITE:</b></p> <p><b>REGULAR:</b> Skidded, crated or material packed in a container that can be unloaded at the loading dock with forklift or pallet jack and no additional handling required</p> <p style="text-align: right;">_____ lbs. X <b>\$80.00/CWT(100lbs) (\$160.00 Min per shipment rcvd)</b> = \$</p> <p><b>SPECIAL HANDLING:</b> Material Delivered in such a manner that would require additional handling.          Example: Loose pieces, ground unloading, stacked, designated piece unloading, mixed loads, carpets, pads, no documentation (<b>UPS, FedEx, etc</b>) and any shipment that requires additional labor or special equipment.</p> <p style="text-align: right;">_____ lbs. X <b>\$95.00/CWT(100lbs) (\$190.00 Min per shipment rcvd)</b> = \$</p> <p style="text-align: center;">All direct shipments to show-site must be received <b>ONLY</b> on <b>Monday, Oct 10<sup>th</sup></b></p>	
602	<p><b>RETURN TO WAREHOUSE:</b> For the delivery of shipments after close of the show to the warehouse for re-loading into outbound carriers of your choice.</p> <p style="text-align: right;"><b>\$55.00 per CWT(100lbs), 200lbs Min. (\$110.00 Min.)</b> _____ lbs. X <b>\$ 55.00 per CWT</b> = \$</p>	
604	<p><b>SMALL PACKAGES</b> To qualify for Small Packages shipments must consist of 50lbs or less; 3 or less items; small packages and/or envelopes only; all 3 pieces must be received in one shipment. Items received without documentation, will be delivered without guarantee of piece count or condition.</p> <p style="text-align: right;"><b>\$45.00</b> 1st carton; <b>\$15.00</b> each additional carton      <b>\$45.00</b> + [1 <input type="checkbox"/> or 2 <input type="checkbox"/> additional carton(s) at <b>\$15.00</b>] = \$</p>	
	<b>Total</b>	\$

**All shipments must be prepaid, collect freight shipments will not be accepted. Include your company name and booth number on ALL shipments.**

**Please Specify Your Freight Carrier Here (if known):**

**Please use the labels provided on the following pages**



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## Advance Warehouse Shipping Labels

Please label your **advance shipment** with the following

<p style="text-align: center;"><b>TotalExpo, Inc.</b> <b>ADVANCE—WAREHOUSE</b> EXHIBITION MATERIAL <u>Must be received on or before Thursday, Oct 6<sup>th</sup></u> (PLEASE COMPLETE)</p> <p><b>Company Name:</b> _____ <b>Booth Number:</b> _____ <b>Name of Show:</b> <b>CSDA 2011</b></p> <p style="text-align: center;"><b>TO: TotalExpo, Inc</b> <b>1161 Sandhill Ave. Unit D</b> <b>Carson, CA 90746</b></p>
<p style="text-align: center;"><b>TotalExpo, Inc.</b> <b>ADVANCE—WAREHOUSE</b> EXHIBITION MATERIAL <u>Must be received on or before Thursday, Oct 6<sup>th</sup></u> (PLEASE COMPLETE)</p> <p><b>Company Name:</b> _____ <b>Booth Number:</b> _____ <b>Name of Show:</b> <b>CSDA 2011</b></p> <p style="text-align: center;"><b>TO: TotalExpo, Inc</b> <b>1161 Sandhill Ave. Unit D</b> <b>Carson, CA 90746</b></p>



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### Direct to Show Site Shipping Labels

Please label your **direct shipment** with the following

<p style="text-align: center;"><b>TotalExpo, Inc.</b> <b>Direct to Show Site</b> EXHIBITION MATERIAL <u>Must be received ONLY on Monday, Oct 10<sup>th</sup></u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____ Name of Show: <b>CSDA 2011</b></p> <p style="text-align: center;"><b>TO: TotalExpo, Inc</b> <b>c/o Monterey Conference Center</b> <b>One Portola Plaza</b> <b>Monterey, CA 93940</b></p>
<p style="text-align: center;"><b>TotalExpo, Inc.</b> <b>Direct to Show Site</b> EXHIBITION MATERIAL <u>Must be received ONLY on Monday, Oct 10<sup>th</sup></u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____ Name of Show: <b>CSDA 2011</b></p> <p style="text-align: center;"><b>TO: TotalExpo, Inc</b> <b>c/o Monterey Conference Center</b> <b>One Portola Plaza</b> <b>Monterey, CA 93940</b></p>



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### Installation & Dismantle Labor

<b>LABOR RATES (INSTALLATION AND DISMANTLE)</b>					
Rates are per hour—one hour minimum, half hour increments thereafter.					
	<b>ADVANCE</b>	<b>REGULAR</b>	Advance Rate Deadline: <b>Tue, Sep 27<sup>th</sup></b>		
<b>S/T</b>	<b>\$80.00</b>	<b>\$95.00</b>	<b>S/T</b>	<b>Mon-Fri 8:00am - 4:30pm</b>	
<b>O/T</b>	<b>\$120.00</b>	<b>\$145.00</b>	<b>O/T</b>	<b>ALL OTHER HOURS &amp; HOLIDAYS</b>	
	<b># Of Workers X Hours Each</b>	<b>=</b>	<b>Total Hours X Labor Rate</b>	<b>=</b>	<b>Total Amount</b>
<b>Installation</b>	___ workers X ___ hrs each	=	___ hrs X \$ ___ per hr	=	\$
	___ workers X ___ hrs each	=	___ hrs X \$ ___ per hr	=	\$
<b>Dismantle</b>	___ workers X ___ hrs each	=	___ hrs X \$ ___ per hr	=	\$
	___ workers X ___ hrs each	=	___ hrs X \$ ___ per hr	=	\$
<b>Labor Total</b>					\$
<b>SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN</b>					
<input type="checkbox"/> <b>Plan A</b> — Exhibitor Supervision					
Starting time can be guaranteed only in those instances where workers are requested for the start of the working day at 8:00am. It is important that the exhibitor representative CHECK IN at the TotalExpo, Inc. service desk to pick-up the workers orders. One hour minimum charge per worker will apply if not picked up or cancelled within a 24 hour notice. Exhibitor representative is to CHECK OUT at the TotalExpo, Inc. service desk upon completion of the work. <b>ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.</b>					
Name:		Company:		Cell Number:	
Installation Start Date:			Start Time:		
2nd Installation Start Date:(If applicable)			Start Time:		
<input type="checkbox"/> <b>Plan B</b> — TotalExpo, Inc. Supervision					
All work is done under the direction of TotalExpo, Inc. personnel. There will be no additional charge for this service, however, WE WILL REQUIRE THE SET-UP DIRECTIONS OR DRAWINGS FOR YOUR BOOTH. TotalExpo, Inc. will set-up on straight time whenever possible.					



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**EAC or Non-Official Contractor**

**A NON-OFFICIAL SERVICE CONTRACTOR IS:** Any individual who is not a full-time, permanent employee of an exhibiting firm, who is providing labor and service to an exhibitor on site at the convention facility and does not represent the official designated contractor named in the exhibit kit, i.e. TotalExpo, Inc.

1. Exhibitors who choose to use a non-official contractor must complete and sign this form. It must be received at TotalExpo, Inc. no later than **21 days prior to the move-in**.
2. The non-official contractor must provide TotalExpo, Inc. with an original Certificate of Insurance naming TotalExpo, Inc. as an additional insured. Coverage is to include property damage, workers compensation and a minimum of \$1,000,000.00 / \$2,000,000.00 liability.
3. The exhibitor appointed contractor may not solicit business on the show floor.
4. Upon request the exhibitor appointed contractor shall provide evidence that they possess applicable current union contracts.
5. All representatives of the non-official contractor must have proper identification during installation and dismantle.
6. Failure to provide TotalExpo, Inc. with the above items will result in said firms being required to hire installation and dismantling labor from TotalExpo, Inc. Non-official contractors will be able to provide supervision only.

**PLEASE NOTE THIS ITEM DOES NOT APPLY TO ACTIVITIES OUTSIDE THE EXHIBIT AREA**

Exhibiting Firm: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full name of Non-Official Contractor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

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

Non-Official Contractor "Show Site" Representative Name: \_\_\_\_\_

Type of Service Performed: \_\_\_\_\_

**\* NOTE: PROOF OF INSURANCE MUST BE RECEIVED A MINIMUM OF 14 CALENDAR DAYS PRIOR TO SHOW INSTALLATION.\***



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**LIMITS OF LIABILITY AND RESPONSIBILITY FOR MATERIAL  
HANDLING SERVICES PROVIDED BY TotalExpo, Inc.**

Insurance — It is understood that TotalExpo, Inc. is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. Bills of Lading (B/L) turned in at the TotalExpo service desk for outbound shipments at close of the show, will be checked at time of actual pick up from booth. Any discrepancies in piece counts with B/L will be noted at this time.

TotalExpo, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo, Inc.'s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$.30 per pound, per article, with a maximum of \$500.00 per exhibitor. Claims for the loss or damage must be submitted to TotalExpo, Inc. prior to the close of the show.

TotalExpo, Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lock-outs or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo, Inc. or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

# **UNION RULES & REGULATIONS**

## **DECORATION**

The Union has the jurisdiction for the erection, clean up, dismantling, repair and building of all exhibits. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting/ hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging/mounting all electrical fixtures as long as they are part of the exhibit and not just rented for the immediate show.

An exhibitor is permitted to work with a union installer on a one-to-one basis provided that person is a permanent employee of the exhibiting firm. This rule does not mean casual workers or a worker hired from an employment agency or a non-union display or decorating company.

An exhibitor may install or dismantle his own exhibit providing the total time for installation of any of the above does not take more than 30 MINUTES FOR ONE PERSON TO COMPLETE. This does not mean 15 minutes for two person or ten minutes for three persons. If any of the work to be performed above requires more than 30 minutes for all or partial then the work must be done with proper union personnel. This does not include putting out brochures and merchandise.

## **FREIGHT**

The Teamster Union is responsible for the loading/unloading of all trucks or trailers of common/contract carriers, as well as the handling of empty crates and the operations of fork lift trucks. They also have jurisdiction of the loading/unloading of individual company vehicles, including any outside contractors.

## **UNION RULES GOVERNING CARTAGE (DRAYAGE)**

An exhibitor may transport from the dock area, across the exhibit floor, any amount that can be hand carried in ONE TRIP. Exhibitors may also use their own 2 wheel luggage type carriers to wheel items to their booth and will be limited to ONE TRIP. Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock area across the exhibit floor. Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

## **RIGGERS (HEAVY MACHINERY SHOWS ONLY)**

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, assembly of heavy machinery/equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

**SERVICE CONTRACTOR POLICY EXPRESSLY FORBIDS TIPPING  
PLEASE DO NOT TIP**

# Fire Department Rules and Regulations

## **INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:**

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

## **VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:**

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever amount is less.
3. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

## **COMBUSTIBLES:**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

## **OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

## **ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:**

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

## **COMPRESSED CYLINDERS:**

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

## **COOKING AND/OR WARMING DEVICES:**

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F..M.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

## **HEAT PRODUCING EQUIPMENT:**

Welding, soldering or any open flame devices are prohibited.



738 Neeson Road, Marina CA 93933  
 Phone: (831) 883-8600 Fax: (831) 883-8686

# Electrical Services

Fax order to 831-883-8686

Convention: \_\_\_\_\_ Booth# \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Electrical Outlets Watts Required (120v Single Phase)	Price per Double Outlet Discount	Floor Order	# Outlets Required	Total Due
500 Watts or less	\$ 125.00	\$175.00		\$
1000 Watts or less	\$ 185.00	\$215.00		\$
2000 Watts or less	\$ 291.00	\$321.00		\$
3000 Watts or less	\$ 351.00	\$381.00		\$
Lighting: Electrical not included for Spots				
300 Watt Halogen Stem Light	\$50.00	\$60.00		\$
300 Watt Floodlight on stanchion	\$90.00	\$125.00		\$
Extension Cord	\$25.00	\$35.00		\$
Plugstrip	\$25.00	\$35.00		\$

Motor/Power Requirements	208 Single Phase	208/120v 3 Phase	Total Due
_____ 10 Amps or ½ HP	_____ \$325.00	_____ \$355.00	\$
_____ 20 Amps or 2 HP	_____ \$455.00	_____ \$485.00	\$
_____ 30 Amps or 3 HP	_____ \$585.00	_____ \$615.00	\$
_____ 40 Amps or 4 HP	Call for quote		

Describe Motor Application: \_\_\_\_\_

**Labor:** All under-carpet distribution of electrical wiring, all overhead distribution of wiring & all hardwiring motor installation will require electrical labor. 1 hour minimum install, ½ hour minimum dismantle.

**ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING**

**Labor: Straight time: \_\_\_\_\_ Hours @ 90.00 per hr. Overtime: \_\_\_\_\_ Hours @ 125.00**

**TOTAL ELECTRICAL LABOR: \_\_\_\_\_**

<b>ELECTRICAL SERVICES TOTAL</b>	<b>\$</b>
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Method of Payment

Credit Card Info: (Circle One) VISA, MASTERCARD, AMERICAN EXPRESS

# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

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

Phone#: ( ) Fax#: ( ) Check #: \_\_\_\_\_

- All motors over one (1) HP must have a Magnetic Starter and Manual Disconnect Switch (wired) furnished by the exhibitor.
- All wiring, motors, electrical installations, etc., will be inspected. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except upon ordering same.
- Special electrical hook-ups or wiring incurring additional electrical labor charge must be taken care of prior to the close of the show.
- Price includes two (2) connections per outlet box for lighting and one (1) connection for power and motors. Additional outlets or power needed must be ordered through Tricord.
- Exhibitors found using power where no outlets have been ordered are subject to 1 ½ times normal rate for outlets used.



**Hotel Internet Services 866-265-7575 - TERMS AND CONDITIONS**  
**For Services at the Monterey Conference Center**

<b>Conference:</b>
<b>Company Name:</b>
<b>Address:</b>
<b>City, State:</b>
<b>Contact:</b>
<b>Email :</b>
<b>Phone #:</b>
<b>Fax#:</b>
<b>Event Dates: / / To / / Time: / / To / /</b>

**Fax this form to (866) 284-4911**

**1. Hotel Internet Services (HIS) is the exclusive provider of telephone and data service at the Monterey Conference Center**

**2. Telephone and Data Specific:**

- a). **ALL** telephone service within the Monterey Conference Center **MUST** be ordered through **HIS - 866-265-7575**
- b). The analog lines work with standard telephone instruments, which are not included in the installation fee. Instruments are available for rent, or they can be provided by the user. **INTERNET SERVICE IS NOT PROVIDED WITH THE ANALOG CONNECTIONS.**
- c). For an analog line, service must be requested two weeks in advance to guarantee service.
- d). Contact **HIS** for assistance with additional service or equipment requests and corresponding fees.
- e). Customers cannot resell services.

**3. Charges and Refunds:**

- a). A \$50 Service Charge will be charged for returned checks.
- b). A minimum of \$75 will be charged to move an installed line.
- c). A minimum \$75 charge will be made for lost or damaged telephone instruments.
- d). A \$25 charge will be made for lost or damaged connector cords.
- e). A charge of \$25 per line will apply for reprogramming and changes to calling restrictions for telephone service.
- f). Line cancellation charges are \$50 within 72 hours prior to installation.
- g). After event begins, there will be no refunds for the cancellation of phone or data lines.
- h). Refunds made on orders prior to event day and installation, will be made payable or credited to the customer/exhibiting company, as listed, within 30 days of the close of the event.
- i). We reserve the right to immediately disconnect any device from the network if there is a violation of our terms without refund.

**4. Authorization:** The order form constitutes authorization of **HIS** in cooperation with the Monterey Conference Center to:

- a). Provide services and to handle negotiations for the installation of telecommunication services and equipment, including rearrangement and/or disconnection of service and equipment.
- b). Make credit card charges against the credit card provided on file for all services provided.

**5. Payment Policy:**

- a). To receive the advance order price, the order must be received two weeks prior to show move-in for analog lines and broadband service.
- b). Payment by credit card (VISA, MASTERCARD or AMERICAN EXPRESS only) or check must accompany this form.
- c). Last minute orders will need to be guaranteed via credit card. In the event Direct or Master Billing is in place but not able to be verified, at the time of the event, the individual requesting service will need to provide a valid credit card. If Master Billing is available and verifiable at a later time the credit card will not be charged.

**6. Direct or Master Bill Clients** require a written Purchase Order with authorized personnel designated in advance of the event. A 25% surcharge will be added for **HIS** Broadband services and analog lines that are billed through the users master account at the Monterey Conference Center.

**7. Every device** connected to the Internet must have a purchased IP address. Charges will be collected from the end user for additional IP's.

**8. Equipment** not returned at the close of the event will be charged full price.

**9. it is understood** that the Monterey Conference Center WiFi System is an open network. No Virus protection or security is included. Users are responsible for their own security.

10. The Monterey Conference Center and Hotel Internet Services reserve the right to disconnect any equipment that is found to be causing network problems, including but not limited to SPAMMING, (intentional or not,) and if it is determined that Spy ware, worms or viruses are emanating from the device running any type of port scan or network degradation function including denial of service attacks. A fee up to \$750 may be collected.

11. Internet Security Disclaimer: **HIS** and MCC does not provide security such as, but not limited to, firewalls, etc. for any lines we provide. It is the sole responsibility of the Customer to provide any necessary security.

12. Monterey Conference Center & **HIS** assumes no liability for intrusion or damage which may be caused by Spy ware, viruses or worms which may be present on the network. Users are advised to bring in protection for viruses, worms and spy ware.

13. Client agrees not to resell, extend, bridge or otherwise misuse the Monterey Conference Center & **HIS** Connection(s) and or services.

14. Choice of Law. This agreement shall be governed by and construed in accordance with the laws of the State of California.

**15. Unauthorized Wireless Devices are strictly prohibited.**

16. Modification -The agreement shall not be modified or amended except by written instrument signed by both parties.

17. It is illegal to display pornographic material in public places. The Monterey Conference Center or Hotel Internet Services will disconnect any person in violation and may take legal action against users found to be displaying pornographic marterials.

18. The prices listed on this contract may not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes/Tax surcharges will be included on your final bill. **HIS** Federal Tax ID is 20-0262749.

19. **DISCLAIMER OF WARRANTY. THE FOREGOING CONSTITUTE OUR ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND HIS HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. LIMITATION OF LIABILITY. EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS HIS LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF HIS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO HIS.**

THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP **HIS** MAY HAVE WITH YOU.

**20. We have read and agree with the payment terms and terms of use conditions.**

**Authorized Signature:**

**Date**

**This signature is binding on all company attendees.**

**PRINT NAME:**