

Colorado Chiropractic Association 2010 Convention and Trade Show

September 9 - 11, 2010

Denver Hyatt Tech Center
Denver, Colorado

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

Colorado Chiropractic
Association 2010 Convention
and Trade Show

September 9-11, 2010

Denver Hyatt Tech Center
Denver, Colorado

WE'RE HERE TO HELP! To enhance your presentation, such items and services as modular exhibits, custom signs, floral and plants, audio visual and computers, telephone service and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls. **And we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels: "*Discount*" and "*Standard*." To receive the "*Discount*" price, a check, money order, or credit card authorization must accompany your order, which must be received by our office by the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Vineta Campau
Phone: 303-755-9011
Fax: 303-755-1010
Email: vineta@coloradochiropractic.org

Each 8' x 8' booth space will receive:

8' High Burgundy & Blue Back Drape
3' High Burgundy or Blue Side Drape
1 - 6' Burgundy or Blue Skirted Table
2 - Chairs
1 - Wastebasket with Liner
1 - 7" x 44" Identification Sign
1 Standard Electrical Line

* The Exhibit Floor is Carpeted

* **Foyer Tables Skirted in Burgundy**

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup dates and times:

Thursday, September 9, 2010 7:00pm - 9:00pm

Show dates and times:

Friday, September 10, 2010 8:00am - 7:00pm

Saturday, September 11, 2010 8:00am - 6:00pm

Dismantle dates and times:

Saturday, September 11, 2010 6:00pm - 8:00pm

* Ending time on last day is "Forced Freight" time



EXHIBITOR SERVICES

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The following is for your convenience to assist you and to be sure you have included everything you may need.

<u>EXHIBITOR SERVICES</u>	<u>DISCOUNT DEADLINE</u>	<u>PAGE NUMBER</u>
BOOTH FURNISHINGS	AUGUST 30, 2010	6
CLEANING	AUGUST 30, 2010	7
DISPLAY LABOR	AUGUST 30, 2010	8
CUSTOM SIGNS	AUGUST 30, 2010	9
MODULAR EXHIBITS	AUGUST 30, 2010	10
FLORAL	AUGUST 30, 2010	11
AUDIO VISUAL	AUGUST 30, 2010	12
MATERIAL HANDLING SERVICES	SEPTEMBER 3, 2010	13 - 16

PLEASE CONTACT PETER HOFFMAN @ 303-221-8507 FOR INTERNET SERVICES

STANDARD ELECTRICAL SERVICES WILL BE PROVIDED TO EACH BOOTH



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- TO TAKE ADVANTAGE OF "DISCOUNT" PRICING, ORDERS **MUST BE RECEIVED**, WITH PAYMENT IN FULL, NO LATER THAN THE DATES INDICATED.

PAYMENT SCHEDULE

- COAST TO COAST TSS REQUIRES THAT YOU PROVIDE A CREDIT CARD AUTHORIZATION WITH YOUR INITIAL ORDER. FOR YOUR CONVENIENCE, WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, WHICH MAY INCLUDE LABOR AND MATERIAL HANDLING, NOT COVERED BY YOUR INITIAL ORDER.
- ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED OR RECEIVE THE "DISCOUNT" PRICE.
- ALL CHARGES MUST BE PAID IN FULL BEFORE THE CLOSE OF THE SHOW.

METHOD OF PAYMENT

- WE ACCEPT MASTERCARD, VISA, AMERICAN EXPRESS, CHECK AND BANK WIRE TRANSFERS. ALL PAYMENTS MUST BE MADE IN U.S. FUNDS DRAWN ON A U.S. BANK. A \$35.00 SERVICE FEE WILL BE CHARGED FOR DECLINED CREDIT CARDS AND RETURNED NSF CHECKS.
- PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

CANCELLATIONS & ADJUSTMENTS

- CANCELLATIONS ARE INVOICED AT 50% OF ORIGINAL PRICE IF CANCELLED AFTER DEADLINE DATE AND 100% OF ORIGINAL PRICE AFTER INSTALLATION. NO ADJUSTMENTS WILL BE MADE AFTER THE CLOSE OF THE SHOW.

TAX EXEMPTION

- IF TAX EXEMPT, A COPY OF YOUR SALES TAX EXEMPTION CERTIFICATE MUST ACCOMPANY YOUR ORDER. THIS IS NOT A RESALE CERTIFICATE.

I & D THIRD PARTY BILLING

- THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR THE PAYMENT OF ALL CHARGES. IF NO ARRANGEMENTS ARE MADE FOR PAYMENT OF INVOICE(S) BY A THIRD PARTY PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY.

MISCELLANEOUS

- RENTAL ITEMS NOT ORDERED AND FOUND IN THE BOOTH SPACE WILL BE INVOICED AT "STANDARD" PRICING.
- ALL RENTAL ITEMS ARE SUBJECT TO APPLICABLE TAXES.



ORDER SUMMARY & PAYMENT

THIS FORM MUST BE RETURNED

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PLEASE MAKE YOUR REPRESENTATIVE AWARE OF OUR PAYMENT POLICY:
 NO ADJUSTMENTS WILL BE MADE AFTER CLOSE OF SHOW

BOOTH FURNISHING ORDER.....	\$	_____
CLEANING ORDER.....	\$	_____
DISPLAY LABOR ORDER.....	\$	_____
CUSTOM SIGN ORDER.....	\$	_____
MODULAR EXHIBITS ORDER.....	\$	_____
FLORAL ORDER.....	\$	_____
AUDIO VISUAL.....	\$	_____
ESTIMATED MATERIAL HANDLING SERVICES.....	\$	_____
TOTAL CHARGES.....	\$	_____

Coast to Coast TSS reserves the right to correct orders figured incorrectly.

METHOD OF PAYMENT

CREDIT CARD INFORMATION * CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICES, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

EXP. DATE PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADE SHOW SERVICES, INC"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF EXHIBIT MATERIALS

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR / COMPANY NAME _____

ORDERED BY _____ BOOTH NUMBER _____

PHONE () _____ FAX () _____

EMAIL _____

ADDRESS _____

CITY/STATE _____ ZIP _____

Please fax all orders to 303-991-2794 or email to kay.defiore@coasttocoasttss.com



BOOTH FURNISHING ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, August 30, 2010

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QUANTITY		DISCOUNT PRICE	STANDARD PRICE	TOTAL
TABLES-24"WIDE X 30" HIGH				
_____	4' DRAPED	\$ 85.00	\$127.00	\$ _____
_____	4' UNDRAPED	\$ 67.25	\$100.75	\$ _____
_____	6' DRAPED	\$ 96.50	\$146.00	\$ _____
_____	6' UNDRAPED	\$ 78.75	\$117.50	\$ _____
_____	8' DRAPED	\$110.25	\$166.00	\$ _____
_____	8' UNDRAPED	\$ 92.50	\$138.50	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 37.75	\$ 56.75	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
COUNTER HIGH TABLES-24"WIDE X 42" HIGH				
_____	4' DRAPED	\$ 103.00	\$154.25	\$ _____
_____	4' UNDRAPED	\$ 84.00	\$127.00	\$ _____
_____	6' DRAPED	\$116.50	\$175.25	\$ _____
_____	6' UNDRAPED	\$ 97.75	\$147.00	\$ _____
_____	8' DRAPED	\$133.25	\$200.50	\$ _____
_____	8' UNDRAPED	\$115.50	\$146.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 35.75	\$ 63.00	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
FURNITURE				
_____	FOLDING CHAIR	\$ 21.00	\$ 31.50	\$ _____
_____	PADDED SIDE CHAIR	\$ 41.00	\$ 61.00	\$ _____
_____	PADDED ARM CHAIR	\$ 52.50	\$ 82.00	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 62.00	\$ 92.50	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE	\$ 68.25	\$102.00	\$ _____
OTHER FURNISHINGS				
_____	WASTEBASKET	\$ 14.75	\$ 23.00	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 29.50	\$ 46.25	\$ _____
_____	BAG STAND	\$ 45.25	\$ 59.75	\$ _____
_____	LITERATURE RACK	\$ 56.75	\$ 88.25	\$ _____
_____	TACKBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$ 99.25	\$156.50	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 44.00	\$ 69.25	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 56.25	\$ 88.25	\$ _____
MANY OTHER ITEMS ARE AVAILABLE. LET US KNOW WHAT YOU NEED.				
				SUB TOTAL \$ _____
				7.72% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____
TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.				

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



CLEANING ORDER FORM

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MINIMUM 100 SQUARE FEET PER DAY

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
VACUUM AND EMPTY WASTEBASKETS ONCE BEFORE SHOW OPENS	.38 PER SQUARE FOOT	.49 PER SQUARE FOOT
VACUUM AND EMPTY WASTEBASKETS DAILY	.32 PER SQUARE FOOT ~ PER DAY	.42 PER SQUARE FOOT ~ PER DAY
EMPTY WASTEBASKETS ONLY DAILY	.25 PER SQUARE FOOT - PER DAY	.32 PER SQUARE FOOT - PER DAY

	BOOTH SIZE = SQ FT X	PRICE X	NUMBER OF DAYS	TOTAL
Vacuum and Empty Wastebaskets Once	_____ x _____ = _____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT		\$ _____
Vacuum and Empty Wastebaskets Daily	_____ x _____ = _____ SQ FT (100 SQ. FT. MINIMUM)	\$ _____ PER SQ FT		\$ _____
Empty Wastebaskets Daily	_____ x _____ = _____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT		\$ _____

**FOR SPECIAL CLEANING SERVICES, PLEASE CALL OUR EXHIBITOR SERVICES DEPARTMENT.
 TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS
 RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.**

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



DISPLAY LABOR ORDER FORM

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LABOR IS AVAILABLE FOR INSTALLATION AND DISMANTLING OF EXHIBITS, SHRINK WRAPPING, AND BANDING OF MATERIALS

LABOR SERVICES **RATES ARE PER PERSON, PER HOUR WITH A ONE (1) HOUR MINIMUM**
ADVANCE ORDER ON SITE ORDER

STRAIGHT TIME	\$ 65.50	\$ 83.75	MONDAY THROUGH FRIDAY 8:00 AM TO 4:30 PM
OVERTIME	\$ 98.25	\$ 125.63	MONDAY THROUGH FRIDAY 4:30 PM TO MIDNIGHT; SATURDAY 8:00 AM TO MIDNIGHT

- STARTING TIME CAN BE GUARANTEED ONLY WHEN LABOR IS REQUESTED AT 8:00 AM ALL LABOR FOR 8:00 AM START TIMES WILL BE DISPATCHED TO BOOTH SPACE. FOR ALL OTHER TIMES, PLEASE CHECK IN AT THE COAST TO COAST TSS SERVICE DESK.
- **ONE (1) HOUR MINIMUM PER PERSON** ~ THEREAFTER, LABOR IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS PER PERSON.
- **LABOR CANCELLATIONS MUST BE RECEIVED 24 HOURS PRIOR TO THE MOVE-IN AND MOVE-OUT RESPECTIVELY. FAILURE TO NOTIFY COAST TO COAST TSS OF CANCELLATION WILL RESULT IN A ONE (1) HOUR MINIMUM "NO SHOW" CHARGE PER PERSON.**
- **A CREDIT CARD IS REQUIRED FOR ALL LABOR ORDERS.**
- **DOUBLE TIME RATE EFFECTIVE MIDNIGHT TO 8:00 AM, MONDAY THROUGH SATURDAY, SUNDAYS, NATIONAL AND UNION HOLIDAYS.**

<u>LABOR FOR</u>	<u># OF LABORERS REQUESTED</u>	<u>DATE</u>	<u>TIME</u>	<u>ESTIMATED TIME</u>	<u>SUPERVISION OPTION (CIRCLE ONE)</u>
INSTALLATION	_____	_____	_____	_____	COAST TO COAST EXHIBITOR A SUPERVISED B SUPERVISED
DISMANTLE	_____	_____	_____	_____	COAST TO COAST EXHIBITOR A SUPERVISED B SUPERVISED

OPTION A ~ COAST TO COAST SUPERVISED

THIS OPTION ALLOWS FOR EXHIBITS TO BE INSTALLED PRIOR TO EXHIBITOR'S ARRIVAL. IN ORDER TO REDUCE YOUR AT-SHOW EXPENSES AND SAVE TIME, SUPERVISION IS PROVIDED BY COAST TO COAST. TRAINED CRAFTSPEOPLE PERFORM THE WORK THROUGH COAST TO COAST TSS AND, WHERE POSSIBLE, ON STRAIGHT TIME. 25% (\$50.00 MINIMUM) WILL BE ADDED TO THE LABOR RATES.

OPTION B ~ EXHIBITOR SUPERVISED

ALL WORK IS PERFORMED UNDER THE DIRECTION OF THE EXHIBITOR. EXHIBITOR MUST MEET THE SCHEDULED LABOR AT THE COAST TO COAST TSS SERVICE DESK. FAILURE TO CHECK IN AT SCHEDULED TIME WILL RESULT IN A ONE (1) HOUR MINIMUM "NO SHOW" CHARGE PER PERSON REQUESTED.

CONTACT NAME: _____ TELEPHONE NUMBER: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

INSTALLATION INFORMATION:

IS DISPLAY BOOTH BEING SHIPPED TO WAREHOUSE OF SHOW SITE? _____ SCHEDULED TO BE DELIVERED ON: _____
 SHIPMENT: # OF CRATES _____ # OF CARTONS _____ # OF CARPETS/PADS _____ IF CARPET IS NOT BEING SHIPPED, HAS CARPET BEEN ORDERED THROUGH COAST TO COAST TSS? YES OR NO: _____
 BLUEPRINTS & EXHIBIT INSTRUCTIONS: ATTACHED? _____ SHIPPED WITH DISPLAY? _____ IF SHIPPED, IN WHICH CRATE? _____

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



CUSTOM SIGNS ORDER FORM

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ONE OR TWO COLOR SIGNS AND BANNERS

Prices are for one color copy, ten words or less, on white card stock or banner material.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	ADDITIONAL CHARGES	TOTAL
SIGNS					
_____	7" X 11"	\$ 44.00	\$ 66.00	_____	\$ _____
_____	11" X 14"	\$ 50.00	\$ 75.00	_____	\$ _____
_____	14" X 22"	\$ 66.00	\$ 99.00	_____	\$ _____
_____	22" X 28"	\$ 85.00	\$127.50	_____	\$ _____
_____	28" X 44"	\$124.00	\$186.00	_____	\$ _____

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	ADDITIONAL CHARGES	TOTAL
BANNERS W/ GROMMETS					
_____	2' X 4'	\$104.00	\$156.00	_____	\$ _____
_____	3' X 6'	\$158.00	\$237.00	_____	\$ _____

CALL FOR LARGER SIZES

- ADDITIONAL OPTIONS**
- Over 10 words, add \$2.50 per word
 - Cardboard easelback ~ \$8.00
 - Border (one color), add 15%
Specify color:
 - Colored Background, add 15%
Specify Color:
 - Simple black & white logo, add 50%
 - Color logo, add an additional 50% for each color
 - Schedule or menu sign, add 100%
 - Directional arrow (loose) ~ \$2.50 each

Sign Copy: Attach additional sheets if needed.
 ___ Vertical ___ Horizontal Color Ink _____ Additional Options _____



FULL COLOR DIGITAL SIGNS AND BANNERS

Signs will be mounted on foamboard material. Banners will be printed on white banner paper. Signs will be made to size based on the digital file you submit with your order. Additional charges for any modifications, incompatible file formats or other materials and services. Call for custom work.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	ADDITIONAL CHARGES	TOTAL
SIGNS					
_____	UP TO 12" X 18"	\$ 63.00	\$ 90.00	_____	\$ _____
_____	UP TO 18" X 24"	\$ 94.00	\$130.00	_____	\$ _____
_____	UP TO 24" X 36"	\$126.00	\$170.00	_____	\$ _____
_____	UP TO 28" X 44"	\$168.00	\$230.00	_____	\$ _____
BANNERS W/ GROMMETS					
_____	2' X 4'	\$152.00	\$205.00	_____	\$ _____
_____	3' X 6'	\$204.00	\$278.00	_____	\$ _____

CALL FOR LARGER SIZES

SUB TOTAL \$ _____
 7.72 % SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

To receive the discount price, all orders must be received with payment in full by the deadline date.

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



MODULAR EXHIBITS ORDER FORM

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ORDERS RECEIVED AFTER ABOVE DATE ~ ADD 50%

Furniture and electrical power are additional and can be ordered from the forms in this service manual. Charges for Rental Units include: delivery, installation and dismantling. Unit A includes one (1) 8' draped table and Units B-F include standard carpet and daily vacuuming. No refunds or cancellations of equipment once installed.

Check box to the left of the letter of unit you wish to order:

* Circle Panel Type.....White Hardwall.....Gray Fabric Panel

A	Table Top Unit	\$ 740.00	D	Standard 20' Unit	\$2400.00
B	Standard 10' Unit	\$1280.00	E	Optional 20' Unit	\$2950.00
C	Optional 10' Unit	\$1850.00	F	Optional 20' Unit	\$4070.00

* Circle Table Drape Color (Unit A only)...Black, Blue, Burgundy, Gray, Hunter Green, Red, White

* Circle Carpet Color (Units B - F only)...Black, Blue, Burgundy, Gray, Forest Green, Red

* Header Copy:

(Please Print)

Note: One line maximum of copy in black block lettering. Logos at additional cost. Please call for a quote.

ACCESSORIES

Quantity	Description	Price	Amount
_____	1 Meter counter, white cabinet: 42" h x 42" w x 20" - w/sliding doors	\$260.00	\$ _____
_____	2 Meter counter, white cabinet: 42" h x 77" w x 20" - w/sliding doors	\$410.00	\$ _____
_____	Spotlights	\$ 52.00	\$ _____
_____	Straight shelves with brackets	\$ 41.00	\$ _____
_____	Angle shelves with brackets	\$ 52.00	\$ _____
_____	Side rails, 80" x 36" h, to match display	\$ 120.00	\$ _____
_____	Clear literature pockets, one (1) pocket, holds 8.5" x 11" copies	\$ 24.00	\$ _____
_____	Optional panel colors and materials, _____	Call for Quote	\$ _____
			SUB TOTAL \$ _____
			7.72 % SALES TAX \$ _____
			TOTAL AMOUNT DUE \$ _____

CANCELLATION POLICY:

Due to material and labor costs, orders cancelled before move-in begins will be charged 75% of original price and orders cancelled after move-in begins will be charged 100%. Thank you for your understanding.

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



FLORAL AND PLANT ORDER FORM

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<u>QUANTITY</u>	<u>PROFESSIONAL FLORAL SERVICES</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	FRESH FLORAL ARRANGEMENT	\$ 65.00	\$ _____
_____	FRESH FLORAL ARRANGEMENT ~ CUSTOM DESIGNED	CALL FOR PRICING	\$ _____
<u>GREEN AND BLOOMING PLANTS (ALSO AVAILABLE IN OUTDOOR FOLIAGE)</u>			
_____	SEASONAL FLOWERING PLANTS (MUMS, ETC)	\$ 50.00	\$ _____
_____	2-FT. GREEN PLANT	\$ 40.00	\$ _____
_____	3-FT. GREEN PLANT	\$ 50.00	\$ _____
_____	4-FT. GREEN PLANT	\$ 60.00	\$ _____
_____	5-FT. GREEN PLANT	\$ 70.00	\$ _____
_____	6-FT. GREEN PLANT	\$ 80.00	\$ _____
_____	TALLER PLANTS QUOTED ON REQUEST	\$ _____	\$ _____
<u>**SPECIAL MONEY SAVING PACKAGE RENTALS</u>			
_____	ASSORTMENT "A" (FOR TYPICAL 10' X 10' BOOTH)	\$125.00	\$ _____
_____	ASSORTMENT "B" (FOR TYPICAL 10' X 20' BOOTH)	\$165.00	\$ _____
<p>**ASSORTMENT "A" ~ (FOR TYPICAL 10' X 10' BOOTH) ~ 2 - 3' BUSHY TREES, 1 - TABLETOP PLANT OR ARRANGEMENT, ALL WITH DECORATIVE CONTAINERS.</p> <p>**ASSORTMENT "B" ~ (FOR TYPICAL 10' X 20' BOOTH) ~ 3 - 3' BUSHY TREES, 1 - TABLETOP PLANT OR ARRANGEMENT, ALL WITH DECORATIVE CONTAINERS.</p>			
<u>RENTAL POLICY</u>			
<ul style="list-style-type: none"> ● ALL MATERIALS AND PLANTS AVAILABLE ON A RENTAL BASIS ONLY. ● ITEMS MISSING FROM BOOTH UPON DISMANTLING ARE THE RESPONSIBILITY OF THE EXHIBITOR AND AN ADDITIONAL CHARGE WILL BE APPLIED. ● ALL PRICES INCLUDE: DELIVERY, INSTALLATION, SERVICING, TOP DRESSING, DECORATIVE CONTAINERS, AND REMOVAL AT THE END OF THE SHOW. ● THERE IS A \$25.00 CHARGE FOR DAILY FLORAL DELIVERY. 			
		SUB TOTAL	\$ _____
		7.72% SALES TAX	\$ _____
		TOTAL AMOUNT DUE	\$ _____
<p>TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THE ABOVE DATE WILL BE CHARGED THE STANDARD PRICE (DISCOUNT PRICE + 35%).</p>			

PLEASE FILL OUT THE INFORMATION BELOW

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AUDIO VISUAL ORDER FORM

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AUDIO VISUAL RENTALS

<u>QUANTITY</u>	<u>ITEM / DESCRIPTION</u>	<u>DISCOUNT PRICE</u>	<u>TOTAL</u>
_____	22" COLOR MONITOR	\$ 150.00	\$ _____
_____	32" COLOR MONITOR	\$ 250.00	\$ _____

Prices based on availability.

All prices cover the duration of your event. If you need an item not listed here, please call us @ 303-991-2791.

SUB TOTAL \$ _____
 7.72 % SALES TAX \$ _____
 DELIVERY, INSTALLATION & PICKUP CHARGE (\$75.00 MIN) \$ _____
 TOTAL AMOUNT DUE \$ _____

TO RECEIVE THE ABOVE PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THE ABOVE DATE WILL BE CHARGED THE STANDARD PRICE (DISCOUNT PRICE + 50%). CANCELLATIONS RECEIVED LESS THAN 1-WEEK BEFORE THE FIRST DAY OF EXHIBITOR SCHEDULED MOVE-IN WILL BE BILLED AT 100%.

INTERNET SERVICES

FOR INTERNET SERVICES PLEASE CONTACT PETER HOFFMAN @ 303-221-8507

PLEASE FILL OUT THE INFORMATION BELOW

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EXHIBITOR NAME _____ BOOTH NO. _____



MATERIAL HANDLING

DISCOUNT PRICE DEADLINE DATE
September 3, 2010

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SHIPMENTS ARRIVING WITHOUT A CERTIFIED WEIGHT TICKET WILL INCUR A \$20.00 FEE TO WEIGH AND CALCULATE THE CORRECT WEIGHT FOR OUR RECORDS AND BILLING. BILLED WEIGHTS ARE PER SHIPMENT AND ARE ROUNDED UP TO THE NEXT 100LBS. BASED ON THE INCOMING WEIGHT.

SHIPMENTS TO WAREHOUSE

MAY BEGIN ARRIVING AT WAREHOUSE:	AUGUST 6, 2010
LAST DAY TO ARRIVE WITHOUT SURCHARGE:	SEPTEMBER 3, 2010
LAST DAY TO ARRIVE AT WAREHOUSE	SEPTEMBER 7, 2010

DO NOT SHIP DIRECTLY TO THE EXHIBIT SITE

DO NOT SHIP DIRECTLY TO THE SHOW SITE. THE FACILITY DOES NOT HAVE THE MANPOWER, STORAGE OR MATERIAL HANDLING EQUIPMENT NECESSARY TO RECEIVE EXHIBITOR SHIPMENTS. COAST TO COAST TRADE SHOW SERVICES, INC. TAKES NO RESPONSIBILITY FOR THE LOSS OR ADDITIONAL COSTS PERTAINING TO SUCH SHIPMENTS.

SHIPPING INFORMATION	<u>INBOUND RATES PER SHIPMENT</u>	
PRICE PER 100 LBS. INCLUDES:(200 LB. MINIMUM PER SHIPMENT) CRATED SKIDDED OR BOXED EXHIBIT MATERIALS RECEIVED AT WAREHOUSE. 30-DAYS FREE STORAGE. DELIVERY TO SHOW-SITE BOOTH. REMOVAL AND STORAGE OF EMPTY CRATES AND BOXES (IF PROPERLY LABELED). RETURN OF EMPTY CRATES AND BOXES AT SHOW CLOSING. LOADING ONTO OUTBOUND CARRIER.	<u>RATE/100 LBS</u> \$71.00	<u>MIN./SHIPMENT</u> \$142.00
<u>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS</u> (200 LB. MINIMUM PER SHIPMENT) VANLINE SHIPMENTS OR SPECIAL CARRIERS INCLUDING: DOUBLE-DECKING, UNSTACKING, SIDE DOOR UNLOADING & LOADING, DESIGNATED PIECE HANDLING.	<u>RATE/100 LBS</u> \$87.00	<u>MIN./SHIPMENT</u> \$174.00
<u>SMALL PACKAGE SHIPMENTS ON SHOW SITE ONLY</u> CARTONS, LETTERS OR SMALL PACKAGES RECEIVED WITHOUT DOCUMENTATION AND DELIVERED TO THE BOOTH WITHOUT THE GUARANTEE OF PIECE COUNT OR CONDITION. LIMITED TO 50LBS. PER SHIPMENT, PER DELIVERY. INCLUDES FEDEX AND UPS SHIPMENTS.	<u>FIRST CARTON</u> \$41.00	<u>EACH ADD'L CARTON</u> \$9.50
<u>LATE SHIPMENT SURCHARGES:</u> THESE ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE AT THE WAREHOUSE AFTER THE DEADLINE DATE. *(SEE TOP OF PAGE) IN ADDITION TO THE LATE SHIPMENT CHARGE, IF SHIPMENTS ARRIVE AFTER THE TRUCK HAS LEFT THE WAREHOUSE, EXHIBITOR WILL ALSO BE CHARGED FOR A TRUCK AND DRIVER AT \$75.00 PER HOUR, WITH A 4-HOUR MINIMUM IF THE SHOW SITE IS WITHIN METRO DENVER AND \$105.00 PER HOUR, WITH A 4-HOUR MINIMUM OUTSIDE METRO DENVER.	<u>LATE SHIPMENT SURCHARGE</u> \$28.00/100 LBS.	



ESTIMATED MATERIAL HANDLING

**DISCOUNT PRICE DEADLINE DATE:
Friday, September 3, 2010**

Colorado Chiropractic Association 2010 Convention and Trade Show
September 9-11, 2010
Denver Hyatt Tech Center
Denver, Colorado

INBOUND SHIPPING INFORMATION

TO: YOUR EXHIBITOR NAME / BOOTH NUMBER

FOR: Colorado Chiropractic Association
C/O COAST TO COAST
3857-B STEELE ST
DENVER CO 80205

COMPLETE AND RETURN TO COAST TO COAST TSS

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO NUMBERS)	ESTIMATED COST (See page 13)
SHIPMENTS					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

OUTBOUND BILLS OF LADING MUST BE COMPLETED AND TURNED IN TO THE COAST TO COAST TSS SERVICE DESK.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH. IN THE EVENT A BILL OF LADING IS NOT TURNED IN TO THE COAST TO COAST TSS SERVICE DESK, UNIDENTIFIABLE SHIPMENTS WILL BE DISCARDED.

A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. PLEASE COMPLETE CREDIT CARD INFORMATION ON THE "ORDER SUMMARY AND PAYMENT" FORM.

LOCAL DRAYAGE AND STORAGE SERVICES ARE AVAILABLE ~ RATES FURNISHED UPON REQUEST.

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

PLEASE FILL OUT THE INFORMATION BELOW

Order Summary and Payment Form must also be returned for orders to be processed.

EXHIBITOR NAME _____ BOOTH NO. _____



MATERIAL HANDLING LIMITS OF LIABILITY

IMPORTANT!
PLEASE READ

COAST TO COAST TSS' LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS' LIABILITY AND RESPONSIBILITY

1. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED, OR CONCEALED DAMAGE.
2. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH.
3. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH FOR RELOADING AFTER THE SHOW. BILLS OF LADING COVERING OUTGOING SHIPMENTS THAT ARE FURNISHED TO COAST TO COAST BY EXHIBITORS WILL BE CHECKED AT TIME OF ACTUAL PICK UP FROM BOOTH AND CORRECTIONS MADE WHERE DISAPPEARANCES OCCUR.
4. COAST TO COAST SHALL NOT BE LIABLE TO ANY EXTENT, WHATSOEVER, FOR ANY ACTUAL, POTENTIAL, OR ASSUMED LOSS OF PROFITS OR REVENUE, OR FOR ANY COLLATERAL COSTS, WHICH MAY RESULT FROM ANY LOSS OR DAMAGE TO AN EXHIBITOR'S MATERIAL WHICH MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT SAME.
5. THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO COAST TO COAST BY AN EXHIBITOR, OR BY ANY SHIPPER ON BEHALF OF AN EXHIBITOR, SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR, AND/OR OTHER SHIPPER, OF THE TERMS AND CONDITIONS SET FORTH IN THIS BULLETIN.
6. COAST TO COAST SHALL EXERCISE ORDINARY DILIGENCE AND CARE IN RECEIVING, HANDLING, AND STORAGE OF ALL SHIPMENTS. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE BY FIRE, ACTS OF GOD, OR CAUSES BEYOND ITS CONTROL. COAST TO COAST' LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED. IN ANY CASE, THE LIABILITY OF COAST TO COAST IS LIMITED TO \$.30 PER POUND PER ARTICLE, WITH A MAXIMUM OF \$50.00 PER ITEM AND A MAXIMUM OF \$1,000 PER SHIPMENT. THIS APPLIES WHILE THESE GOODS ARE IN COAST TO COAST' WAREHOUSE AND IN VEHICLES FOR DELIVERY.
7. CLAIMS FOR LOSS OR DAMAGE THAT ARE NOT SUBMITTED TO COAST TO COAST WITHIN 30 DAYS OF THE CLOSE OF THE SHOW ON WHICH THE LOSS OR DAMAGE OCCURRED SHALL BE CONSIDERED WAIVED. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST COAST TO COAST OR ITS SUBCONTRACTORS MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION THEREOF.
8. SHIPMENTS RECEIVED WITHOUT RECEIPTS, FREIGHT BILLS, OR SPECIFIC UNITS COUNTS ON RECEIPTS OR FREIGHT BILLS (i.e. ONE LOT, 800 CUB. FT., ETC.) SUCH AS UPS OR VAN LINES, WILL BE DELIVERED TO THE EXHIBITOR'S BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. COAST TO COAST WILL ASSUME NO LIABILITY FOR SUCH SHIPMENTS.
9. EMPTY CONTAINER LABELS WILL BE AVAILABLE AT THE COAST TO COAST DESK. AFFIXING THE LABELS IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR AND/OR REPRESENTATIVE. ALL PREVIOUS LABELS SHOULD BE COMPLETELY REMOVED. COAST TO COAST ASSUMES NO RESPONSIBILITY FOR ERRORS IN THE AFORMENTIONED PROCEDURE, REMOVAL OF CONTAINERS WITH OLD EMPTY LABELS AND WITHOUT COAST TO COAST LABELS, IMPROPER INFORMATION ON EMPTY LABELS, OR VALUABLES STORED IN CONTAINERS WITH EMPTY LABELS.
10. EXHIBITORS SHOULD ARRANGE FOR OUTGOING SHIPMENTS DURING THE SHOW OR IMMEDIATELY AFTER ITS CLOSE. COAST TO COAST WILL ASSIST IN THE PREPARATION OF BILLS OF LADING. BE SURE YOUR MATERIALS HAVE BEEN CAREFULLY CRATED OR PACKED AND PROPERLY TAGGED OR MARKED.
11. IN ORDER TO EXPEDITE REMOVAL OF MATERIALS, COAST TO COAST SHALL HAVE AUTHORITY, WITHOUT FURTHER CLEARANCE WITH EXHIBITOR, TO CHANGE DESIGNATED OUTBOUND CARRIERS.
12. LABOR AND SERVICES ORDERED ON BEHALF OF EXHIBITOR BY DISPLAY BUILDERS OR OTHER PARTIES MUST BE AUTHORIZED IN A LETTER FROM EXHIBITOR. PAYMENT FOR ALL LABOR AND SERVICES WILL BE THE SOLE RESPONSIBILITY OF THE EXHIBITOR.
13. FREIGHT HANDLING CHARGES, CHARGES FOR LOADING FREIGHT SHIPMENTS ARE THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. EXHIBITOR MAY NOT ASSIGN THIS RESPONSIBILITY TO SUPPLIERS OR CUSTOMERS. THE EXHIBITOR AGREES, IN THE EVENT OF A DISPUTE WITH COAST TO COAST, RELATIVE TO ANY LOSS OR DAMAGE TO ANY OF THEIR MATERIALS OR EQUIPMENT THEY WILL NOT WITHHOLD PAYMENT OF ANY AMOUNT DUE COAST TO COAST FOR ANY OTHER SERVICES PROVIDED BY COAST TO COAST AS AN OFFSET AGAINST THE AMOUNT OF THE ALLEGED LOSS OR DAMAGE. INSTEAD THEY AGREE TO PAY COAST TO COAST AT THE CLOSE OF THE SHOW FOR ALL SUCH CHARGES AND THEY FURTHER AGREE THEY SHALL PURSUE ANY CLAIM THEY MAY HAVE AGAINST COAST TO COAST INDEPENDENTLY AS A COMPLETELY SEPARATE TRANSACTION TO BE RESOLVED ON ITS OWN MERITS.
14. A SERVICE CHARGE OF 1 ½ PERCENT PER MONTH ON ANY UNPAID BALANCE WILL BE MADE STARTING 15 DAYS AFTER DATE OF INVOICE.
15. WHERE AN EXHIBITOR INDICATES A CHOICE OF CARRIER FOR PICKUP, IT IS THE EXHIBITOR'S RESPONSIBILITY TO ARRANGE WITH SUCH CARRIER FOR SAID PICKUP. IF THE CARRIER DOES NOT PICK UP WITHIN THE TIME LIMITED FOR THE REMOVAL OF EXHIBITOR'S MATERIALS, COAST TO COAST RESERVES THE RIGHT TO FORWARD SUCH MATERIAL BY THE SHIPPING METHOD OF OUR CHOICE OR TO REMOVE SAID MATERIAL TO OUR WAREHOUSE FOR DISPOSITION, AT AN ADDITIONAL CHARGE TO THE EXHIBITOR, IN ACCORDANCE WITH PREVAILING RATES OR SERVICES PERFORMED.
16. MATERIALS LEFT BEHIND WITHOUT ORDERS PLACED AT THE COAST TO COAST SERVICE DESK WILL BE CLASSIFIED AS ABANDONED. COAST TO COASTS SHALL NOT BE RESPONSIBLE FOR SUCH MATERIALS. COAST TO COAST IS NOT RESPONSIBLE FOR ANY DELAY OF RUSH SHIPMENTS. COAST TO COAST WILL EXPEDITE SUCH RUSH SHIPMENTS TO THE BEST OF OUR ABILITY AND WILL NOT ASSUME ANY FINANCIAL RESPONSIBILITY FOR SHIPMENTS THAT DO NOT ARRIVE AT THE DESIGNATION AT A DATED TIME.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** COVERING EXHIBIT MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED AFTER THE SHOW. ADDING "RIDERS" TO EXISTING INSURANCE, OFTEN AT NO ADDITIONAL COST, CAN GENERALLY DO THIS. IT IS UNDERSTOOD THAT COAST TO COAST IS NOT AN INSURER AND THE EXHIBITOR SHALL OBTAIN ANY INSURANCE AND THE AMOUNTS PAYABLE TO COAST TO COAST HERE UNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICE AND THE SCOPE OF COAST TO COAST' LIABILITY AS SET FORTH ABOVE.

SHIPPING LABELS

<p>TO: COAST TO COAST 3857 B Steele St Denver, CO 80205</p> <p>EXHIBITOR _____</p> <p>BOOTH NUMBER _____</p> <p>Colorado Chiropractic Association</p>	<p>TO: COAST TO COAST 3857 B Steele St Denver, CO 80205</p> <p>EXHIBITOR _____</p> <p>BOOTH NUMBER _____</p> <p>Colorado Chiropractic Association</p>
<p>TO: COAST TO COAST 3857 B Steele St Denver, CO 80205</p> <p>EXHIBITOR _____</p> <p>BOOTH NUMBER _____</p> <p>Colorado Chiropractic Association</p>	<p>TO: COAST TO COAST 3857 B Steele St Denver, CO 80205</p> <p>EXHIBITOR _____</p> <p>BOOTH NUMBER _____</p> <p>Colorado Chiropractic Association</p>