

SGRS-CINCINNATI

MAY 11-12, 2010

The Westin Cincinnati
Cincinnati, Ohio

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

SGRS-CINCINNATI

May 11-12, 2010

**The Westin Cincinnati
Cincinnati, Ohio**

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, 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 limitation, and the event schedule should be directed to:

Steve Desrochers
Phone: 450-471-7599 x 222
Fax: 450-471-5443
Email: steven@electricenergyonline.com

Each 8' x 10' Booth Space will Receive:

1 - 7" x 44" I.D. Sign
Internet Service

Sponsorship Booth Will Receive:

1 - 6' Draped Table
2 Folding Chairs
1 - 7" x 44" I.D. Sign

The Booth Area is Carpeted

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates and Times:

Monday, May 10, 2010 1:00 p.m. - 6:00 p.m.

Show Dates and Times:

Tuesday, May 11, 2010 8:00 am. - 5:00 p.m.
Wednesday, May 12, 2010 8:00 a.m. - 3:30 p.m.

Dismantle Dates and Times:

Wednesday, May 12, 2010 3:30 pm - 7:00 p.m.



EXHIBITOR SERVICES

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Coast to Coast has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call us.

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	Monday, April 26, 2010	6
Display Labor	Monday, April 26, 2010	7
Booth Cleaning	Monday, April 26, 2010	8
Floral and Plants	Monday, April 26, 2010	9
Electrical	Monday, April 26, 2010	10
Audio Visual	Monday, April 26, 2010	10
Material Handling Services	Friday, April 30, 2010	11 - 12

Do not ship exhibit materials directly to the hotel. The facility does not have the manpower, storage or material handling equipment necessary to receive exhibitor shipments. Coast to Coast Trade Show Services takes no responsibility for the loss or additional costs pertaining to such shipments.



PAYMENT AND PRICING POLICIES

SGRS-CINNATI

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**The Westin Cincinnati
Cincinnati, Ohio**

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 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

**If ordering, this form must be returned to
303-991-2794 or
kay.defiore@coasttocoasttss.com**

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

FORM

BOOTH FURNISHINGS ORDER.....	\$ _____
DISPLAY LABOR.....	\$ _____
CLEANING SERVICE ORDER.....	\$ _____
FLORAL ORDER.....	\$ _____
ELECTRICAL/AUDIO VISUAL ORDER.....	\$ _____
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 _____

BOOTH NO. _____ ORDERED BY _____

PHONE () _____ FAX () _____

EMAIL _____

ADDRESS _____

CITY/STATE _____ ZIP _____



BOOTH FURNISHING ORDER FORM

DISCOUNT PRICE DEADLINE DATE:
Monday, April 26, 2010

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QUANTITY	TABLES-24"WIDE X 30" HIGH	DISCOUNT		STANDARD
		PRICE	PRICE	TOTAL
_____	4' DRAPED	\$ 78.75	\$ 106.50	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 62.00	\$ 84.00	\$ _____
_____	6' DRAPED	\$ 90.25	\$ 121.75	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 72.50	\$ 97.75	\$ _____
_____	8' DRAPED	\$ 103.00	\$ 138.50	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 86.00	\$ 115.50	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 33.50	\$ 45.25	\$ _____

DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

<u>COUNTER HIGH TABLES-24"WIDE X 42" HIGH</u>				
_____	4' DRAPED	\$ 96.00	\$ 129.75	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 78.25	\$ 105.50	\$ _____
_____	6' DRAPED	\$ 109.25	\$ 147.50	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 91.25	\$ 123.50	\$ _____
_____	8' DRAPED	\$ 125.00	\$ 168.50	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 108.25	\$ 146.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 37.75	\$ 51.00	\$ _____

DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

<u>FURNITURE</u>				
_____	FOLDING CHAIR	\$ 18.00	\$ 24.25	\$ _____
_____	PADDED SIDE CHAIR	\$ 36.75	\$ 49.25	\$ _____
_____	PADDED ARM CHAIR	\$ 48.25	\$ 65.00	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 56.75	\$ 76.75	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE	\$ 63.00	\$ 85.00	\$ _____

<u>OTHER FURNISHINGS</u>				
_____	WASTE BASKET	\$12.50	\$ 16.75	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 27.25	\$ 36.75	\$ _____
_____	BAG STAND	\$ 43.00	\$ 57.75	\$ _____
_____	LITERATURE RACK	\$ 54.50	\$ 73.50	\$ _____
_____	TACKBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$ 97.25	\$131.25	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 42.00	\$ 56.75	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 54.00	\$ 73.00	\$ _____

MANY OTHER ITEMS ARE AVAILABLE. LET US KNOW WHAT YOU NEED.

SUB TOTAL \$ _____
6.5% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL.



DISPLAY LABOR ORDER FORM

DISCOUNT PRICE DEADLINE DATE:
Monday, April 26, 2010

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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	\$ 68.50	\$ 85.50	MONDAY THROUGH FRIDAY 8:00 AM TO 4:30 PM
OVERTIME	\$ 102.75	\$ 128.25	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.

PLEASE PROVIDE THE FOLLOWING INFORMATION

INSTALLATION INFORMATION:
 IS DISPLAY BOOTH BEING SHIPPED TO WAREHOUSE OF SHOWSITE? _____ 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? _____

OPTION B ~ EXHIBITOR SUPERVISED

ALL WORK IS PERFORMED UNDER THE DIRECTION OF THE EXHIBITOR. EXHIBITOR MUST MEED 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 FILL OUT THE INFORMATION BELOW

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

EXHIBITOR NAME _____ BOOTH NO. _____



BOOTH CLEANING ORDER FORM

DISCOUNT PRICE DEADLINE DATE:
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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	$\frac{x \quad \quad \quad = \quad \quad \quad}{\quad \quad \quad \text{SQ.FT.}}$ (100 SQ.FT. MINIMUM)	$\frac{\$ \quad \quad \quad}{\text{PER SQ.FT.}}$	$\quad \quad \quad =$	\$
VACUUM AND EMPTY WASTEBASKETS DAILY	$\frac{x \quad \quad \quad = \quad \quad \quad}{\quad \quad \quad \text{SQ.FT.}}$ (100 SQ.FT. MINIMUM)	$\frac{\$ \quad \quad \quad}{\text{PER SQ.FT.}}$	$\quad \quad \quad =$	\$
EMPTY WASTEBASKETS DAILY	$\frac{x \quad \quad \quad = \quad \quad \quad}{\quad \quad \quad \text{SQ.FT.}}$ (100 SQ.FT. MINIMUM)	$\frac{\$ \quad \quad \quad}{\text{PER SQ.FT.}}$	$\quad \quad \quad =$	\$

TOTAL AMOUNT DUE \$ _____

**FOR SPECIAL CLEANING SERVICES, PLEASE CALL COAST TO COAST TRADE SHOW SERVICES
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.

EXHIBITOR NAME _____ BOOTH NO. _____



FLORAL AND PLANT ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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FLORAL RENTAL

<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	\$ _____

GREEN AND BLOOMING PLANTS (ALSO AVAILABLE IN OUTDOOR FOLIAGE)

_____	SEASONAL FLOWERING PLANTS (MUMS, ETC)	\$ 50.00	\$ _____
_____	2 FOOT GREEN PLANT	\$ 40.00	\$ _____
_____	3-4 FOOT GREEN PLANT	\$ 50.00	\$ _____
_____	5-6 FOOT GREEN PLANT	\$ 60.00	\$ _____
_____	TALLER PLANTS QUOTED ON REQUEST	\$ _____	\$ _____

**SPECIAL MONEY SAVING PACKAGE RENTALS

_____	ASSORTMENT "A" (FOR TYPICAL 10' X 10' BOOTH)	\$117.00	\$ _____
_____	ASSORTMENT "B" (FOR TYPICAL 10' X 20' BOOTH)	\$147.00	\$ _____

****ASSORTMENT "A" ~ (FOR TYPICAL 10' X 10' BOOTH) ~ 2 - 3' BUSHY TREES, 1 - TABLETOP PLANT OR ARRANGEMENT, ALL WITH DECORATIVE CONTAINERS.**
****ASSORTMENT "B" ~ (FOR TYPICAL 10' X 20' BOOTH) ~ 3 - 3' BUSHY TREES, 1 - TABLETOP PLANT OR ARRANGEMENT, ALL WITH DECORATIVE CONTAINERS.**

RENTAL POLICY

- **ALL MATERIALS AND PLANTS AVAILABLE ON A RENTAL BASIS ONLY.**
- ITEMS MISSING FROM BOOTH UNPON 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 \$ _____
6.5% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

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%)

PLEASE FILL OUT THE INFORMATION BELOW

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

EXHIBITOR NAME _____ BOOTH NO. _____



**ELECTRICAL & AUDIO
VISUAL ORDER FORM**

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Monday, April 26, 2010

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ELECTRICAL SERVICES

<u>QUANTITY</u>	<u>ITEM / DESCRIPTION</u>	<u>DISCOUNT PRICE</u>	<u>TOTAL</u>
_____	115V / 20AMP Single Phase	\$ 145.00	\$ _____
_____	115V / 30AMP Single Phase	\$ 165.00	\$ _____
_____	208V / 30AMP Three Phase	\$ 250.00	\$ _____
_____	208V / 50AMP Three Phase	\$ 320.00	\$ _____
		6% SALES TAX	\$ _____
		\$ 25% SERVICE CHARGE	\$ _____
		TOTAL	\$ _____

AUDIO VISUAL RENTALS

**FOR QUESTIONS OR TO ORDER AUDIO VISUAL RENTALS PLEASE CONTACT
COAST TO COAST CUSTOMER SERVICE AT 303-991-2791**

PLEASE FILL OUT THE INFORMATION BELOW

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

NAME _____ BOOTH NO. _____ EXHIBITOR _____



MATERIAL HANDLING RATES

PLEASE COMPLETE AND RETURN THE ESTIMATED MATERIAL HANDLING SHEET

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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: **Monday, April 12, 2010**
 LAST DAY TO ARRIVE WITHOUT SURCHARGE: **Friday, April 30, 2010**
 LAST DAY TO RECEIVE FREIGHT AT WAREHOUSE: **Friday, May 7, 2010**

SHIPPING INFORMATION	<u>RATES PER SHIPMENT</u>	
ADVANCE SHIPMENTS TO WAREHOUSE		
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
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (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> \$ 81.00	<u>MIN. / SHIPMENT</u> \$162.00
SMALL PACKAGE SHIPMENTS ON SHOW SITE ONLY 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
LATE SHIPMENT SURCHARGE: ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE AT THE WAREHOUSE <u>AFTER THE DEADLINE DATE.</u> *(SEE TOP OF PAGE) ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE LATE AT SHOW SITE. SHIPMENTS REQUIRING A SPECIAL DELIVERY FROM THE WAREHOUSE TO THE EXHIBIT FACILITY WILL ALSO BE CHARGED FOR A TRUCK AND DRIVER AT \$75.00 PER HOUR, WITH A 4 HOUR MINIMUM.	<u>LATE SHIPMENT SURCHARGE</u> \$ 28.00 / 100 LBS.	



ESTIMATED MATERIAL HANDLING

**DISCOUNT PRICE DEADLINE DATE:
Friday, April 30, 2010**

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INBOUND SHIPPING INFORMATION

FOR: SGRS CINCINNATI
 Ship To: COAST TO COAST TSS
 C/O UPS Freight
 3250 E. Kemper Rd
 Sharonville, OH 45241

COMPLETE AND RETURN TO COAST TO COAST TRADE SHOW SERVICES

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'s)	ESTIMATED COST
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 TRADE SHOW 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 TRADE SHOW 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.

EXHIBITOR NAME _____ BOOTH NO. _____



MATERIAL HANDLING LIMITS OF LIABILITY

IMPORTANT!
PLEASE READ

COAST TO COAST TRADE SHOW SERVICES, INC 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 TRADE SHOW SERVICES, INC LIABILITY AND RESPONSIBILITY

1. COAST TO COAST TSS SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED, OR CONCEALED DAMAGE.
2. COAST TO COAST TSS 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 TSS 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 TSS BY EXHIBITORS WILL BE CHECKED AT TIME OF ACTUAL PICK UP FROM BOOTH AND CORRECTIONS MADE WHERE DISAPPEARANCES OCCUR.
4. COAST TO COAST TSS 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 TSS 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 TSS SHALL EXERCISE ORDINARY DILIGENCE AND CARE IN RECEIVING, HANDLING, AND STORAGE OF ALL SHIPMENTS. COAST TO COAST TSS SHALL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE BY FIRE, ACTS OF GOD, OR CAUSES BEYOND ITS CONTROL. COAST TO COAST TSS 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 TSS 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 TSS WAREHOUSE AND IN VEHICLES FOR DELIVERY.
7. CLAIMS FOR LOSS OR DAMAGE THAT ARE NOT SUBMITTED TO COAST TO COAST TSS 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 TSS 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 CU. 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 TSS WILL ASSUME NO LIABILITY FOR SUCH SHIPMENTS.
9. EMPTY CONTAINER LABELS WILL BE AVAILABLE AT THE COAST TO COAST TSS DESK. AFFIXING THE LABELS IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR AND/OR REPRESENTATIVE. ALL PREVIOUS LABELS SHOULD BE COMPLETELY REMOVED. COAST TO COAST TSS ASSUMES NO RESPONSIBILITY FOR ERRORS IN THE AFOREMENTIONED PROCEDURE, REMOVAL OF CONTAINERS WITH OLD EMPTY LABELS AND WITHOUT COAST TO COAST TSS 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 TSS WILL ASSIST IN THE PREPARATION OF BILLS OF LADING. BE SURE YOUR MATERIALS HAVE BEEN CAREFULLY CRATED OR PACKED AND PROPELY TAGGED OR MARKED.
11. IN ORDER TO EXPEDITE REMOVAL OF MATERIALS, COAST TO COAST TSS 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 TSS, 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 TSS FOR ANY OTHER SERVICES PROVIDED BY COAST TO COAST TSS AS AN OFFSET AGAINST THE AMOUNT OF THE ALLEGED LOSS OR DAMAGE. INSTEAD THEY AGREE TO PAY COAST TO COAST TSS 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 TSS 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 TSS 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 TSS SERVICE DESK WILL BE CLASSIFIED AS ABANDONED. COAST TO COAST TSS SHALL NOT BE RESPONSIBLE FOR SUCH MATERIALS. COAST TO COAST TSS IS NOT RESPONSIBLE FOR ANY DELAY OF RUSH SHIPMENTS. COAST TO COAST TSS 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 TSS IS NOT AN INSURER AND THE EXHIBITOR SHALL OBTAIN ANY INSURANCE AND THE AMOUNTS PAYABLE TO COAST TO COAST TSS HERE UNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICE AND THE SCOPE OF COAST TO COAST TSS' LIABILITY AS SET FORTH ABOVE.

ADVANCE SHIPPING LABELS

TO:

**COAST TO COAST TSS
C/O UPS Freight
3250 E Kemper Rd.
Sharonville, OH 45241**

EXHIBITOR _____

BOOTH NUMBER _____

SGRS CINCINNATI

TO:

**COAST TO COAST TSS
C/O UPS Freight
3250 E Kemper Rd.
Sharonville, OH 45241**

EXHIBITOR _____

BOOTH NUMBER _____

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