

# Self-Reliance Experience

September 22-23, 2018

National Western Complex  
4655 Humboldt Street  
Denver, CO 80216

**EXHIBITOR SERVICES MANUAL**





## WELCOME EXHIBITORS

Self-Reliance Experience  
September 22-23, 2018  
National Western Complex  
4655 Humboldt Street  
Denver, CO 80216

**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 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, and must be received by our office no later than 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:

**Kiki Bandilla**  
Phone: 702-941-0842  
Email: [kiki@selfrelianceexpo.com](mailto:kiki@selfrelianceexpo.com)

### Each 10' x 10' Booth Space will Receive:

- 8' High Black Back Drape
- 3' High Black Side Drape
- 1 - 8' Black Skirted Table
- 2 Chairs
- 1 Waste Basket
- 1 Identification Sign

The exhibit area is NOT carpeted.

### EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

#### Set-up Dates

Friday, September 21, 2018

Friday, September 21, 2018

#### Set-up Times

10:00 AM - 12:00 PM Tiny Space Vehicle Move In Only

12:00 PM - 6:00 PM

#### Show Dates

Saturday, September 22, 2018

Sunday, September 23, 2018

#### Show Times

9:00 AM - 6:00 PM

10:00 AM - 4:00 PM

#### Dismantle Dates

Sunday, September 23, 2018

#### Dismantle Times

4:30 PM - 7:00 PM

NOTE: Per Exhibitor Terms & Conditions, a \$500 penalty will be assessed for any unauthorized move-outs Prior to 4:30 PM, Sunday, September 23, 2018

All exhibit materials must be removed from the facility by 7:00 PM Sunday evening.



# EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. 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.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	<i>Monday, September 10, 2018</i>	6
_____ Booth Accessories	<i>Monday, September 10, 2018</i>	7
_____ Booth Carpet	<i>Monday, September 10, 2018</i>	8
_____ Display Labor	<i>Monday, September 10, 2018</i>	9
_____ Labor Guidelines	.....	10
_____ Exhibitor Appointed Contractor	.....	11
_____ Material Handling Services	<i>Monday, September 10, 2018</i>	13
_____ Shipping Labels	.....	15

\* Please contact Exhibit Services at Coast to Coast Trade Show Services, Inc. if you need any help with your order. The phone number is 303-991-2791.

\* Send all Order Forms to Coast to Coast Trade Show Services, Inc. at:

Fax: 303-991-2794

Email: [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)



# PAYMENT & PRICING POLICIES

Self-Reliance Experience  
September 22-23, 2018  
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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.

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)**

## PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. 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 your exhibit table will be set up.

## 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 FORM

**This form must be returned by fax to  
303-991-2794 or email at  
exhibitservices@coasttocoasttss.com**

**Self-Reliance Experience  
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To received discount pricing, all payments must be received by Monday, September 10, 2018.

BOOTH FURNISHINGS ORDER .....	\$ _____
BOOTH ACCESSORIES .....	\$ _____
CARPET ORDER .....	\$ _____
DISPLAY LABOR ORDER .....	\$ _____
ESTIMATED MATERIAL HANDLING SERVICES .....	\$ _____
TOTAL CHARGES .....	\$ _____
3% ADMINISTRATION FEE .....	\$ _____
TOTAL AMOUNT DUE .....	\$ _____

**PLEASE FILL OUT THE INFORMATION BELOW**

Company / Exhibitor Name \_\_\_\_\_

Ordered By \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_

City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (      ) \_\_\_\_\_ Fax (      ) \_\_\_\_\_

Email \_\_\_\_\_

**Coast to Coast TSS reserves the right to correct orders figured incorrectly. No adjustments will be made after the close of the show.**

### METHOD OF PAYMENT

CREDIT CARD INFORMATION \* CREDIT CARD IS REQUIRED FOR SERVICES RENDERED  
 WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICE, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDERS NAME \_\_\_\_\_ CARDHOLDER'S SIGNATURE \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS (REQUIRED) \_\_\_\_\_

VISA MC AMEX

EXP. DATE	PLEASE ENTER SECURITY CODE PRINTED ON CARD
-----------	--------------------------------------------

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

**A \$35.00 service fee will be charged for declined credit cards and returned nsf checks.  
All charged must be paid before delivery of exhibit materials.**



# BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, SEPTEMBER 10, 2018**

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<u>QUANTITY</u>	<u>TABLES (24 "X 30")</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.10	\$ 114.90	\$ _____
_____	4' UNDRAPED	\$ 66.65	\$ 90.00	\$ _____
_____	6' DRAPED	\$ 96.90	\$ 130.85	\$ _____
_____	6' UNDRAPED	\$ 78.70	\$ 106.25	\$ _____
_____	8' DRAPED	\$ 111.00	\$ 149.85	\$ _____
_____	8' UNDRAPED	\$ 92.55	\$ 124.95	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
<u>COUNTER HIGH TABLE (24" X 42")</u>				
_____	4' DRAPED	\$ 103.30	\$ 139.50	\$ _____
_____	4' UNDRAPED	\$ 84.05	\$ 113.50	\$ _____
_____	6' DRAPED	\$ 117.40	\$ 158.50	\$ _____
_____	6' UNDRAPED	\$ 97.90	\$ 132.20	\$ _____
_____	8' DRAPED	\$ 134.55	\$ 181.65	\$ _____
_____	8' UNDRAPED	\$ 116.35	\$ 157.10	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
				SUBTOTAL \$ _____
				7.65% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# BOOTH ACCESSORIES ORDER FORM

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1.	2.	3.	4.	5.		
<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>		
_____	1. COUNTER STOOL WITH BACK	\$ 78.00	\$ 105.30	\$ _____		
_____	2. FOLDING CHAIR	\$ 19.50	\$ 26.35	\$ _____		
_____	3. PADDED SIDE CHAIR	\$ 45.00	\$ 60.75	\$ _____		
_____	4. PADDED ARM CHAIR	\$ 54.00	\$ 91.75	\$ _____		
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE	\$ 67.95	\$ 91.75	\$ _____		
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 67.95	\$ 54.00	\$ _____		
_____	SINGLE STEP TABLE RISER - 4'	\$ 45.10	\$ 60.90	\$ _____		
_____	SINGLE STEP TABLE RISER - 6'	\$ 58.20	\$ 78.60	\$ _____		
6.	7.	8.	9.	10.	11.	12.
<u>ACCESSORIES</u>						
_____	6. ALUMINUM FLOOR EASLE	\$ 35.00	\$ 47.25	\$ _____		
_____	7. BAG STAND	\$ 46.00	\$ 72.00	\$ _____		
_____	8. CHROME SIGN HOLDER	\$ 32.50	\$ 42.25	\$ _____		
_____	9. FISH BOWL	\$ 12.00	\$ 16.20	\$ _____		
_____	10. LITERATURE RACK	\$ 45.00	\$ 60.75	\$ _____		
_____	11. RAFFLE DRUM	\$ 45.00	\$ 60.75	\$ _____		
_____	12. WASTEBASKET	\$ 8.00	\$ 10.80	\$ _____		

To receive the discount price, all orders must be received with payment by the above date.  
Orders received less than 48 hours prior to the show opening and on Saturday, Sunday, and Holidays, will be billed DOUBLE the Standard Price.

SUBTOTAL \$ \_\_\_\_\_  
7.65% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791  
exhibitservices@coasttocoasttss.com



# CARPET ORDER FORM

**DISCOUNT PRICE DEADLINE DATE  
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 116.50	\$ 157.50	\$ _____
_____	10' X 20' CARPET	\$ 233.00	\$ 315.00	\$ _____
_____	10' X 30' CARPET	\$ 349.50	\$ 472.50	\$ _____
_____	10' X 40' CARPET	\$ 466.00	\$ 629.00	\$ _____

CARPET COLOR (PLEASE CIRCLE)    BLUE    GREEN    RED    BURGUNDY    GREY    BLACK



**SPECIAL CUT CARPETING—32 OZ WT**

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.05 PER SQ FT	\$ 4.10 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)			

**OPTIONS**

_____	CARPET PAD	\$ 1.10 PER SQ FT	\$ 1.55 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT				
_____	VISQUEEN COVERING	\$ .80 PER SQ FT	\$ 1.05 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT				

SUBTOTAL \$ \_\_\_\_\_  
7.65% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

**To receive the discount price, all orders must be received with payment by the above date.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_





# DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE  
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Labor services rates are per person, per hour with a one (1) hour minimum.

	<u>Advance Order</u>	<u>On Site Order</u>	
Straight Time	\$ 79.00	\$ 106.65	<b>Monday through Friday: 8:00 am to 4:30 pm</b>
Overtime	\$ 118.50	\$ 159.98	<b>Monday through Friday 4:30 pm to midnight</b> <b>Saturday 8:00 am to midnight</b>

- 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, Inc. 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, Inc. 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 Sunday, nation, 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</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

- A. **Coast to Coast TSS, Inc. 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 TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.
- 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, Inc. customer service desk. Failure to check in at scheduled time will result in a one (1) hour minimum "no show" charge per person requested.

**Please Provide the Following 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, Inc.? \_\_\_\_\_

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



# LABOR GUIDELINES

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**GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.**

## **INSTALLATION AND DISMANTLE LABOR**

If ordered, Coast to Coast TSS, Inc. (C2C) will provide the proper personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without assistance. Any additional labor needed beyond this must be performed by C2C personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

## **MATERIAL HANDLING LABOR**

Coast to Coast TSS, Inc. will provide the proper personnel, as needed, for the handling of all materials within the convention facility.

## **EXHIBITOR OWNED VEHICLES-PERSONALLY OWNED VEHICLES (POV)**

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure the orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Service Contractor. As conditions and time permits, space made be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

## **UTILITIES LABOR**

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by facility employees. Utilities labor and services may be ordered on forms from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding jurisdictions or individual laborers should be directed to C2C. Please refrain from voicing any concerns or complaints directly to individual workers. Please inform the onsite Coast to Coast TSS, Inc. personnel if you have any complaints.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to C2C personnel.



# EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using a contractor, please send this form by fax to 303-991-2794 or email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)

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This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

**Exhibitor Appointed Contractor Information:**

Exhibitor Appointed Contractor Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Exhibiting Company Information:

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

On Site Supervisor \_\_\_\_\_ Cell Phone \_\_\_\_\_

This authorization is not complete or valid until and unless the EAC's **Certificate of Insurance** is received by the deadline date above.

I \_\_\_\_\_ do \_\_\_\_\_ do not authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete the section below and return this form, along with the Order Summary and Payment Form, to Coast to Coast Trade Show Services, Inc.**

PLEASE FILL OUT THE INFORMATION BELOW  
EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



# MATERIAL HANDLING RATES

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, SEPTEMBER 10, 2018**

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Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight**

### SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse:	Monday, August 20, 2018
Last day for shipments to arrive at discounted rate:	Monday, September 10, 2018
Last day for shipment to arrive at standard rate:	Wednesday, September 19, 2018

SHIPPING INFORMATION	RATES PER SHIPMENT													
<b>ADVANCE SHIPMENTS TO WAREHOUSE</b>	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.													
<b>PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT)</b> INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 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 and loading onto outbound carrier.	<u>Rate / 100 LBS</u> <b>\$73.00</b>	<u>Minimum Shipment</u> <b>\$146.00</b>												
<b>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT)</b> Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation and shipments that require additional time, labor and equipment to unload.	<u>Rate / 100 LBS</u> <b>\$81.00</b>	<u>Minimum Shipment</u> <b>\$162.00</b>												
<b>SMALL PACKAGE SHIPMENTS</b> Cartons, letters or small package, <b>limited to 35 pounds per shipment, per delivery.</b> Includes FedEx and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 LB minimum.	<u>First Piece in Shipment</u> <b>\$46.00</b>	<u>Each Additional Piece</u> <b>\$ 10.00</b>												
<b>LATE SHIPMENT SURCHARGES</b> 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, for a truck and drive at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	<b>STANDARD RATES PER SHIPMENT</b> <table border="0"> <thead> <tr> <th></th> <th><u>Rate / 100 LBS</u></th> <th><u>Minimum Shipment</u></th> </tr> </thead> <tbody> <tr> <td>Regular Shipment</td> <td>\$ 98.55</td> <td>\$197.10</td> </tr> <tr> <td>Special Handling</td> <td>\$109.35</td> <td>\$218.70</td> </tr> <tr> <td>Small Packages</td> <td>\$ 62.10</td> <td>\$ 12.50</td> </tr> </tbody> </table>			<u>Rate / 100 LBS</u>	<u>Minimum Shipment</u>	Regular Shipment	\$ 98.55	\$197.10	Special Handling	\$109.35	\$218.70	Small Packages	\$ 62.10	\$ 12.50
	<u>Rate / 100 LBS</u>	<u>Minimum Shipment</u>												
Regular Shipment	\$ 98.55	\$197.10												
Special Handling	\$109.35	\$218.70												
Small Packages	\$ 62.10	\$ 12.50												



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

## MATERIAL HANDLING RATES

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### ADVANCE SHIPPING INFORMATION

Ship to: Coast to Coast Trade Show Services, Inc.  
3999 Holly Street  
Unit 14  
Denver, CO 80207

Exhibitor Name, Booth Number and Show Name **MUST** be on all shipments.

**COMPLETE AND RETURN TO COAST TO COAST TRADE SHOW SERVICES, INC.**

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'S)	MATERIAL HAN- DLING FEE PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

Shipment 1: Shipped from Address \_\_\_\_\_

Shipment 2: Shipped from Address \_\_\_\_\_

Shipment 3: Shipped from Address \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

### 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 BOOH.** In the event a Bill of Lading is not turned into the Coast to Coast Trade Show, Inc. service desk, unidentifiable shipments will be discarded.

A credit card is required for material handling services. Please complete cred card information on the "Order Summary and Payment" form.

**BACK TO WAREHOUSE:** Exhibitors may choose to return items back to the Coast to Coast Trade Show Services warehouse for their selected carrier to pick up the following day. The fee for this services is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pounds. You may pre-order or let us know if you need this service during the set-up or dismantle of the show.

Total Amount Due \$ \_\_\_\_\_



## MATERIAL HANDLING LIMITS OF LIABILITY

**Self-Reliance Experience**  
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COAST TO COAST TSS, 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 TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. 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, Inc. 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, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. 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, Inc. 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, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. 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, Inc. 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 the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. 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, Inc. 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 unit 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 TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service 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, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. 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, Inc. 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 TSS, Inc. 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, Inc., 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, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. 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, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1½ 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, Inc. 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, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. 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, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS, Inc. liability as set forth above.

# ADVANCE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00am - 4:00pm

<p><b>Coast to Coast TSS</b> <b>3999 Holly Street, Unit 14</b> <b>Denver, CO 80207</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Self-Reliance Experience</p>	<p><b>Coast to Coast TSS</b> <b>3999 Holly Street, Unit 14</b> <b>Denver, CO 80207</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Self-Reliance Experience</p>
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