

Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The PTO Today Parent Group Expo. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be onsite. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

Sponsor Booth Package includes:

- 8' high back wall draping in gold, white, gold
- 3' high side rail draping in gold
- Two 6' tables with gold skirting
- Four folding chairs
- Two wastebasket
- One 44"x7" ID sign with your company name and booth number
- Carpeted in Tuxedo
- Booths are 8' deep and 20' wide

Standard Booth Package includes:

- 8' high back wall draping in black, white, black
- 3' high side rail draping in black
- One 6' table with black skirting
- Two folding chairs
- One wastebasket
- One 44"x7" ID sign with your company name and booth number
- Booths are 8' deep and 10' wide

Tabletop Package includes:

- One 6' draped table with black skirting
- One wastebasket
- One 44"x7" ID sign with your company name and booth number

Show Schedule

Exhibitor Move-In:	Monday, February 24 th Tuesday, February 25 th	4:00pm - 6:00pm 7:00am-8:30am	
Show Hours:	Tuesday, February 25 th	9:00am - 2:00pm	
Dismantle:	Tuesday, February 25 th	2:00pm - 5:00pm	
Carrier Check In:	Tuesday, February 25 th	2:00pm - 4:00pm	Shipments without carriers checked in by 4:00pm will be rerouted or sent back to the designated warehouse at the exhibitor's expense.

Important Dates and Reminders

- **Discounted rates are available through Mon, February 10th, 2020 by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Mon, February 17th, 2020 by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than **1 hour after show close** will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges, for verification and delay shipping of said materials.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines Material Handling charges will apply to all shipments sent to event and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Mon, January 20th, 2020 and Tue, February 18th, 2020 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Mon, February 24th, 2020 from 8:00am-4:30pm.
- **Driver Check-In deadline** is 4:00pm on Tuesday, February 25th, 2020. If drivers have not picked up by this time shipments will be rerouted back to the warehouse or through the show carrier at the exhibitors expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
PTO TODAY EXPO OC 2020
TotalExpo
1161 Sandhill Ave, Unit A
Carson, CA 90746

Direct to Show-Site Address

[Exhibiting Company and booth #]
PTO TODAY EXPO OC 2020 C/O TotalExpo
The Orange County Fair & Event Center
Los Alamitos Bldg.
88 Fair Drive
Costa Mesa, CA 92626

Outbound Shipping

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their **carrier arrive by the carrier check-in time listed above**. Any shipments not picked up by then will be rerouted via the show carrier, YRC, or back to the designated warehouse at the exhibitor's expense.

Table of Contents

Exhibitor Information Quick Facts	1
Table of Contents	2
How to Submit your Order	3
Payment Authorization	4
Contact Information and Order Recap.....	5
Rental Items: Furniture, Carpet, and Accessories	6
Booth Cleaning and Vacuuming	7
Cart Load Service.....	8
Material Handling and Drayage Information	9
Material Handling Services Order Form	10
Advance Warehouse Shipping Labels.....	11
Direct to Show Site Shipping Labels.....	12
Installation & Dismantle Labor.....	13
Intent to use EAC	14
EAC Rules and Regulations	15
Union Rules & Regulations	16
Limits of Liability	17
Fire Department Rules & Regulations	18

Other Service Providers

OC Fairgrounds map	19
Internet	20
AV Professional Audio & Visual.....	21
YRC Transportation	22-23

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, February 10th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, February 17th, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO TODAY_OC Show Code: PTOOC2

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **PTOOC2**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **PTOOC2** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.



PTO Today Expo Orange County 2020
 Orange County Fairgrounds, Los Alamitos Bldg.
 February 24th - 25th, 2020
<http://www.ptotoday.com/>

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 Phone: (310) 320-4203 Fax:(310) 320-4265
www.totalexpo.com orders@totalexpo.com

Exhibiting Company Name	Booth Number
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Online Ordering Ends: Mon, February 17th, 2020. After this date orders can be placed via email or fax.

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Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor costs; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo., Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank.** Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:	Expiration Date	Security Code
FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.		

Billing Information

Company Name		
Cardholder Name		
Billing Address		
City	State	Zip
Phone	Fax	
Invoice Email Address		

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature
Authorized Name (Please print)



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Submit your order online! Visit <https://orders.totalexpo.com/> PTO TODAY OC Show Code: PT00C2

Contact Information and Order Recap

Contact Information

Company Name		
Contact Name	Cell Phone	
Contact Email Address		
Billing Address		
City	State	Zip Code
Phone	Fax	

Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Cartload Service	\$
Advance Warehouse Receiving	\$
Direct to Show-Site Receiving	\$
Return to Warehouse Service	\$
Install and Dismantle Labor	\$
Miscellaneous	\$
Total	\$

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign the Payment Authorization Form, **but leave the credit card number blank.** Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

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Rental Items: Furniture, Carpet and Accessories

30" High Tables with Skirting Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2000	4ft Skirted Table		\$ 126.00	\$ 150.00	\$
	2001	6ft Skirted Table		\$ 153.00	\$ 184.00	\$
	2002	8ft Skirted Table		\$ 177.00	\$ 212.00	\$
	2300	Skirting on all four sides		\$ 63.00	\$ 75.00	\$
42" High Counter Tables with Skirting Counter Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2003	4ft Skirted Counter Table		\$ 170.00	\$ 204.00	\$
	2004	6ft Skirted Counter Table		\$ 193.00	\$ 231.00	\$
	2005	8ft Skirted Counter Table		\$ 221.00	\$ 266.00	\$
	2301	Skirting on all four sides		\$ 70.00	\$ 84.00	\$

Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.

30" High Tables - Unskirted Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2100	4ft Unskirted Table	\$ 75.00	\$ 91.00	\$
	2101	6ft Unskirted Table	\$ 91.00	\$ 109.00	\$
	2102	8ft Unskirted Table	\$ 107.00	\$ 129.00	\$
42" High Counter Tables - Unskirted Counter Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2103	4ft Unskirted Counter	\$ 106.00	\$ 128.00	\$
	2104	6ft Unskirted Counter	\$ 122.00	\$ 146.00	\$
	2105	8ft Unskirted Counter	\$ 139.00	\$ 167.00	\$

Pedestal Tables					
Qty		Item	Advance	Regular	Total
	2201	30" round x 30" high	\$ 102.00	\$ 123.00	\$
	2202	30" round x 42" high	\$ 128.00	\$ 153.00	\$

Standard Carpet For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3009A	10'x10' Inline Booths	\$ 184.00	\$ 221.00	\$
	3009B	10'x20' Inline Booths	\$ 367.00	\$ 440.00	\$
	3009C	10'x30' Inline Booths	\$ 549.00	\$ 659.00	\$
	3009D	10'x40' Inline Booths	\$ 732.00	\$ 879.00	\$

Chairs					
Qty		Item	Advance	Regular	Total
	1000	Padded Side	\$ 68.00	\$ 81.00	\$
	1001	Padded Arm	\$ 98.00	\$ 117.00	\$
	1002	Padded Stool w/ back	\$ 110.00	\$ 132.00	\$
	1003	Folding Chair	\$ 40.00	\$ 48.00	\$

Island Booth and Bulk Space Carpet Pre-show orders only.					
Qty		Item	Advance	Regular	Total
	3010	Island Booth/Bulk Carpet per sq.ft.	\$ 2.64	\$ 3.16	\$

Booth Accessories					
Qty		Item	Advance	Regular	Total
	4000	Wastebasket	\$ 23.00	\$ 27.00	\$
	4001	Chrome Easel	\$ 43.00	\$ 52.00	\$
	4002	Chrome 22"x28" Sign Holder	\$ 71.00	\$ 85.00	\$
	4003	Bag Rack	\$ 128.00	\$ 153.00	\$
	4004	Literature Rack	\$ 143.00	\$ 172.00	\$
	4005	Garment Rack	\$ 128.00	\$ 153.00	\$
	4006	Stanchion	\$ 54.00	\$ 64.00	\$
	4007	8' long Velour Rope	\$ 42.00	\$ 50.00	\$
	4011	4'x8' Msg. Board	\$ 263.00	\$ 315.00	\$
	4013	2'x8' Grid Wall w/ Feet	\$ 101.00	\$ 122.00	\$
	4015	Glass Showcase	\$ 476.00	\$ 571.00	\$
	4100	3' H Side Drape, per ft.	\$ 8.00	\$ 10.00	\$
	4101	8' H Back Drape per ft.	\$ 10.00	\$ 12.00	\$

Plush Carpet Pre-show orders only, there will be no refunds on custom carpet.					
Qty		Item	Regular	Total	
	3011	Plush Carpet per sq.ft.	\$ 3.92	\$	\$

INDICATE YOUR CARPET COLOR					
Carpet Color:			Your booth size:		
Available carpet colors : Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy. Please call for Custom Plush Carpet colors.					

Carpet Padding and Visqueen					
Qty		Item	Advance	Regular	Total
	3300B	Carpet Padding, per sq.ft.	\$ 0.95	\$ 1.13	\$
	3400	Visqueen, per sq.ft.	\$ 0.51	\$ 0.62	\$

Rental Drape Color: _____
Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then **booth vacuuming should be ordered**). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk **immediately**. **Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be sat or stood on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.**



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Booth Cleaning and Vacuuming

Carpet rentals are installed clean and without damage. Additional booth cleaning/vacuumping is not included with the booth space. **If excessive debris has accumulated during set up, then booth vacuuming should be ordered.** If you find debris or damage to your booth carpet prior to setup, please notify the Exhibitor Service Desk **immediately before you begin setting up.** Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

Confirm your booth size _____ x _____

Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a minimum charge 100 square feet. Wastebasket is emptied at the time of vacuuming/sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

Service	Advance	Regular	Rate	Total Sq.Ft.	Total:
One Time Booth Cleaning Prior to show opening . (Rate is per sq.ft.)	\$ 0.45	\$ 0.55	\$ _____	X _____ =	\$ _____

Booth Cleaning Cancellation Policy

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%.

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Cartload Service

Cartload Service

- This service is available only for small pieces of freight and other material that is brought to the show floor in a **privately owned car, SUV or pickup.**
- Each cart will handle a load comprising of a surface area of no more than 3'x4', a height of no more than 3' and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.
- For safety reasons the freight supervisors will determine the load capacity & number of pieces carried per trip.
- Crates, palletized freight and heavy material, as well as any material delivered by common carriers are to be handled as standard drayage as indicated in the following pages.
- Cartload service must be paid in advanced.
- Please proceed to the Exhibitor Service Desk for this service.
- This service does not include storage of your empties.
- This service is not for cargo vans, rental trucks, trailers, bobtails, semi-trucks, or flatbeds.

Service	Number of Trips	x	Rate Per Trip	Total
Cartload Service per trip, inbound			\$ 103.00	
Cartload Service per trip, outbound			\$ 103.00	
Cartload Service roundtrip, in and out			\$ 185.00	
Estimated arrival of inbound cartloads: Date _____ Time _____				

Union Rules Regarding Freight, Material Handling, Loading and Unloading

The teamsters have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo and Teamsters Local 986 also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company
OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Exhibiting Company Name

Booth Number

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Material Handling and Drayage Information

Please order these services on the following page

Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply your cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs these shipments will be billed at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and times will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. Those shipments maybe refused and carrier may send it back to the shipper or contact the shipper for more info. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and/or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS many not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Mon, February 10th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, February 17th, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO TODAY OC Show Code: PTOOC2

Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received between the following dates only: **Mon, January 20th through Tue, February 18th, 2020 from 9am-3:30pm.**

Direct to show-site shipments will be received on the following dates only: **Mon, February 24th, 2020, from 8am-4:30pm.**

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving 2 cwt minimum charge per shipment

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will not receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 107.00 (\$214. Min)	\$	
Special Handling		x	\$ 133.00 (\$266. Min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Direct to Show-Site Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipments received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 107.00 (\$214. Min)	\$	
Special Handling		x	\$ 133.00 (\$266. Min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Small Package Shipments 30lbs maximum per shipment

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

Number of pieces	x	Rate	Total	Shipment is being Delivered to:
	x	\$ 45.00	\$	<input type="checkbox"/> Advance Warehouse
	x	\$ 45.00	\$	<input type="checkbox"/> Direct to Show-Site

Return To TotalExpo Warehouse 4 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

Your Cwt (4 cwt minimum)	x	Rate	Total
	x	\$ 64.00 (\$256 Min)	\$

Outbound Shipping - Please verify that your carrier will Pick up between 2:00pm and 4:00pm on Tuesday, February 25th.

- It is the exhibitors responsibility to schedule their carrier to pick up.
- A completed TotalExpo bill of lading is required for all shipments. Ask the onsite TotalExpo representative during move out for this form.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- **Any shipment not picked up by 4:00pm will be rerouted** via the show carrier, YRC, or sent back to the warehouse at the exhibitor's expense.

Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/crates is \$27.00 per pallet. Banding is provided at \$0.60 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.



1161 Sandhill Ave, Unit A, Carson, CA 90746
 Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com



PTO Today Expo Orange County 2020
 Orange County Fairgrounds, Los Alamitos Bldg.
 February 24th - 25th, 2020
<http://www.ptotoday.com/>

Advance Warehouse Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order

ADVANCE WAREHOUSE EXHIBITION MATERIAL
SHIP TO: _____ Full Exhibiting Company Name _____ Booth Number The PTO TODAY OC Expo TotalExpo, Inc. 1161 Sandhill Ave, Unit A Carson, CA 90746
SHIPMENT MUST ARRIVE BETWEEN: Mon, January 20th through Tue, February 18th from 9:00am-3:30pm
Carrier _____ Piece number _____ of _____ total pieces.

ADVANCE WAREHOUSE EXHIBITION MATERIAL
SHIP TO: _____ Full Exhibiting Company Name _____ Booth Number The PTO TODAY OC Expo TotalExpo, Inc. 1161 Sandhill Ave, Unit A Carson, CA 90746
SHIPMENT MUST ARRIVE BETWEEN: Mon, January 20th through Tue, February 18th from 9:00am-3:30pm
Carrier _____ Piece number _____ of _____ total pieces.



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www.totalexpo.com orders@totalexpo.com

Direct to Show-Site Shipping Labels

DIRECT TO SHOW-SITE EXHIBITION MATERIAL
SHIP TO:
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Full Exhibiting Company Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Booth Number</div> <p style="margin: 0;">PTO TODAY EXPO OC 2020 C/O TotalExpo The Orange County Fair & Event Center Los Alamitos Bldg. 88 Fair Drive Costa Mesa, CA 92626</p>
SHIPMENT MUST ARRIVE ON : Mon, February 24 th , 2020 from 8:00am-4:30pm
Carrier _____ Piece number _____ of _____ total pieces.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL
SHIP TO:
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Full Exhibiting Company Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Booth Number</div> <p style="margin: 0;">PTO TODAY EXPO OC 2020 C/O TotalExpo The Orange County Fair & Event Center Los Alamitos Bldg. 88 Fair Drive Costa Mesa, CA 92626</p>
SHIPMENT MUST ARRIVE ON : Mon, February 24 th , 2020 from 8:00am-4:30pm
Carrier _____ Piece number _____ of _____ total pieces.

1161 Sandhill Ave, Unit A, Carson, CA 90746
Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Mon, February 10th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, February 17th, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/PTO TODAY OC Show Code: PT00C2>

Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Union Rules and Regulations for more information.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements: Tools and/or ladders are not required; The exhibitor may set up or dismantle their own display with "one" full time employee of the exhibiting company; The work can be completed within (1) hour total. The work may **NOT** be split between more people to meet the time limit;

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule	Rates apply to
Straight Time	\$ 107.00	\$ 129.00	Monday through Friday from 8:00am to 4:30pm	Install & Dismantle before 4:30pm
Overtime	\$ 161.00	\$ 193.00	Monday through Friday all other times.	Install 4& Dismantle after 4:30pm
Double Time	\$ 214.00	\$ 258.00	All day Saturday, Sunday, and Holidays.	Not Applicable

Supervision of Labor Please indicate the supervision of your labor

TOTALEXPO SUPERVISION Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: _____ **Cell Number:** _____

EXHIBITOR SUPERVISION Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ **Cell Number:** _____

How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.

Advance Warehouse **Direct to Show Site** **Carrier:** _____ **# of pieces:** _____ **ETA:** _____

Order and Schedule Labor

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$

If necessary please provide a detailed labor schedule separately with your order.

10% Supervision Fee	\$
Labor total	\$

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Exhibiting Company Name	Booth Number
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Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company’s booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date.** If these forms are not received by that date the EAC will not be allowed to work in an exhibitor’s booth.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo Inc., shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor’s responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo,Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC’s insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC’s insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print) Date

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Mon, February 10th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, February 17th, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO TODAY OC Show Code: PT00C2

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. **EAC has attached herewith certificates of insurance confirming the following required insurance:**
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EAC's responsibility to obtain the proper language needed on the COI.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print)

Title

Date

Company:	
Shows-site Contact Name:	Cell Phone:
Office Phone:	Email Address:
Street Address:	City, State Zip:

Union Rules and Regulations

Decoration: Exhibits and Displays

TotalExpo Inc. and its Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. 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 and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Union workers.

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Freight: Material Handling, Loading and Unloading

Teamsters Local Union have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo and Teamsters Local 986 also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company
OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

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

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am, and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

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.

**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. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading 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. 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 \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. 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, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo, Inc. and/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.

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. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. 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.
4. 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., CSA.
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.

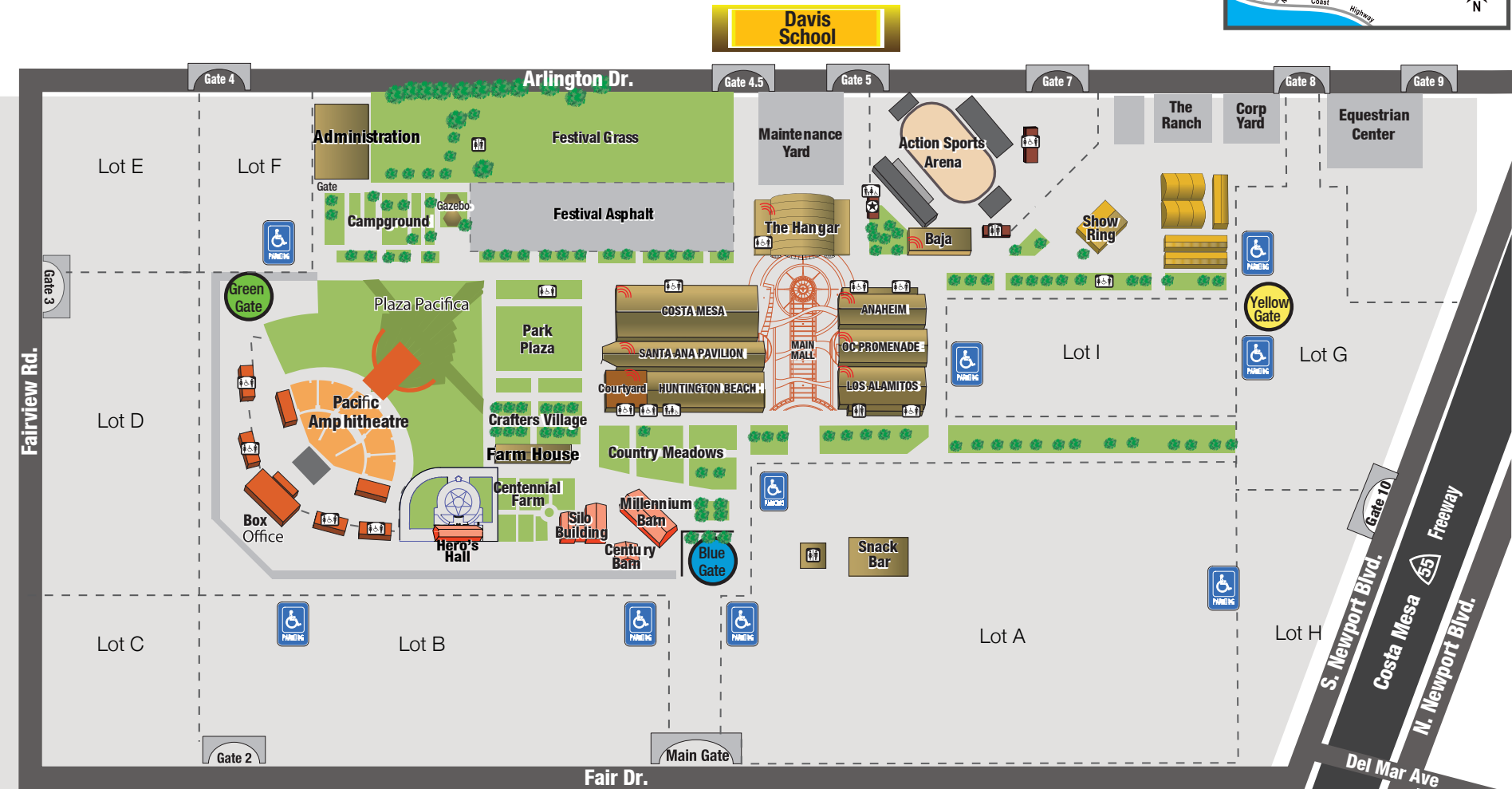
HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.



Facility Map

OC Fair & Event Center
 88 Fair Drive, Costa Mesa, Ca 92626
 www.ocfair.com



- Safety & Security
- ADA Accessible Restrooms
- WiFi
- Costa Mesa Police Dept. Fire Dept.
- City Hall
- Vanguard University
- Newport Mesa Church





INTERNET RENTAL SHEET

2019

First Name	Last Name		
Billing Address	City	State	Zip
Phone Number	Email Address		
Company Name	Show Name	Booth Space / Location	

INTERNET CONNECTIONS		Per Day	Qty	Subtotal
*VISA / MASTERCARD ONLY. EMAIL US AT internet@ocfair.com FOR MORE INFO / TO PLACE AN ORDER *				
Hard Line (Availability and additional labor charge depending on location)				
<input type="checkbox"/>	10mb Business Hard line Internet connection (4 users connected)	\$150 / day		
<input type="checkbox"/>	25mb Business Hard line Internet connection (10 users connected)	\$250 / day		
<input type="checkbox"/>	50mb Business Hard line Internet connection (20 users connected)	\$450 / day		
<input type="checkbox"/>	75mb Business Hard line Internet connection (30 users connected)	\$650 / day		
<input type="checkbox"/>	100mb Business Hard line Internet connection (45 users connected)	\$850 / day		
Wireless				
<input type="checkbox"/>	Business WiFi Internet Connection (1 user connected)	\$25 / day		
	<i>*WiFi based on availability, please contact internet@ocfair.com for more information</i>	Per device		
Internet Total:				

**VISA / MASTERCARD ONLY. EMAIL US AT internet@ocfair.com FOR MORE INFO / TO PLACE AN ORDER **

ALL ORDERS MUST BE SUBMITTED 7 BUSINESS DAYS PRIOR TO EVENT DATE.

GENERAL CONDITIONS OF EQUIPMENT RENTAL AGREEMENT

Lessee shall defend, and -indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorneys fee, arising out of , connected with, or resulting from the equipment of the Lease, including without limitation, the manufacture, selection, delivery, leasing, renting, control, harmless from all loss and damage to the equipment during the rental period. Lessee recognizes and agrees that included in this indemnity clause, but not by way of limitation, is Lessee's assumption of any and all liability for injury: disability and death of workmen and other persons caused by the operation, use, control, handling, or transportation of the equipment during the Rental Period. **Lessee leases the equipment "AS IS"**. No equipment shall be sublet by Lessee, nor shall they assign or transfer and interest in the Agreement without written consent of Lessor. The Term of this Service Agreement shall commence on the Effective Date and continue until the end of the Event that the Customer is participating in or as long as the 32nd DAA continues to provide the customer with any services hereunder, whichever is longest, unless otherwise agreed to for a longer term expressly noted in writing as an Attachment to this Agreement.

OFFICE STAFF ONLY		Customer Cell Phone
Install Date	Install Time	OCFEC Tech
Signature upon Install		Date

Notes:

EVENT-	PTO Today
LOCATION-	OC Fairgrounds Los Alamitos Bldg.
DATE-	25-Feb-20



Garth@avprofessionals.biz

Pricing is based on Per Day. Cancellation is 48 hr before the event date and a reimburse of 50% of the cost will apply, within 48 hrs no refund is available.

TEL (310) 213-9225 *4
email orders to the address above please

Company :	Show Name:
Street:	Location:
City:	Booth # :
State:	Delivery Date: Time Schedule:
Postal Code / Zip Code:	Starting Date: Time:
Tel: () Fax: ()	Pick Up Date: Time:
Ordered By:	Contact on site:
Email:	Tel: ()

<i>Presentation Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Flipcharts w/ Pad and Markers (2 Days of Pads)			\$ 50.00	\$ -
Flipcharts w/ Post it Pad and Markers (2 Days of Pads)			\$ 85.00	\$ -
Tripod Screen 6ft			\$ 30.00	\$ -
Tripod Screen 8ft			\$ 30.00	\$ -
4x6 Whiteboard with easel, eraser, and markers			\$ 65.00	\$ -

<i>Visual Video/Data Display Equipment</i>	QTY.	DAYS	PRICE	TOTAL
32" LCD Flat Video/HDMI Tablestand			\$ 75.00	\$ -
42" LED 1080P Flat Screen TV w/ Pole Stand or Tablestand			\$ 175.00	\$ -
50" LED 1080P HDMI Flat Screen TV w/ Pole Stand			\$ 225.00	\$ -
60" LED 1080P HDMI Flat Screen TV w/ Pole Stand			\$ 275.00	\$ -
70" LED 4K HDMI Flat Screen TV w/ Pole Stand			\$ 325.00	\$ -
80" LED 4K HDMI Flat Screen TV w/ Pole Stand			\$ 550.00	\$ -
LCD Projector 2600 Lumens			\$ 100.00	\$ -
LCD Projector 3000 Lumens			\$ 150.00	\$ -
DLP Projector 8500 Lumens 1080P Native Res w/ Short Throw Lens			\$ 350.00	\$ -
Blu Ray Player w/ Remote w/ HDMI Cable			\$ 10.00	\$ -
Shelf for TV Pole Stand			\$ 20.00	\$ -

<i>Audio Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Shure UHF UFX Wireless Microphone Kit			\$ 75.00	\$ -
Omnidirectional Shure Microphone (wired)			\$ 30.00	\$ -
4 Channel Shure Audio Mixer			\$ 25.00	\$ -
Soundcraft 10 Channel Audio Mixer			\$ 45.00	\$ -
JBL Eon G2 10" Powered Speaker w/ Tripod (220 Watt)			\$ 35.00	\$ -
JBL PRX 712 Powered Speaker w/ Tripod (1000 Watt)			\$ 55.00	\$ -
JBL PRX 715 Powered Speaker w/ Tripod (1500 Watt)			\$ 75.00	\$ -

<i>Laptops</i>	QTY.	DAYS	PRICE	TOTAL
Del / ASUS Win 10 Laptop w/ Office Pro 2016 GE Force Video Card		WEEKLY	\$ 150.00	\$ -
HDMI Cable 15 ft			\$ 15.00	\$ -
RF Wireless Presenter with Laser Pointer (100' Range)			\$ 20.00	\$ -

<i>Lighting</i>	QTY.	DAYS	PRICE	TOTAL
LED ADJ Mega Q Plus Uplight with Battery			\$ 20.00	\$ -

COMPLETE PAYMENT MUST ACCOMPANY ORDER			
Check one box: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
Credit Card No. _____ Ex Date: _____		AVP WILL NOT RIG GEAR ON DIPLAY WALLS	
Name as it appears on the card _____		SUB TOTAL	\$ -
Billing Address: _____ City _____ ZIP _____ SID/CVV# _____		Set Up/Strike Labor	\$100.00
_____	_____	Delivery/Pick Up	\$125.00
Date	Authorized Signature	On Floor Order Fee	
I authorize AV Professionals, Inc. to charge my credit card account for those charges that appear on this Authorization Form.		TOTAL DUE	\$ 225.00



Exhibit Services

Reliable trade show shipping services



YRC
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YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

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And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

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- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

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