

Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for PTO Today Expo Los Angeles 2020. 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 6ft tables with gold skirting
- Four folding chairs
- Two wastebasket
- Carpeted in Tuxedo
- One 44"x7" ID sign with your company name and booth number
- Booths are 8' deep and 20' wide

Tabletop Package includes:

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

Standard Booth Package includes:

- 8' high back wall draping in black, white, black
- 3' high side rail draping in black
- One 6ft 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

Show Schedule

Exhibitor Move-In:	Wednesday, March 11 th	4:00pm - 6:00pm	
	Thursday, March 12 th	7:00am - 8:30am	
Show Hours:	Thursday, March 12 th	9:00am - 2:00pm	
Dismantle:	Thursday, March 12 th	2:00pm - 5:00pm	
Carrier Check In:	Thursday, March 12 th	2:00pm-4:00pm	Shipments not picked up by 4:00pm will be rerouted or sent back to the TotalExpo warehouse at the exhibitors expense.

Important Dates and Reminders

- **Discounted rates are available through Tue, February 25th by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Tue, March 3rd 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 2 hours 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 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 (page 10).

- **Advance Warehouse Receiving:** Shipments will be received Wed, February 5th, 2020 through Thu, March 5th, 2020 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Wed, March 11th, 2020 from 8:00am-4:30pm.
- **Driver Check-In deadline** is 4:00pm on Thu, March 12th, 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 Los Angeles 2020
C/O TotalExpo
1161 Sandhill Ave., Unit A
Carson, CA 90746

Direct to Show-Site Address

[Exhibiting Company and booth #]
PTO Los Angeles 2020
C/O TotalExpo
Pasadena Conv. Ctr., Hall B
300 E Green St.
Pasadena, CA 91101

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 **freight carrier check in by 4:00pm on Thu, March 12th**. 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.

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Other Service Providers

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****PSAV rates apply to orders submitted within the 2019 year for this event. Orders submitted after 12/31/19 may be subject to rate increases; this includes additions or changes to already placed orders. PSAV will notify you prior to processing payment of any rate increase.****

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

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 **PTOT20**.
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 **PTOT20** 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.



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



PTO Today Expo Los Angeles 2020
Pasadena Convention Center, Hall B
March 12th, 2020
<http://www.ptotoday.com/>

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

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; 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
<div></div>	<div></div>	<div></div>
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)



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



PTO Today Expo Los Angeles 2020
Pasadena Convention Center, Hall B
March 12th, 2020
<http://www.ptotoday.com/>

Exhibiting Company Name

Booth Number

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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	\$
Booth Cleaning and Vacuuming	\$
Cartload Service	\$
Advance Warehouse Receiving	\$
Direct to Show-Site Receiving	\$
Return to Warehouse Service	\$
Install and Dismantle Labor	\$
Sign Hanging Labor	\$
Miscellaneous	\$

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.

Exhibiting Company Name

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Rental Items: Furniture, Carpet and Accessories

Please note that carpet is NOT included in your booth package; The facility is not carpeted

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.						

Standard Carpet					
For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3009A	8'x10' Inline Booths	\$ 184.00	\$ 221.00	\$
	3009B	8'X20' Inline Booths	\$ 367.00	\$ 440.00	\$
	3009C	8'X30' Inline Booths	\$ 549.00	\$ 659.00	\$
	3009D	8'X40' Inline Booths	\$ 732.00	\$ 879.00	\$
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	\$
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	\$

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	\$

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	\$

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	\$

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 on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.

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Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

Booth Cleaning and Vacuuming

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 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:
(5000b) One Time Booth Cleaning Prior to show opening on the first day of the event. (Rate is per sq.ft.)	\$ 0.45	\$ 0.55	\$ _____	X _____ =	\$ _____

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%, however orders cancelled during move-in or on-site will not be refunded

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.

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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			\$ 124.00	
Cartload Service per trip, outbound			\$ 124.00	
Cartload Service roundtrip, in and out			\$ 222.00	
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 may 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

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.

Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

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: **Wed, February 5th, 2020 through Thu, March 5th, from 9am-3:30pm.**

Direct to show-site shipments will be received on the following dates only: **Wed, March 11th, 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

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 Minimum)	\$	
Special Handling		x	\$ 133.00 (\$266 Minimum)	\$	

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 Minimum)	\$	
Special Handling		x	\$ 133.00 (\$266 Minimum)	\$	

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	<input type="checkbox"/> Direct to Show-Site
	x	\$45.00	\$	<input type="checkbox"/> Advance Warehouse	<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	x	Rate	Total
	x	\$64.00 (\$256 Minimum)	\$

This service a 4 cwt minimum charge

Outbound Shipping - Please verify that your carrier will Pick up after 1:59pm but no later than 4pm

- A completed TotalExpo bill of lading is required for all shipment. This can be picked up from the service desk.
- 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 \$25.00 per pallet. Banding is provided at \$0.50 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.

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 Form for more information.

ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
<hr/>	
Full Exhibiting Company Name	
<hr/>	
Booth Number	
PTO Los Angeles 2020 c/o TotalExpo, Inc. 1161 Sandhill Ave., Unit A Carson, CA 90746	
	
SHIPMENT MUST ARRIVE BETWEEN: Wed, February 5 th , 2020 through Thu, March 5 th , from 9:00am-3:30pm	
Carrier _____ Piece number _____ of _____ total pieces.	

ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
<hr/>	
Full Exhibiting Company Name	
<hr/>	
Booth Number	
PTO Los Angeles 2020 c/o TotalExpo, Inc. 1161 Sandhill Ave., Unit A Carson, CA 90746	
	
SHIPMENT MUST ARRIVE BETWEEN: Wed, February 5 th , 2020 through Thu, March 5 th , 2020 from 9:00am-3:30pm	
Carrier _____ Piece number _____ of _____ total pieces.	

Direct to Show-Site Shipping Labels

To ensure your shipments is 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 Form for more information.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

PTO Los Angeles 2020

c/o TotalExpo, Inc.

Pasadena Conv. Ctr., Hall B

300 E Green St.

Pasadena, CA 91101

PTOTODAY

SHIPMENT MUST ARRIVE ON :
Wed, March 11th, 2020 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

PTO Los Angeles 2020

c/o TotalExpo, Inc.

Pasadena Conv. Ctr., Hall B

300 E Green St.

Pasadena, CA 91101

PTOTODAY

SHIPMENT MUST ARRIVE ON :
Wed, March 11th, 2020 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

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 labor/exhibitor 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, Inc. 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 until 4:30pm
Overtime	\$ 161.00	\$ 193.00	Monday through Friday all other times.	Install & dismantle before 8:00am & 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 TotalExpo's 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

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

Sign Hanging/Rigging Labor

TotalExpo is responsible for the assembly of all signs and truss, as well as the hanging/installation and removal. Any signs deemed unsafe by management personnel will not be hung.

Labor Order Information

- The listed rates are per crew, per hour. Sign Hanging/Rigging labor includes a crew of 2 workers and the lift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Any additional materials used such as slings, cables, shackles, etc. will be billed to the exhibitor.
- 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 labor start times exhibitor 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.
- You must provide set up instructions/drawings, and pictures of your hanging sign with this order.
- Gratuities in any form is prohibited.

Rates for Sign Hanging Labor rates are subject to change

Hanging Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 457.00	\$ 549.00	Monday through Friday from 8:00am to 4:30pm.
Overtime	\$ 590.00	\$ 709.00	Monday through Friday all other times.
Double Time	\$ 677.00	\$ 812.00	All day Saturday, Sunday, and Holidays.

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 sign with your order. **Shipping containers should not be locked.** 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 worker 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 hanging sign Being Shipped? All hanging signs must be received at the advance warehouse.

- ☐ **Advance Warehouse** Carrier: _____ # of pieces: _____ ETA: _____

Hanging Sign Details

Your hanging sign must comply with all show rules and regulations.

Type of sign: ☐ Banner ☐ Structural ☐ Systems ☐ Other: _____ Shape of sign: _____

Dimensions: weight _____ lbs. width _____ length _____ height _____ Sign height from floor to top of sign: _____ ft.

Sign Orientation: _____

Order and Schedule Labor

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

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

10% Supervision Fee \$

Labor total \$

Labor Cancellation Policy

Cancelled labor orders should be received within a 48 hour notice. Installation orders cancelled without a 48 hour notice will be charged a 1 hour cancellation fee per person. Dismantle orders cancelled without a 48 hour notice will be charged a cancellation fee equal to 100% of the dismantle hours ordered. No show and rescheduled labor will be charged 1 hour per worker.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

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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

Discounted Rate Deadline: Tue, February 25th, 2020. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, March 3rd, 2020. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> PTO Today Los Angeles Show Code: PTOT20

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.

- 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.
- 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.
- 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**.
- 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.
- 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.
- 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.
- 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.
- 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

The Painters and Allied Trades Union Local 831 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 Local 831 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 NO MORE than the exhibitor and (1) one full time employee of exhibiting company.
3. The work can be completed within (1) hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)

The above worker and time limits do not apply to the exhibiting company's merchandise, literature, stocking shelves, packing, etc. as long as the product is not part of 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**

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 three gallons or one-eighth 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.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101

Phone: (626) 844-0785 Fax: (626) 628-0303

Anaheim@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 02/20/20**

EXHIBITOR:		BTH #	
EVENT:	PTO Today 2020		
FACILITY:	Pasadena Convention Center		
DATES:	March 12, 2020	EVENT #030015LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	QTY	QTY	ADVANCE	REGULAR	TOTAL
	Show Hours	24hrs/day Double rate	PAYMENT PRICE	PAYMENT PRICE	COST
	120 VOLT				
	500 WATTS (5 AMPS)		99.00	148.00	
	1000 WATTS (10 AMPS)		174.00	262.00	
	1500 WATTS (15 AMPS)		205.00	308.00	
	2000 WATTS (20 AMPS)		237.00	355.00	
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	MISC. REQUIREMENTS				
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	Please call for information on any services you require that are not listed here.				
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)				
ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	15' EXTENSION CORD		27.00	27.00	
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.	POWER STRIP		27.00	27.00	
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM		TOTAL		
	PRINT NAME:				
	EMAIL:		PHONE:		

120V.V3.LA.02.19_PG 1

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES
300 East Green Street, Pasadena, CA 91101
Phone: (626) 844-0785 Fax: (626) 628-0303
Anaheim@edlen.com

Advance Payment Deadline Date: 02/20/20

EXHIBITOR:		BTH #	
EVENT:	PTO Today 2020		
FACILITY:	Pasadena Convention Center		
DATES:	March 12, 2020	EVENT #030015LA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

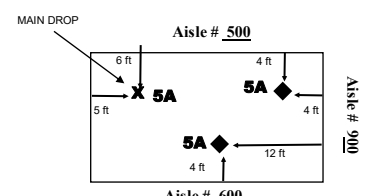
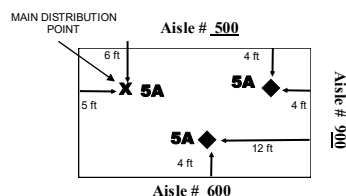
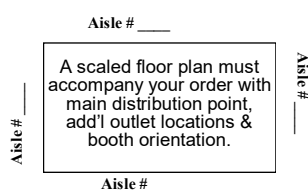
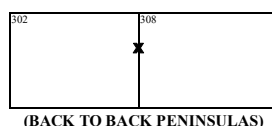
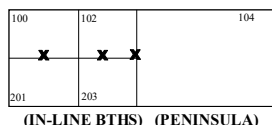
By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
11. For a dedicated outlet, order a 20 amp outlet.
12. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
13. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
14. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
15. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
16. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
17. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
18. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
19. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
20. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
21. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
22. Claims will not be considered or adjustments made unless filed in writing prior to the close of the event.
23. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
26. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**



Exhibit Services

Reliable trade show shipping services





The show must go on!

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

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

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

Delivering confidence at the show

- 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.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

PASADENA
CONVENTION CENTER

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed forms to: ebalane@psav.com.

Rates valid for orders submitted in 2019 for this event.
Orders submitted in 2020 may be subject to rate increases.
This includes additions or changes to already placed orders.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" LCD table top monitor	\$			\$
■ 32" LCD monitor	\$			\$
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
■ 46" LCD monitor	\$			\$
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
■ 50" LCD monitor	\$			\$
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
■ 70" LCD monitor				
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
Please contact PSAV for quote				
<input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$			\$
■ Wireless microphone	\$			\$
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Wireless headset microphone	\$			\$
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$			\$
<i>Up to five people</i>				
■ Sound system	\$			\$
■ two speakers, two stands, one mixer, one wired microphone				
■ up to 20 people				
■ 4-channel mixer	\$			\$

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Blu-ray/DVD player	\$			\$
■ Windows PC laptop	\$			\$
■ Wired keyboard and mouse	\$			\$
■ Black-and-white printer	\$			\$

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector 3K	\$			\$
■ LCD support package	\$			\$
■ 32"- 54" Rolling cart	\$			\$
■ Tripod screen	\$			\$
<input type="checkbox"/> 6' <input type="checkbox"/> 8'				

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$			\$
■ Wireless internet connection	\$			\$
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$			\$

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■	\$			\$
■	\$			\$
■	\$			\$
■	\$			\$
■	\$			\$

SPECIAL REQUESTS

Please add any items not listed above that you require.

ORDER SUMMARY	TOTALS
Equipment Subtotal	\$
10.25% Sales Tax (Internet is Exempt)	\$
<input type="checkbox"/> On-site Order Fee	\$
TOTAL	\$

PSAV[®]

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

PASADENA
CONVENTION CENTER

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Eric Balane
Director, Event Technology – PSAV®
Pasadena Convention Center
300 E. Green St., Pasadena, CA 91101
■ office: 626.395.0244 ■ email: ebalane@psav.com