



TRIUMPH expo & events inc.

12614 Interurban Ave So. Seattle, WA 98168-3314
ph: 206 431 1010 fax: 206 431 2643

**Infant and Early Childhood Development
May 5 – 6, 2011
Greater Tacoma Convention & Trade Center
Tacoma, Washington**

Dear Valued Exhibitor:

Triumph Expo & Events Inc. has been chosen as the official General Service Contractor to provide professional exhibit related services for your participation in the **Infant and Early Childhood Development**.

In this capacity, we are the exclusive provider of services for drayage, decoration, and labor. Please refer to the exhibitor service manual for all necessary forms and deadlines.

Triumph also provides custom booth designs along with our in-house graphics department to enhance your booth.

If you have any questions, or require further information, please contact us at 206-431-1010.

Best regards,

Your Exhibitor Service Representative
And Logistics Specialist
Triumph Expo and Events, Inc.
(main) 206-431-1010
(fax) 206-431-4846
exhibitorservices@triumphexpo.com



TRIUMPH
expo & events inc.

12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

Infant & Early Childhood Conference
Greater Tacoma Convention & Trade Center
May 5 - 6, 2011
DISCOUNT PRICE DEADLINE - Friday, April 22, 2011

Infant & Early Childhood Conference

May 5 - 6, 2011 - Greater Tacoma Convention & Trade Center

- Exhibitor Move-In:** Wednesday, May 4, 2011 3:00 PM - 6:00 PM
Thursday, May 5, 2011 6:00 AM - 9:00 AM
- Show Dates & Times:** Thursday, May 5, 2011 9:00 AM - 6:00 PM
Friday, May 6, 2011 8:30 AM - 4:30 PM
- Exhibitor Move-out:** Friday, May 6, 2011 4:30 PM - 8:00 PM
- Empty crates and cartons will be returned beginning at 4:30 pm on Friday.
 - All carriers must check in no later than 6:00 pm, or your freight will be re-routed or returned to our warehouse awaiting further instruction.
 - All exhibitor materials must be removed from the facility by 8:00 pm.
 - Please note, UPS, Fed Ex & DHL do not pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to warehouse at exhibitor's expense.
- Perimeter / Non-Profit Furnishings included in your booth:**
- | | |
|---------------------------------|------------------------------|
| 10' X 10' Booth | Two side chairs |
| Teal & white 8' high back-drape | Wastebasket |
| Teal 3' high side-drape | A one-line exhibitor ID sign |
| One 6' table draped in white | |
- Standard Booth Package:** Standard package includes 8' table draped in white instead of 6'
- Exhibit Hall Flooring:** The exhibit area will not be carpeted. To better complement your booth, rental carpet in a variety of solid colors is available with the enclosed forms.
- Deadlines:** *Orders received by April 22, 2011 with payment will receive discount prices. Any orders received after this date will be processed at the standard rate.*
- Payment Policy:** Payment is required with all orders. To pay by credit card, fax your order to Triumph Expo & Events Inc. at 206.431.4846. Orders paid by check must also include credit card information or your order will not be processed.
- Contacts:** Questions regarding freight or show services may be directed to the Exhibitor Services Department at Triumph Expo & Events Inc. at 206-431-1010, 877-607-1010, or email exhibitorservices@triumphexpo.com.

Visit our website @ www.triumphexpo.com for additional product information.



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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

Shipping Information

ADVANCE SHIPPING INFORMATION:

ADVANCE WAREHOUSE ADDRESS

Company Name & Booth Number

IECC

Triumph Expo & Events Inc.

12614 Interurban Ave South

Seattle, WA 98168

Triumph will accept crated, boxed or skidded materials up to 30 days prior of the deadline date.

Advance freight must be received no later than 4:00 pm on May 2, 2011.

DIRECT SHIPPING INFORMATION:

SHOWSITE ADDRESS

Company Name & Booth Number

IECC

c/o Triumph & GTCSC

1500 Broadway

Tacoma, WA 98402

Showsite freight must be received on May 4, 2011 ONLY

Triumph Expo & Show Management will not be responsible for any early direct shipments that may be refused or incur additional fees.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE MAY 2, 2011

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.
12614 INTERURBAN AVE S.
SEATTLE, WA 98168

WAREHOUSE

IECC

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

4

R U S H

DO NOT DELAY

DEADLINE DATE MAY 2, 2011

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.
12614 INTERURBAN AVE S.
SEATTLE, WA 98168

WAREHOUSE

IECC

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **MAY 4, 2011**

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

GTCTC

1500 Broadway

Tacoma, WA 98402

5

**SHOWSITE
IECC**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

5

R U S H

DO NOT DELAY

NOT BEFORE **MAY 4, 2011**

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

GTCTC

1500 Broadway

Tacoma, WA 98402

**SHOWSITE
IECC**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____



Union Labor Jurisdictions

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

▶ **EXHIBIT HALL INSTALLATION & DISMANTLING**

Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

▶ **MATERIAL HANDLING / DRAYAGE**

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

▶ **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

▶ **TIPPING**

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.



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PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment of all services provided.

Prepared by (Print Name) _____ Date _____

Signature _____ Booth #(s) _____

Company Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa Mastercard American Express Check Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (**REQUIRED**) _____

Authorized Signature _____

PAYMENT MUST ACCOMPANY ALL ORDERS

To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:

Triumph Expo & Events Inc

FOR ALL CHECK ORDERS

Credit card authorization must be provided for any additional fees incurred.

WASHINGTON STATE SALES TAX

applies to all exhibitors including non-profit agencies within Washington State (RCW 82.04.070)

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpeting	\$ _____
Graphics and Signage	\$ _____
TRU-X Modular Exhibits	\$ _____
TRU-X Accessories	\$ _____
Installation and Dismantle Labor	\$ _____
Other	\$ _____
Subtotal	\$ _____
WA State Sales Tax @ 9.3%	\$ _____
Cleaning Services	\$ _____
Freight/Material Handling	\$ _____
TOTAL	\$ _____

PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- *WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- *WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.



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TABLES, COUNTERS & RISERS

Please circle your color of choice - If no color is circled, show color will be given.

BLACK WHITE GREY BLUE GREEN RED TEAL BURGUNDY BERRY PURPLE YELLOW
New Colors*: TERRA COTTA CHAMPAGNE DOVE WILLOW BROWN (*Call for Availability)

	QTY	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL
30" HIGH SKIRTED TABLES	_____	2' x 4'	\$ 75.00	\$ 99.75	\$ _____
	_____	2' x 6'	\$ 95.00	\$ 126.35	\$ _____
<i>(Includes white vinyl top and skirting on 3 sides)</i>	_____	2' x 8'	\$ 97.00	\$ 129.00	\$ _____
	_____	Table skirt OR 4th side draped	\$ 35.50	\$ 47.20	\$ _____
42" HIGH SKIRTED COUNTERS	_____	2' x 4'	\$ 93.00	\$ 123.70	\$ _____
	_____	2' x 6'	\$ 106.00	\$ 141.00	\$ _____
<i>(Includes white vinyl top and skirting on 3 sides)</i>	_____	2' x 8'	\$ 126.00	\$ 167.50	\$ _____
	_____	Table skirt OR 4th side draped	\$ 39.50	\$ 52.50	\$ _____
30" HIGH UNSKIRTED TABLES	_____	2' x 4'	\$ 50.00	\$ 66.50	\$ _____
	_____	2' x 6'	\$ 60.00	\$ 86.00	\$ _____
<i>(Includes white vinyl top)</i>	_____	2' x 8'	\$ 74.00	\$ 108.00	\$ _____
42" HIGH UNSKIRTED COUNTERS	_____	2' x 4'	\$ 59.00	\$ 78.50	\$ _____
	_____	2' x 6'	\$ 71.00	\$ 94.50	\$ _____
<i>(Includes white vinyl top)</i>	_____	2' x 8'	\$ 83.00	\$ 110.00	\$ _____
TABLE TOP RISERS	_____	1 Step Riser - 4'L x 8"w x 7"h / 13"h	\$ 56.00	\$ 74.50	\$ _____
<i>(Includes white vinyl draping)</i>	_____	1 Step Riser - 6'L x 8"w x 7"h / 13"h	\$ 64.00	\$ 85.10	\$ _____
30" ROUND PEDESTAL TABLES	_____	30" dia. top x 30"h	BLACK / GREY \$ 100.00	\$ 133.00	\$ _____
<i>(Circle color choice)</i>	_____	30" dia. top x 42"h	BLACK / GREY \$ 118.00	\$ 156.00	\$ _____

PRICES INCLUDE DELIVERY AND SET-UP.
CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS

TOTAL \$ _____

Carry this total to payment summary page



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CHAIRS and ACCESSORIES

CHAIRS / STOOLS

QTY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Plastic Stack Chair - black	\$ 39.50	\$ 52.50	_____
_____	Padded Side Chair - grey or black (<i>circle choice</i>)	\$ 64.00	\$ 85.10	_____
_____	Padded Arm Chair - grey or black (<i>circle choice</i>)	\$ 69.00	\$ 91.70	_____
_____	Drafting Stool - grey gaslift	\$ 87.00	\$ 115.70	_____
_____	Bar Stool - black	\$ 79.00	\$ 105.00	_____

ACCESSORIES

_____	Coat Tree	\$ 50.00	\$ 65.00	_____
_____	Easel	\$ 41.50	\$ 53.95	_____
_____	Chrome Sign Holder - 22" X 28"	\$ 69.00	\$ 89.70	_____
_____	Literature Rack - 6 pocket	\$ 63.00	\$ 83.75	_____
_____	Wastebasket	\$ 13.50	\$ 17.95	_____
_____	Bag Stand - (<i>circle choice</i>) <i>straight or waterfall</i>	\$ 62.00	\$ 80.60	_____
_____	Retractable Stanchion	\$ 60.00	\$ 79.00	_____
_____	Chrome Rope Stanchion	\$ 34.00	\$ 45.25	_____
_____	Black Rope (6' Length)	\$ 22.00	\$ 29.25	_____
_____	Poster Board - 4' X 8' - grey fabric with black frame (<i>circle choice</i>) <i>horizontal or vertical</i>	\$ 123.00	\$ 164.00	_____
_____	Raffle Drum / Ticket Tumbler - Tabletop	\$ 70.00	\$ 83.00	_____
_____	Garment Rack	\$ 75.00	\$ 99.00	_____
_____	Fish Bowl	\$ 20.00	\$ 26.00	_____
_____	Small Refrigerator	\$ 150.00	\$ 195.00	_____
_____	Ballot Box - Small	\$ 34.00	\$ 45.00	_____
_____	Security Cage - w/ formica top, 28" x 28" x 28"h small	\$ 148.00	\$ 196.00	_____
_____	Security Cage - w/ formica top, 24" x 48" x 36"h medium	\$ 188.00	\$ 250.00	_____
_____	Master Lock for Security Cage (2 Keys)	\$ 61.00	\$ 81.00	_____

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SPECIALTY FURNISHINGS

DISPLAY ITEMS

QTY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Showcase - 6' full view, 2 shelves with lights	\$ 325.00	\$ 432.00	\$ _____
_____	Showcase - 6' upright, 3 shelves with lights	\$ 375.50	\$ 498.50	\$ _____
_____	Computer kiosk - 27-3/4" w x 17-7/8" d x 48" h	\$ 297.00	\$ 395.00	\$ _____
_____	Display pedestal, black - 16" dia. x 30" h	\$ 38.50	\$ 50.00	\$ _____
_____	Display pedestal, black - 16" dia. x 40" h	\$ 38.50	\$ 50.00	\$ _____

LOUNGE SEATING

_____	Leather Sofa - black	\$ 485.50	\$ 645.00	\$ _____
_____	Leather Love Seat - black	\$ 421.50	\$ 560.50	\$ _____
_____	Leather Club Chair - black	\$ 391.00	\$ 520.00	\$ _____
_____	Coffee Table - black	\$ 131.00	\$ 174.00	\$ _____
_____	End Table - black	\$ 101.00	\$ 134.35	\$ _____
_____	Table Lamp - brushed metal	\$ 59.00	\$ 78.50	\$ _____
_____	Floor Lamp - brushed metal	\$ 70.00	\$ 93.00	\$ _____

FABRIC

_____	8' high backwall - banjo drape (per ft.)	\$ 12.50	\$ 16.65	\$ _____
_____	3' high sidewall - banjo drape (per ft.)	\$ 8.60	\$ 11.45	\$ _____
_____	Table skirt only (installed)	\$ 35.50	\$ 47.20	\$ _____
_____	Counter skirt only (installed)	\$ 39.50	\$ 52.50	\$ _____

Please circle your drape or skirt color of choice - If no color is circled, show color will be given.

BLACK WHITE GREY BLUE GREEN RED TEAL BURGUNDY BERRY PURPLE YELLOW
New Colors*: **TERRA COTTA CHAMPAGNE DOVE WILLOW BROWN (*Call for Availability)**

HARDWARE

_____	8' Upright with base	\$ 16.50	\$ 21.95	\$ _____
_____	3' Upright with base	\$ 10.50	\$ 13.96	\$ _____
_____	6' - 10' Telescoping horizontal rail	\$ 16.50	\$ 21.95	\$ _____
_____	9' - 16' Telescoping horizontal rail	\$ 16.50	\$ 21.95	\$ _____

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CARPET and PADDING

	QTY	BOOTH SIZE	DISCOUNT RATE	STANDARD RATE	
STANDARD CARPET	_____	10' x 10'	\$ 147.00	\$ 195.00	\$ _____
	_____	10' x 20'	\$ 294.00	\$ 391.00	\$ _____
	_____	10' x 30'	\$ 441.00	\$ 586.00	\$ _____
	_____	10' x 40'	\$ 588.00	\$ 782.00	\$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK TUXEDO GREY BLUE GREEN RED BURGUNDY TEAL BERRY PURPLE

PLUSH CARPET 28 oz.

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$3.06/sq. ft. @ \$4.06/sq. ft. = \$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK GREY PEARL CHARCOAL WHITE NAVY SEA BREEZE CREAM PINE CARDINAL CABERNET TOAST

PLUSH CARPET 40 oz.

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$3.43/sq. ft. @ \$4.56/sq. ft. = \$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK GREY PEARL CHARCOAL WHITE NAVY SEA BREEZE

CUSTOM CUT STANDARD

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$2.79/sq. ft. @ \$3.71/sq. ft. = \$ _____

AVAILABLE COLORS : (CIRCLE CHOICE) BLACK TUXEDO GREY BLUE GREEN RED BURGUNDY TEAL BERRY PURPLE

CARPET PAD

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$1.04/sq. ft. @ \$1.38/sq. ft. = \$ _____

POLY SHEETING CARPET COVER

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$.52 /sq. ft. @ \$.69/sq. ft. = \$ _____

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BOOTH CLEANING SERVICES

BOOTH CLEANING

		DISCOUNT RATE	STANDARD RATE	TOTAL
ONE TIME ONLY	BOOTH SIZE: _____ x _____ = _____ sq. ft.	@ .36/sq. ft.	@ .47/sq. ft.	= \$ _____
<i>Before Show opens</i>				

		DISCOUNT RATE	STANDARD RATE	TOTAL
DAILY SERVICE	BOOTH SIZE: _____ x _____ = _____ sq. ft.	@ .36/sq. ft.	@ \$.47/sq. ft. x # of days _____	= \$ _____

Booth Cleaning service includes vacuuming and emptying of wastebaskets.

TOTAL \$ _____
Carry this total to payment summary page




TRIUMPH
expo & events inc.

12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

Infant & Early Childhood Conference
Greater Tacoma Convention & Trade Center
May 5 - 6, 2011
DISCOUNT PRICE DEADLINE - Friday, April 22, 2011

COMPANY _____ BOOTH#(S) _____

 **PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE**

PORTER SERVICE

QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
# days _____ (up to 500 sq. ft) x	\$92.00	\$122.00	\$ _____
# days _____ (501 to 1500 sq. ft) x	\$118.00	\$156.00	\$ _____
# days _____ (1501 to 2500 sq. ft) x	\$135.00	\$179.00	\$ _____
# days _____ (2501 and up sq. ft) x	\$149.00	\$198.00	\$ _____

PLEASE SPECIFY SERVICE DATES NEEDED: _____

Labor provided at **TWO HOUR INTERVALS** during the show to empty wastebaskets and remove materials from your exhibit area.

TOTAL \$ _____
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TRIUMPH GRAPHICS and SIGNAGE

Custom Digital Signs/Banners

Signs are digitally printed on biodegradable foamboard. PVC, Gatorfoam and other substrates available for additional charge and will require a custom quote.

CUSTOM DIGITAL SIGNAGE

_____ width x _____ height = _____ ttl sq. ft. x \$16.00 per sq.ft. = _____ x qty _____ = _____
Double Sided add 100% _____

CUSTOM DIGITAL BANNERS

_____ width x _____ height = _____ ttl sq. ft. x \$16.00 per sq.ft. = _____ x qty _____ = _____
BANNER OPTIONS: Grommets Pole Pockets Double Sided add 100% _____

Standard Signs

Standard signs are digitally printed on biodegradable foam board

QTY	SIZE	DISC RATE	STD RATE	TOTAL
_____	8.5" x 11"	\$42.00	\$63.00	_____
_____	7" x 44"	\$56.00	\$74.00	_____
_____	11" x 14"	\$46.00	\$69.00	_____
_____	14" x 22"	\$53.00	\$80.00	_____
_____	14" x 44"	\$71.00	\$107.00	_____
_____	22" x 28"	\$75.00	\$113.00	_____
_____	28" x 44"	\$99.00	\$149.00	_____

FOR ALL SIGNS: PLEASE CHECK ALL THAT APPLY

Background color: _____
Copy color(s): _____
Panel Orientation:
Vertical Horizontal Designer's Judgement
Client providing digital file?
Client providing hardcopy/sketch?
Cardboard Easelbacks @ \$2.50ea qty _____
PVC Gatorfoam **REQUIRES QUOTE**

SPACE FOR SIGN COPY or NOTES:

PRINT OUT AND SUBMIT A COPY OF THIS FORM FOR EACH SIGN

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

TOTAL \$ _____

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GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out at \$70.00 per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client. Direct any questions to: graphics@triumphexpo.com or at 206.696.7132

SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large High resolution files) or posted to an FTP site. For information on our web based file transfer services, contact us at graphics@triumphexpo.com. Smaller files (-5MB) can be emailed directly to graphics@triumphexpo.com.

*native application file types supported are Adobe Photoshop CS4 (pc / mac), Illustrator CS4 (pc / mac), InDesign CS4 (pc / mac) and CorelDraw 11 (pc).



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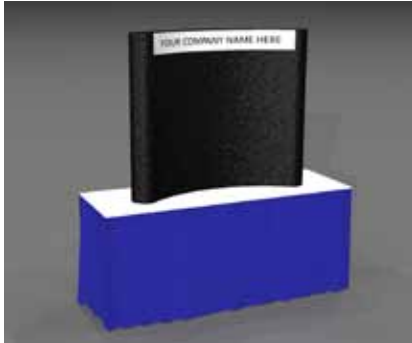
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TRIUMPH MODULAR RENTAL UNITS - Tabletop & Floor



POP-UP TABLE TOP



POP-UP FLOOR UNIT



TRU-X PACKAGE A1

POP-UP TABLE TOP

Package Includes Standard Header, 6' Draped Table, 2 Arm Lights (*power not included*) and Installation & Dismantle of Exhibit

TABLE SKIRT COLOR

- Black Grey Blue Green Red Burgundy Teal Berry Purple

QTY PRICE TOTAL

_____ \$450.00 \$ _____

POP-UP FLOOR UNIT

Package Includes Standard Header, 2 Arm Lights (*power not included*) and Installation & Dismantle of Exhibit

_____ \$650.00 \$ _____

TRU-X PACKAGE A1

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (*power not included*) And Installation & Dismantle of Exhibit
(As shown with optional 1M Radius Counter- \$1706.00)

_____ \$1280.00 \$ _____

PANEL OPTIONS - TRU-X PACKAGE A1 ONLY

- FABRIC** - Black Blue Grey **HARDWALL** - White Custom Graphic Black Silver
(See guidelines below)

METAL FRAME COLOR - A1 ONLY

CARPET COLOR - TRU-X PACKAGE A1 ONLY

- Black Tuxedo Grey Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.
(Please contact exhibitor services for exact panel size & dimensions)

Cancellation charges are 50% prior to the discount deadline and 100% after the discount price deadline.

TOTAL \$ _____

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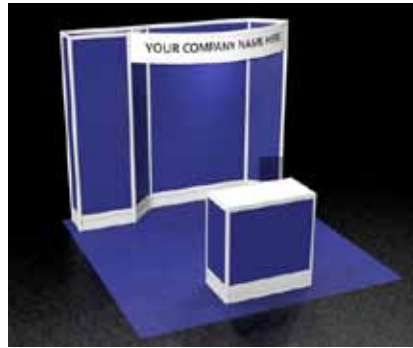


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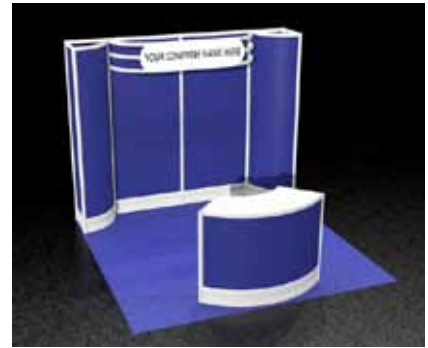
TRIUMPH MODULAR RENTAL EXHIBITS - 10' x 10' Linear



TRU-X PACKAGE A2



TRU-X PACKAGE A3



TRU-X PACKAGE A4

TRU-X PACKAGE A2

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (power not included) And Installation & Dismantle of Exhibit
(As shown with optional shelves & 1M Radius Counter - \$1876.00)

QTY	PRICE	TOTAL
_____	\$1450.00	\$ _____

TRU-X PACKAGE A3

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (power not included) And Installation & Dismantle of Exhibit
(As shown with optional 1M Counter - \$1747.00)

_____	\$1450.00	\$ _____
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TRU-X PACKAGE A4

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (power not included) And Installation & Dismantle of Exhibit
(As shown with optional 1M Radius Counter- \$2076.00)

_____	\$1650.00	\$ _____
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PANEL OPTIONS

FABRIC - Black Blue Grey

HARDWALL - White Custom Graphic
(See guidelines below)

METAL FRAME COLOR

Black Silver

CARPET COLOR

Black Tuxedo Grey Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.
(Please contact exhibitor services for exact panel size & dimensions)

Cancellation charges are 50% prior to the discount deadline and 100% after the discount price deadline.

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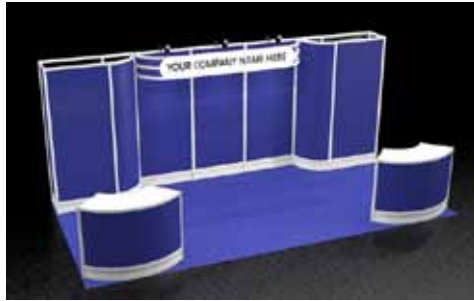


PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TRIUMPH MODULAR RENTAL EXHIBITS - 10' x 20' Linear



TRU-X PACKAGE B1



TRU-X PACKAGE B2



TRU-X PACKAGE B3

TRU-X PACKAGE B1

Package Includes Standard Header, 10' X 20' Standard Color Carpet, 6 Arm Lights
(power not included) And Installation & Dismantle of Exhibit
(As shown with optional 1M Radius Counters - \$3842.00)

QTY	PRICE	TOTAL
_____	\$2990.00	\$ _____

TRU-X PACKAGE B2

Package Includes Standard Header, 10' X 20' Standard Color Carpet, 6 Arm Lights
(power not included) And Installation & Dismantle of Exhibit
(As shown with optional 1M Radius Counters - \$4152.00)

_____	\$3300.00	\$ _____
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TRU-X PACKAGE B3

Package Includes Standard Header, 10' X 20' Standard Color Carpet, 6 Arm Lights
(power not included) And Installation & Dismantle of Exhibit
(As shown with optional 1M Radius Counter and 2 1M Radius Counters- \$4749.00)

_____	\$3600.00	\$ _____
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PANEL OPTIONS

FABRIC - Black Blue Grey

HARDWALL - White Custom Graphic
(See guidelines below)

METAL FRAME COLOR

Black Silver

CARPET COLOR

Black Tuxedo Grey Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.
(Please contact exhibitor services for exact panel size & dimensions)

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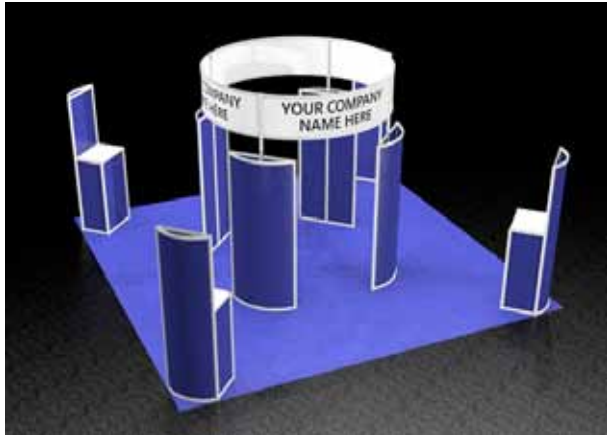
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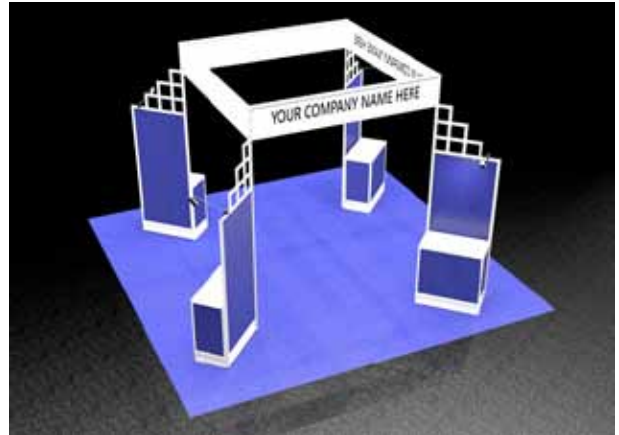


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TRIUMPH MODULAR RENTAL EXHIBITS - 20' x 20' Island



TRU-X PACKAGE C1



TRU-X PACKAGE C2

TRU-X PACKAGE C1

Package Includes 4 Section Circular Standard Header, 20' X 20' Standard Color Carpet, 6 _____ \$3668.00 \$ _____
Arm Lights (*power not included*), 4 - Display/ Computer Counters with 8' high Curved Display
Surface, Central Structure with 8' High Display Surfaces and Installation & Dismantle of
Exhibit. (*Detail drawing with exact panel sizes available on request*)

TRU-X PACKAGE C2

Package Includes 4 Section Square Standard Header, 20' X 20' Standard Color Carpet, 6 _____ \$2390.00 \$ _____
Arm Lights (*power not included*), 4 - 1 Meter x .5 Meter Counters with Locking Sliding doors,
4 - 8' High x 1 Meter Display Surfaces, 4 - 54" High x 1 Meter display Surfaces and Installation
& Dismantle of Exhibit. (*Detail drawing with exact panel sizes available on request*)

PANEL OPTIONS

FABRIC - Black Blue Grey **HARDWALL** - White Custom Graphic
(See guidelines below)

METAL FRAME COLOR

Black Silver

CARPET COLOR

Black Tuxedo Grey Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork. (*Please contact exhibitor services for exact panel size & dimensions*)

Cancellation charges are 50% prior to the discount deadline and 100% after the discount price deadline.

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TRU-X EXHIBIT ACCESSORIES

COUNTERS

QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
_____ Counter - 1 Meter x .5 meter x 42" H	\$ 297.00	\$ 395.00	\$ _____
_____ Counter - 1.5 Meter x .5 meter x 42" H	\$ 344.50	\$ 457.00	\$ _____
_____ Counter - 2 Meter x .5 meter x 42" H	\$ 413.00	\$ 549.00	\$ _____
_____ Counter - 1 Meter Radius x .5 meter x 42" H	\$ 426.00	\$ 566.00	\$ _____
_____ Optional cabinet door locks	\$ 28.50	\$ 37.00	\$ _____

CHOICE OF STANDARD PANELS (circle one): FABRIC: BLACK BLUE GREY OR PVC: BLACK WHITE
Counters include sliding door & shelf - Doors not available on Radius counter

WALL PANELS

_____ Wire Wall panels (black, 1 meter only)	\$ 249.00	\$ 331.00	\$ _____
_____ Pair of (2) Grid wall panels (set up in a "V" shape)	\$ 128.00	\$ 170.00	\$ _____
_____ Slat wall panels (white only) 1 Meter x 8' H	\$ 249.50	\$ 331.00	\$ _____
_____ Slat wall panels (white only) .5 Meter x 8' H	\$ 199.00	\$ 264.00	\$ _____

WIRE WALL / SLAT WALL ACCESSORIES

_____ Waterfall bracket w/ 7 balls	\$ 9.50	\$ 12.63	\$ _____
_____ Straight out bracket	\$ 9.50	\$ 12.63	\$ _____
_____ Clever clip (wire wall only)	\$ 2.91	\$ 3.87	\$ _____
_____ Picture hook (slat wall only)	\$ 2.91	\$ 3.87	\$ _____

Wire wall and Slat wall accessories must be picked up and returned to the Exhibitor Services Desk. A deposit may be required.

ADDITIONAL ACCESSORIES

_____ Straight shelves (37" x 12", w/brackets)	\$ 50.35	\$ 66.96	\$ _____
_____ Arm light (75w incandescent)	\$ 65.00	\$ 86.00	\$ _____
_____ Literature Pocket (acrylic, with Velcro for fabric walls)	\$ 15.00	\$ 19.95	\$ _____

**CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS**

TRU-X items ordered at showsite will be subject to availability

TOTAL \$ _____

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FORKLIFT AND RIGGING

PLEASE NOTE: For signs other than banners, include blueprint or drawing with detailed information, so hanging anchor points can be determined. Rules, regulations or ceiling and support beam structure may require your sign to be moved from your specified location.

SIGN TYPE: Cloth Banner Metal or Wood Other **SIZE:** Height _____ Length _____ Width _____

SHAPE: Square Triangle Rectangle Other

Does your sign require: ELECTRICITY? ASSEMBLY? **WEIGHT OF SIGN:** _____

FORKLIFT w/operator	DATE	TIME	HOURLY RATE STANDARD	HOURLY RATE 4-STAGE	# HOURS	TOTAL
STRAIGHT TIME - IN			\$178.00	\$231.00		
OVERTIME - IN			\$232.00	\$301.00		
STRAIGHT TIME - OUT			\$178.00	\$231.00		
OVERTIME - OUT			\$232.00	\$301.00		

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.
OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.
ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

BOOM LIFT	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
2 MAN RIGGING CREW with BOOM LIFT - IN						
2 MAN RIGGING CREW with BOOM LIFT - OUT						

CALCULATING BOOM LIFT LABOR RATES: STRAIGHT TIME: \$471.00
OVERTIME: \$622.00

SCISSOR LIFT	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
2 MAN RIGGING CREW with SCISSOR LIFT - IN						
2 MAN RIGGING CREW with SCISSOR LIFT - OUT						

CALCULATING SCISSOR LIFT LABOR RATES: STRAIGHT TIME: \$174.00
OVERTIME: \$222.00

TOTAL \$ _____
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INSTALLATION & DISMANTLE LABOR

LABOR RATE INFORMATION

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OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.
ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.
 Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.
 If Triumph supervises your set-up, you do not need to be present.

INSTALL/DISMANTLE LABOR RATES:

EXHIBITOR SUPERVISED: STRAIGHT TIME: \$71.00 OVERTIME \$106.00
TRIUMPH SUPERVISED: STRAIGHT TIME: \$92.00 OVERTIME \$138.00

Please note that 30% additional charge applies to all labor orders received after the discount deadline date.

INSTALL

	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
EXHIBITOR SUPERVISED LABOR						
TRIUMPH SUPERVISED LABOR						

DISMANTLE

	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
EXHIBITOR SUPERVISED LABOR						
TRIUMPH SUPERVISED LABOR						

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached to be sent with exhibit In crate # _____

CARPET: with exhibit rented from Triumph (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached drawing with exhibit electrical under carpet

GRAPHICS: with exhibit shipped separately

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

COMMENTS / NOTES:

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INSTALLATION and DISMANTLE - INBOUND/OUTBOUND SHIPPING

Please complete the following information if your display is to be installed and/or dismantled by Triumph Expo & Events Inc.

INBOUND SHIPPING INSTRUCTIONS

Carrier _____ Carrier Phone _____

Shipped to: Warehouse Show Site From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

OUTBOUND SHIPPING INSTRUCTIONS

SHIP TO:

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill to _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____

Phone _____

TOTAL \$ _____

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Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

**THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY.
NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:**

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.**

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



TRIUMPH
expo & events inc.

12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

Infant & Early Childhood Conference
Greater Tacoma Convention & Trade Center
May 5 - 6, 2011
DISCOUNT PRICE DEADLINE - Friday, April 22, 2011

THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES
<input type="checkbox"/> BOOTH CLEANING
<input type="checkbox"/> I&D LABOR - SUPERVISION
<input type="checkbox"/> MATERIAL HANDLING - IN & OUT | <input type="checkbox"/> RENTAL FURNITURE AND CARPET
<input type="checkbox"/> GRAPHICS
<input type="checkbox"/> OTHER SERVICES |
|---|---|

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____



Let Us Handle the Details

Triumph Expo & Events offers prompt, trouble-free freight services for your upcoming trade show.

- Competitive pricing – call for a quote
- On-site personal assistance during your trade show
- Convenient, single invoice billing – shipping services are included on your trade show invoice

*Simplify your trade show experience by calling
Exhibitor Services today at
1-877-607-1010*

TRIUMPH TRANSPORTATION

an exclusive service of



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COMPANY _____ BOOTH#(S) _____
! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING AUTHORIZATION for Triumph Transportation Only - (SHOW CARRIER)

INBOUND SHIPPING INSTRUCTIONS

PICK-UP ADDRESS:
[Empty box for pickup address]

Pick-up Date: _____ Shipment Ready By: _____ am/pm

Approx. Weight: _____ Total No. of Pieces _____

Crates Cartons Fiber Cases Other: _____

Hours your Dock is opened for pickup Dock opened: _____ am/pm Dock closed _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

OUTBOUND SHIPPING INSTRUCTIONS

SHIP-TO ADDRESS:
[Empty box for ship-to address]

SHIPPING METHOD: Deferred / Ground (3-7 Bus. Days)
 Express (2-3 Bus. Days)

Approx. Weight: _____ Total No. of Pieces _____

Crates Cartons Fiber Cases Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards are subject to additional fees - See Payment Terms & Conditions)

Visa Mastercard American Express

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (REQUIRED) _____

Authorized Signature _____



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COMPANY _____ BOOTH#(S) _____



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FREIGHT/MATERIAL HANDLING FEES

ST/ST - freight will be handled on straight time into the show and out of the show
ST/OT - freight will be handled one way on straight time and one way on overtime, either into or out of the show
OT/OT - freight will be handled on overtime into the show and out of the show
OVERTIME: All day on weekends and holidays or weekdays before 8:00 am and after 4:30 pm.

ADVANCE SHIPMENTS (200 lb minimum per shipment)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading.
 Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS

\$ 68.00 Standard Rate (per cwt)
\$ 20.00 Overtime Charge for In/Out (per cwt)

MATERIALS W/ SPECIAL HANDLING

\$ 88.00 Standard Rate (per cwt)
\$ 20.00 Overtime Charge for In/Out (per cwt)

ST/ST \$ **136.00** Minimum Charge
 \$ **68.00** each add'l 100 lbs (cwt)

ST/ST \$ **176.00** Minimum Charge
 \$ **88.00** each add'l 100 lbs (cwt)

DIRECT SHIPMENTS (200 lb minimum per shipment)

CRATED MATERIALS

\$ 73.00 Standard Rate (per cwt)
\$ 20.00 Overtime Charge for in/out (per cwt)

MATERIALS W/ SPECIAL HANDLING

\$ 93.00 Standard Rate (per cwt)
\$ 20.00 Overtime Charge for In/Out (per cwt)

ST/ST \$ **146.00** Minimum Charge
 \$ **73.00** each add'l 100 lbs (cwt)

ST/ST \$ **186.00** Minimum Charge
 \$ **93.00** each add'l 100 lbs (cwt)

SPECIAL HANDLING: Any non-crated or non-palletized shipments of over 3 pieces, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

SMALL PACKAGE CHARGE (per shipment) \$ 43.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates above)

PRICES INCLUDE receiving freight, delivery to booth, storage of empties and load out of shipment. Use the tables below to estimate your material handling charge. 20 lbs & over shipment weight will be rounded to the next highest 100 lbs.

RETURN TO WAREHOUSE: Exhibitors using TE&E warehouse for outbound shipping will be charged (300 lbs minimum) \$150.00

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT DIRECT SHIPMENT

Total Estimated Weight (200 lbs minimum) _____ lbs x Rate \$ _____

Total Estimated Fees \$ _____

TOTAL \$ _____

Carry this total to payment summary page

IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with TE&E. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E RECOMMENDS THE SECURING OF SECURITY SERVICES FROM Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITORS shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E'S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E'S direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E'S reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
- EXHIBITOR'S violation of Federal State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

CART SERVICE

Available during Exhibitor move-in and move-out

This special service is offered exclusively for this show - Small Passenger Vehicles ONLY!

A Triumph attendant will transfer materials from your personal vehicle onto one of our carts and transport it to and/or from your booth for a charge of \$ 60.00 per hour, charged in 1/2 hour increments.

The minimum charge is 30 minutes for \$30.00.

A cartload is Ten (10) pieces or less (weighing less than 250 lbs total).

Payment must be made prior to performance of service. Advance payments can be made using this form, or you can pay for the service at the Triumph Service Center at show site. Please see the cart service attendants when you are ready for the service to be performed.

ITEM	TOTAL HOURS	COST	TOTAL
Cart Service - per hour	_____	\$60.00	_____
Cart Service - 30 minutes	_____	\$30.00	_____

TOTAL \$ _____

Carry this total to payment summary page

GTCTC Audio Visual Services Order Form

EVENT NAME:	
SET-UP DATE:	SET-UP TIME:
STRIKE DATE:	STRIKE TIME:
BOOTH NUMBER(S):	
ON-SITE CONTACT:	CONTACT CELL NUMBER:

SERVICES	QTY	DAILY RATE	NUMBER of DAYS	EXTENDED PRICE <small>(qty x daily rate x # of days)</small>
AUDIO				
Microphone: handheld w/stand		\$25.00		
Microphone: Wireless handheld or lav w/stand		\$100.00		
Small PA Sound System (includes 12" powered speaker, stand, 4 ch mixer)		\$125.00		
Medium PA Sound System (includes two 12" powered speakers, stand, 4 ch mixer)		\$150.00		
CD Player		\$40.00		

VIDEO / DISPLAY				
15" LCD Monitor (XGA)		\$100.00		
20" LCD Monitor (XGA)		\$150.00		
24" HD LCD Monitor w/table stand (16:9)		\$225.00		
32" LCD Monitor w/table stand (16:9)		\$250.00		
42" Plasma Monitor w/6' floor stand & speakers (16:9)		\$400.00		
27" TV / Video Monitor		\$75.00		
Laptop Computer		\$150.00		
XGA 2000 Lumens LCD Projector		\$250.00		
XGA 3500 Lumens LCD Projector		\$400.00		
6' or 8' Tripod Screen		\$35.00		

MISCELLANEOUS				
Lighting Tree: (3) Fixtures, Tree, Dimmer, Control		\$175.00		
Easel		\$15.00		

<p>ADVANCE ORDER DISCOUNT Equipment orders received 14 days prior to load-in date qualify for 20% Advance Order Discount</p>	<p>STANDARD EQUIPMENT INCLUSION AV carts provided with monitor and projector orders</p>	<p>CANCELLATIONS On-site cancellations will result in a minimum one-day charge.</p>
<p>FOR INFORMATION/RATES ON ADDITIONAL EQUIPMENT & SERVICES, PLEASE CALL: 253-272-4679</p>		

1	SUBTOTAL	
2	Less Advance Order Discount if applicable)	
3	SUBTOTAL	
4	SET/STRIKE (10% of Line 3)	
5	FINAL SUBTOTAL	
6	SALES TAX (9.3% of Line 5)	
7	TOTAL AMOUNT DUE	

CUSTOMER INFORMATION

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
ORDERED BY: (print)	TEL:	FAX:
SIGNATURE:	EMAIL:	MOBILE:

I authorize GTCTC to debit my credit card for the charges listed above and for any additional charges incurred.			
TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	3-Digit Security Code (on card back)	Exp. Date:	
CREDIT CARD #:	CARDHOLDER NAME (please print):		
(Card Holder Billing Address if different than above)	AUTH SIGNATURE:		
ADDRESS:			
CITY, STATE, ZIP:			
ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW TO RECEIVE FUNDS.		DATE: ____ CASH: ____ CHECK: ____ CHECK #: ____	

FAX to: 253-830-6605 (Secure Fax Line)

Rev. 5/25/10

GTCTC Electrical Services Order Form

EVENT NAME:
EVENT DATE(S):
BOOTH NUMBER(S):

PRE-ORDER DEADLINE: 1 WEEK PRIOR TO EVENT

		Rates valid through 12/31/2011		
QUANTITY	24-HOUR OUTLET (Double Rate)	PRE-ORDER DISCOUNT RATE	LATE ORDER RATE	TOTAL

120 VOLT DUPLEX RECEPTACLE				
600 WATTS/5 AMPS			\$67.00	\$84.00
1200 WATTS/10 AMPS			\$90.00	\$112.00
1800 WATTS/15 AMPS			\$103.00	\$129.00
2400 WATTS/20 AMPS			\$119.00	\$149.00
3600 WATTS/30 AMPS		SAME AS 120/208 VOLT SINGLE-PHASE OUTLET (see below)		

208 VOLT SINGLE-PHASE				
0-15 AMP 120/208 VOLT			\$106.00	\$133.00
16-30 AMP 120/208 VOLT			\$141.00	\$177.00
31-50 AMP 120/208 VOLT			\$237.00	\$297.00
OUTLETS OVER 50 AMP OR 480 VOLT OR MOTOR OUTLETS			CALL	CALL

208 VOLT THREE-PHASE				
0-15 AMP 120/208 VOLT			\$122.00	\$152.00
16-30 AMP 120/208 VOLT			\$162.00	\$204.00
31-50 AMP 120/208 VOLT			\$273.00	\$342.00
OUTLETS OVER 50 AMP or 480 VOLT or MOTOR OUTLETS			CALL	CALL

ELECTRICAL ACCESSORY RENTAL				
15 AMP 120 VOLT POWER STRIP			\$15.00	\$18.75
25' 120 VOLT EXTENSION CORD			\$18.00	\$22.50

LABOR, Flat Rate: \$67.00 per hour	LABOR \$		
	MISC. \$		
	TAX (9.3%)		
	TOTAL \$		

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
ORDERED BY: (print)	TEL:	FAX:
SIGNATURE:	EMAIL:	MOBILE:

PRE-ORDER RATE
Orders must be received WITH payment prior to Pre-Order Deadline. All other orders will be charged Late Order Rate.

24-HOUR SERVICE
Electricity will be turned on within 30 minutes of show opening and off at show closing. If electricity is required at any other time (other than move-in), it must be ordered at the 24-Hour (double service) rate.

208-VOLT SERVICE
1 hour minimum labor charge will apply to all 208-volt orders. Material charges may apply. If required services are not listed, please call for a quote.

EXHIBITOR EQUIPMENT
All electrical equipment must comply with NEC, State and Local Codes. GTCTC is required to refuse connection where exhibitor wiring is not in accordance with these requirements.

- LABOR**
Charges apply to the following:
- All 208-volt or higher service
 - All 120-volt outlets above 20 amps
 - Service in any area(s) other than back of booth
 - Cord tape-down by electrician
 - Overhead service requests

GFCI PROTECTION NEC CODE
Dept. of Labor & Industries and all City jurisdictions require GFCI protection. Exhibitors must provide GFCI protection for electrical features with water; including hot tubs, sinks, fountains, etc.

ONCE REQUESTED SERVICES HAVE BEEN INSTALLED, CHARGES WILL BE PROCESSED REGARDLESS OF USE OR LACK THEREOF.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

I authorize GTCTC to debit my credit card for the charges listed above and for any additional charges incurred.			
TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	3-Digit Security Code (on card back)	Exp. Date:	
CREDIT CARD #:	CARDHOLDER:		
(Card Holder Billing Address if different than above)	AUTH SIGNATURE:		
ADDRESS:			
CITY, STATE, ZIP:			
ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW TO RECEIVE FUNDS.		DATE: ____ CASH: ____ CHECK: ____ CHECK #: ____	

Effective 7/22/10

Rental Electrical Information:

Material and equipment provided per this order shall be and remain property of GTCTC and shall be removed ONLY by GTCTC personnel at close of event.

Credit will not be given for service installed as requested per this order, regardless of use or lack thereof.

Wall, column and permanent building utility outlets are not part of booth space and are not to be used for booth power.

Outlets will be located at the back center of each 10'x10' booth space. Booths 10'x20' will be provided with only one outlet unless additional power is required, in which case an additional order is required for each 10'x10' section.

Bulk space and large, oversized booth electrical requirements will need to be diagrammed to indicate location of outlets. Labor charges will apply to these installations.

During event move-ins, power is on continuously. On event days, power is turned on thirty (30) minutes prior to show opening and turned off at show closing. If 24-hour power is required, a 24-Hour Outlet Service Request must be submitted. Any exhibitor wishing early turn on, or late turn off, of electrical power to booths must make special arrangements with show management and the GTCTC.

If services are found to be used which have not been purchased, said services will be charged at twice the Late Order Rate.

The GTCTC is not responsible for voltage fluctuations or power failure due to temporary conditions.

Labor Information:

Labor charges are added to all 208-volt outlet orders to inspect and hook-up (or adapt) pre-wired equipment into the GTCTC system. (Note: If the exhibitor has adaptors that will work with the GTCTC system, no labor will be charged).

GTCTC provided electrical labor is properly insured, supervised and controlled for the protection of the exhibitor. Electricians will not connect any exhibit that does not meet electrical codes.

The GTCTC is not responsible for problems arising from unlabeled, mislabeled or the use of non-standard wiring practices on equipment provided by exhibitor.

Payment Information:

Charges for electrical services must be paid prior to event opening, in U.S. currency.

The GTCTC accepts VISA, MasterCard, cash and check payment. Check payments must be received no less than fifteen (15) days prior to event move-in day.

GTCTC Utilities, Phone, Labor & Equipment Rental, Order Form

Event Name:	Event Date(s):
Order Date:	Booth #(s) (if applicable):
Contact Name:	
Company Name:	
Contact Address:	
City, State & Zip:	
E-mail:	Fax:
Phone:	Mobile Phone:

Utilities	Price per Connection	Quantity	Total
Internet connection	\$300/\$450 same day		
Air	Call for pricing		
Water/Drain, connection up to 500 gallons	\$100/ \$150 same day		
<i>Contact technical services at gtctctech@gtctc.org for cost estimates, questions and large scale requirements</i>			Utilities Total

Phone	Price per Connection	Quantity	Total
Telephone line & handset (long distance charges will apply)	\$100/\$150 same day		
<i>Contact technical services at gtctctech@gtctc.org for cost estimates, questions and large scale requirements</i>			Phone Sub Total
			9.3% Sales Tax
			Phone Total

Labor	Price	Quantity	Total
Additional Event Labor (per person, per hour)	\$55.00		
Balloon Retrieval (per balloon)	\$100.00		
Medic Team (per hour)	\$75.00		
Police Officers (per two-officer team, per hour)	\$150.00		
Security Supervisor (per hour)	\$23.18		
Security Guard (per hour)	\$18.61		
Forklift Operator (per hour, one hour minimum)	\$75.00		
Rigging/Banner Hanging	Call for pricing		
Room Re-key	\$35.00		
			Labor Total

Miscellaneous	Price	Quantity	Total
Copies – black & white (per page)	\$00.15		
Copies – color (per page)	\$00.35		
Faxes (per page, sent or received)	\$00.15		
			Miscellaneous Total