

MPIBA Trade Show

September 24 - 26, 2009

Crowne Plaza DIA,
Denver, Colorado

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

MPIBA Trade Show
September 24 - 26, 2009
Crowne Plaza
Denver, Colorado

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and computers, telephone service and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls. ***And we promise excellent service.***

Save money by ordering before the deadline. There are two pricing levels: "*Discount*" and "*Standard*." To receive the "*Discount*" price, a check, money order, or credit card authorization must accompany your order, which must be received by our office by the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Lisa D. Knudsen
Phone: 970-484-5856
Fax: 970-407-1479
Email: lisa@mountainexplains.org

Each Booth Space will Receive:

1 - 6' x 30" Green Skirted Table
1 or 2 Chairs
1 Table Sign

The Exhibit Area is Carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates and Times:

Thursday, September 24, 2009 7:30 am - 4:30 pm

Show Dates and Times:

Thursday, September 24, 2009 5:00 pm - 7:00 pm

Friday, September 25, 2009 1:30 pm - 5:00 pm

Saturday, September 26, 2009 9:30 am - 2:00 pm

Dismantle Dates and Times:

Saturday, September 26, 2009 2:00 am - 6:00 pm



EXHIBITOR SERVICES

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The following is for your convenience to assist you and to be sure you have included everything you may need.

<u>EXHIBITOR SERVICES</u>	<u>DISCOUNT DEADLINE</u>	<u>PAGE NUMBER</u>
BOOTH FURNISHINGS	Wednesday, September 16, 2009	6
MATERIAL HANDLING SERVICES	Friday, September 18, 2009	7-10

ELECTRICAL HOOKUPS INCLUDED WITH WALL SPACES ONLY.
ALL OTHERS NEEDING ELECTRICAL ARE TO MARK THEIR EXHIBITOR REGISTRATION FORM.

FOR WIRELESS INTERNET SERVICES, PLEASE CONTACT THE
CROWNE PLAZA HOTEL @ 303-371-9494

DO NOT SHIP DIRECTLY TO THE HOTEL. THE FACILITY DOES NOT HAVE MANPOWER, STORAGE OR MATERIAL HANDLING EQUIPMENT NECESSARY TO RECEIVE THE LARGE AMOUNT OF FREIGHT THAT IS SENT IN FOR THIS SHOW. COAST TO COAST TRADE SHOW SERVICES TAKES NO RESPONSIBILITY FOR THE LOSS OR ADDITIONAL COSTS PERTAINING TO SUCH SHIPMENTS.

****OUR OFFICIAL SHOW CARRIER HAS OFFERED A SHOW SPECIAL FOR BOTH INBOUND AND OUTBOUND SHIPPING. SEE PAGE 9 FOR DETAILS****



PAYMENT & PRICING POLICIES

MPIBA Trade Show
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DISCOUNT & STANDARD PRICING

- TO TAKE ADVANTAGE OF "DISCOUNT" PRICING, ORDERS **MUST BE RECEIVED**, WITH PAYMENT IN FULL, NO LATER THAN THE DATES INDICATED.

PAYMENT SCHEDULE

- COAST TO COAST TSS REQUIRES THAT YOU PROVIDE A CREDIT CARD AUTHORIZATION WITH YOUR INITIAL ORDER. FOR YOUR CONVENIENCE, WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, WHICH MAY INCLUDE LABOR AND MATERIAL HANDLING, NOT COVERED BY YOUR INITIAL ORDER.
- ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED OR RECEIVE THE "DISCOUNT" PRICE.
- ALL CHARGES MUST BE PAID IN FULL BEFORE THE CLOSE OF THE SHOW.

METHOD OF PAYMENT

- WE ACCEPT MASTERCARD, VISA, AMERICAN EXPRESS, CHECK AND BANK WIRE TRANSFERS. ALL PAYMENTS MUST BE MADE IN U.S. FUNDS DRAWN ON A U.S. BANK. A \$35.00 SERVICE FEE WILL BE CHARGED FOR DECLINED CREDIT CARDS AND RETURNED NSF CHECKS.
- PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

CANCELLATIONS & ADJUSTMENTS

- CANCELLATIONS ARE INVOICED AT 50% OF ORIGINAL PRICE IF CANCELLED AFTER DEADLINE DATE AND 100% OF ORIGINAL PRICE AFTER INSTALLATION. NO ADJUSTMENTS WILL BE MADE AFTER THE CLOSE OF THE SHOW.

TAX EXEMPTION

- IF TAX EXEMPT, A COPY OF YOUR SALES TAX EXEMPTION CERTIFICATE MUST ACCOMPANY YOUR ORDER. THIS IS NOT A RESALE CERTIFICATE.

I & D THIRD PARTY BILLING

- THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR THE PAYMENT OF ALL CHARGES. IF NO ARRANGEMENTS ARE MADE FOR PAYMENT OF INVOICE(S) BY A THIRD PARTY PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY.

MISCELLANEOUS

- RENTAL ITEMS NOT ORDERED AND FOUND IN THE BOOTH SPACE WILL BE INVOICED AT "STANDARD" PRICING.
- ALL RENTAL ITEMS ARE SUBJECT TO APPLICABLE TAXES.



ORDER SUMMARY & PAYMENT

THIS FORM MUST BE RETURNED

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

BOOTH FURNISHING ORDER..... \$ _____
 ESTIMATED MATERIAL HANDLING SERVICES..... \$ _____
 TOTAL CHARGES..... \$ _____

Coast to Coast TSS reserves the right to correct orders figured incorrectly.

METHOD OF PAYMENT

CREDIT CARD INFORMATION * CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICES, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

EXP. DATE _____ PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADE SHOW SERVICES, INC"

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

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF EXHIBIT MATERIALS

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NO. _____

ORDERED BY _____ TITLE _____

COMPANY NAME _____

PHONE () _____ FAX () _____ EMAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

Please fax all orders to 303-991-2794 or email to alyssa@coasttocoasttss.com



BOOTH FURNISHING ORDER FORM

**DISCOUNT PRICE DEADLINE DATE:
Wednesday, September 16, 2009**

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<u>QUANTITY</u>	<u>TABLES-24"WIDE X 30" HIGH</u>	<u>DISCOUNT</u> <u>PRICE</u>	<u>STANDARD</u> <u>PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.00	\$127.00	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 67.25	\$100.75	\$ _____
_____	6' DRAPED	\$ 96.50	\$146.00	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 78.75	\$117.50	\$ _____
_____	8' DRAPED	\$110.25	\$166.00	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 92.50	\$138.50	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 37.75	\$ 56.75	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<u>COUNTER HIGH TABLES-24"WIDE X 42" HIGH</u>				
_____	4' DRAPED	\$ 103.00	\$154.25	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 84.00	\$127.00	\$ _____
_____	6' DRAPED	\$116.50	\$175.25	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 97.75	\$147.00	\$ _____
_____	8' DRAPED	\$133.25	\$200.50	\$ _____
_____	8' <i>UNDRAPED</i>	\$115.50	\$146.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 35.75	\$ 63.00	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<u>FURNITURE</u>				
_____	FOLDING CHAIR	\$ 21.00	\$ 31.50	\$ _____
_____	PADDED SIDE CHAIR	\$ 41.00	\$ 61.00	\$ _____
_____	PADDED ARM CHAIR	\$ 52.50	\$ 82.00	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 62.00	\$ 92.50	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE	\$ 68.25	\$102.00	\$ _____
<u>OTHER</u>				
_____	WASTE BASKET	\$ 14.75	\$ 23.00	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 29.50	\$ 46.25	\$ _____
_____	BAG STAND	\$ 45.25	\$ 59.75	\$ _____
_____	LITERATURE RACK	\$ 56.75	\$ 88.25	\$ _____
_____	TACKBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$ 99.25	\$156.50	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 44.00	\$ 69.25	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 56.25	\$ 88.25	\$ _____
_____	22" COLOR MONITOR	\$225.00	\$325.00	\$ _____
MANY OTHER ITEMS ARE AVAILABLE. LET US KNOW WHAT YOU NEED.			SUB TOTAL \$ _____	
			7.72% SALES TAX \$ _____	
			TOTAL AMOUNT DUE \$ _____	
TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.				

PLEASE FILL OUT THE INFORMATION BELOW

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

EXHIBITOR NAME _____ BOOTH NO. _____



MATERIAL HANDLING

PLEASE COMPLETE AND RETURN THE ESTIMATED MATERIAL HANDLING SHEET

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SHIPMENTS ARRIVING WITHOUT A CERTIFIED WEIGHT TICKET WILL INCUR A \$20.00 FEE TO WEIGH AND CALCULATE THE CORRECT WEIGHT FOR OUR RECORDS AND BILLING. BILLED WEIGHTS ARE PER SHIPMENT AND ARE ROUNDED UP TO THE NEXT 100LBS. BASED ON THE INCOMING WEIGHT.

SHIPMENTS TO WAREHOUSE

MAY BEGIN ARRIVING AT WAREHOUSE: ANYTIME
LAST DAY TO ARRIVE WITHOUT SURCHARGE: SEPTEMBER 18, 2009

DO NOT SHIP DIRECTLY TO THE EXHIBIT SITE

DO NOT SHIP DIRECTLY TO THE EXHIBITOR SITE. THE FACILITY DOES NOT HAVE MANPOWER, STORAGE OR MATERIAL HANDLING EQUIPMENT NECESSARY TO RECEIVE EXHIBITOR SHIPMENTS. COAST TO COAST TRADE SHOW SERVICES, INC. TAKES NO RE-

SHIPPING INFORMATION	<u>INBOUND RATES PER SHIPMENT</u>	
<p><u>SHOW SPECIAL</u></p> <p>INDIVIDUAL CARTONS, LETTERS OR SMALL PACKAGES DELIVERED TO COAST TO COAST., LIMITED TO 50 LBS PER PIECE, PER DELIVERY DAY.</p>	<p><u>FIRST CARTON.</u> \$ 41.00</p>	<p><u>EACH ADD'L CARTON</u> \$ 9.50</p>
<p><u>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB. MINIMUM PER SHIPMENT)</u> VANLINE SHIPMENTS OR SPECIAL CARRIERS INCLUDING: DOUBLE-DECKING, UNSTACKING, SIDE DOOR UNLOADING & LOADING, DESIGNATED PIECE HANDLING.</p>	<p><u>RATE/100 LBS.</u> \$87.00</p>	<p><u>MIN./SHIPMENT</u> \$174.00</p>
<p><u>PRICE PER 100 LBS. INCLUDES:(200 LB. MINIMUM PER SHIPMENT)</u> CRATED SKIDDED OR BOXED EXHIBIT MATERIAS RECEIVED AT COAST TO COAST. 30-DAYS FREE STORAGE. DELIVERY TO SHOW-SITE BOOTH. REMOVAL AND STORAGE OF EMPTY CRATES AND BOXES (IF PROPERLY LABELED). RETURN OF EMPTY CRATES AND BOXES AT SHOW CLOSING. LOADING ONTO OUTBOUND CARRIER.</p>	<p><u>RATE/100 LBS</u> \$ 71.00</p>	<p><u>MIN SHIPMENT</u> \$ 142.00</p>
<p><u>LATE SHIPMENT SURCHARGES:</u></p> <p>THESE ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE AT THE WAREHOUSE AFTER THE DEADLINE DATE. *(SEE TOP OF PAGE) IN ADDITION TO THE LATE SHIPMENT CHARGE, IF SHIPMENTS ARRIVE AFTER THE TRUCK HAS LEFT THE WAREHOUSE, EXHIBITOR WILL ALSO BE CHARGED FOR A TRUCK AND DRIVER AT \$75.00 PER HOUR, WITH A 4-HOUR MINIMUM IF THE SHOW SITE IS WITHIN METRO DENVER AND \$105.00 PER HOUR, WITH A 4-HOUR MINIMUM OUTSIDE METRO DENVER.</p>	<p><u>LATE SHIPMENT SURCHARGE:</u> \$28.00/100 LBS.</p>	

UPS FreightSM Trade Show Services

Return Shipping Information from your Official Trade Show Carrier

To assist in ensuring that your trade show exhibit materials are returned intact after the show, UPS Freight, the official trade show carrier, is providing the following outbound shipping service. For trade show freight service on this or any show, call 1-800-988-9889.

Instructions:

1. Prior to the end of the show, pick up a "Bill of lading" form from the exhibitor service desk. Shipments going to multiple destinations require a separate Bill of Lading for each shipment.
2. While at the trade show, see the UPS Freight representative to make arrangements to use the FastTrack shipping process available by using the Official Show Carrier.
3. At the close of the show, apply shipping labels to each piece and leave all freight pieces in your booth area.
4. Complete the Bill of Lading, particularly the Address portion and all shaded fields. Note UPS Freight as your carrier and indicate the delivery date needed.
5. After completing the Bill of Lading, return it to the exhibitor service desk before departing from show site.

The following services are available (check the appropriate box):

Truck / Ground Service: Two to five day service

Air Freight / Expedited Service: Guaranteed service for time critical shipments

Small Shipment Rates:

Shipments weighing up to 100 lbs. \$85.00* * Delivered anywhere in the 48 states.

Add \$50 to Manhattan ZIP codes 10001-10299, fuel surcharge is included in these rates. Liability limited to \$200 per piece.

Shipments weighing between 100 - 150 lbs. \$105.00*

Take the FastTrack out of this show — Use UPS Freight and bring this completed form, along with your bill of lading, to the service desk.

Booth # _____ Company Name _____ Card Type: (circle one) Amex Visa MC

For your convenience, we will use this authorization to charge your credit card account for shipping and any additional charges that may occur in handling your shipment as required by your Trade Show Representative. I have read the above (initials). _____

Cardholder Name: _____ Cardholder Phone: _____

Credit Card Number: _____ Expiration: _____

Credit Card Billing Address: _____

City, State ZIP Code: _____

Customer Signature: _____

By signing the above, you agree to the terms and conditions as described on this payment form.

For UPS Freight Use Only:

PRO # for this shipment: _____ Date of PRO: _____

Name of Show: _____ Authorized Signature: _____

(Verifying this form is complete.)

Charge Amount: _____ Date of Transaction: _____



ESTIMATED MATERIAL HANDLING

DISCOUNT PRICE DEADLINE DATE:
Friday, September 18, 2009

MPIBA Trade Show
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Crowne Plaza
Denver, Colorado

INBOUND SHIPPING INFORMATION

TO: YOUR EXHIBITOR NAME / BOOTH NUMBER
FOR: MPIBA
C/O COAST TO COAST
3857-B STEELE ST
DENVER CO 80205

COMPLETE AND RETURN TO COAST TO COAST TSS

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO NUMBERS)	ESTIMATED COST
SHIPMENTS					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

OUTBOUND BILLS OF LADING MUST BE COMPLETED AND TURNED IN TO THE COAST TO COAST TSS SERVICE DESK.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH. IN THE EVENT A BILL OF LADING IS NOT TURNED IN TO THE COAST TO COAST TSS SERVICE DESK, UNIDENTIFIABLE SHIPMENTS WILL BE DISCARDED.

A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. PLEASE COMPLETE CREDIT CARD INFORMATION ON THE "ORDER SUMMARY AND PAYMENT" FORM.

LOCAL DRAYAGE AND STORAGE SERVICES ARE AVAILABLE~ RATES FURNISHED UPON REQUEST.

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

PLEASE FILL OUT THE INFORMATION BELOW

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

EXHIBITOR NAME _____ BOOTH NO. _____



MATERIAL HANDLING LIMITS OF LIABILITY

IMPORTANT!
PLEASE READ

COAST TO COAST TSS' LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS' LIABILITY AND RESPONSIBILITY

1. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED, OR CONCEALED DAMAGE.
2. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH.
3. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH FOR RELOADING AFTER THE SHOW. BILLS OF LADING COVERING OUTGOING SHIPMENTS THAT ARE FURNISHED TO COAST TO COAST BY EXHIBITORS WILL BE CHECKED AT TIME OF ACTUAL PICK UP FROM BOOTH AND CORRECTIONS MADE WHERE DISAPPEARANCES OCCUR.
4. COAST TO COAST SHALL NOT BE LIABLE TO ANY EXTENT, WHATSOEVER, FOR ANY ACTUAL, POTENTIAL, OR ASSUMED LOSS OF PROFITS OR REVENUE, OR FOR ANY COLLATERAL COSTS, WHICH MAY RESULT FROM ANY LOSS OR DAMAGE TO AN EXHIBITOR'S MATERIAL WHICH MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT SAME.
5. THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO COAST TO COAST BY AN EXHIBITOR, OR BY ANY SHIPPER ON BEHALF OF AN EXHIBITOR, SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR, AND/OR OTHER SHIPPER, OF THE TERMS AND CONDITIONS SET FORTH IN THIS BULLETIN.
6. COAST TO COAST SHALL EXERCISE ORDINARY DILIGENCE AND CARE IN RECEIVING, HANDLING, AND STORAGE OF ALL SHIPMENTS. COAST TO COAST SHALL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE BY FIRE, ACTS OF GOD, OR CAUSES BEYOND ITS CONTROL. COAST TO COAST' LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED. IN ANY CASE, THE LIABILITY OF COAST TO COAST IS LIMITED TO \$.30 PER POUND PER ARTICLE, WITH A MAXIMUM OF \$50.00 PER ITEM AND A MAXIMUM OF \$1,000 PER SHIPMENT. THIS APPLIES WHILE THESE GOODS ARE IN COAST TO COAST' WAREHOUSE AND IN VEHICLES FOR DELIVERY.
7. CLAIMS FOR LOSS OR DAMAGE THAT ARE NOT SUBMITTED TO COAST TO COAST WITHIN 30 DAYS OF THE CLOSE OF THE SHOW ON WHICH THE LOSS OR DAMAGE OCCURRED SHALL BE CONSIDERED WAIVED. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST COAST TO COAST OR ITS SUBCONTRACTORS MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION THEREOF.
8. SHIPMENTS RECEIVED WITHOUT RECEIPTS, FREIGHT BILLS, OR SPECIFIC UNITS COUNTS ON RECEIPTS OR FREIGHT BILLS (i.e. ONE LOT, 800 CUB. FT., ETC.) SUCH AS UPS OR VAN LINES, WILL BE DELIVERED TO THE EXHIBITOR'S BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. COAST TO COAST WILL ASSUME NO LIABILITY FOR SUCH SHIPMENTS.
9. EMPTY CONTAINER LABELS WILL BE AVAILABLE AT THE COAST TO COAST DESK. AFFIXING THE LABELS IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR AND/OR REPRESENTATIVE. ALL PREVIOUS LABELS SHOULD BE COMPLETELY REMOVED. COAST TO COAST ASSUMES NO RESPONSIBILITY FOR ERRORS IN THE AFORMENTIONED PROCEDURE, REMOVAL OF CONTAINERS WITH OLD EMPTY LABELS AND WITHOUT COAST TO COAST LABELS, IMPROPER INFORMATION ON EMPTY LABELS, OR VALUABLES STORED IN CONTAINERS WITH EMPTY LABELS.
10. EXHIBITORS SHOULD ARRANGE FOR OUTGOING SHIPMENTS DURING THE SHOW OR IMMEDIATELY AFTER ITS CLOSE. COAST TO COAST WILL ASSIST IN THE PREPARATION OF BILLS OF LADING. BE SURE YOUR MATERIALS HAVE BEEN CAREFULLY CRATED OR PACKED AND PROPERLY TAGGED OR MARKED.
11. IN ORDER TO EXPEDITE REMOVAL OF MATERIALS, COAST TO COAST SHALL HAVE AUTHORITY, WITHOUT FURTHER CLEARANCE WITH EXHIBITOR, TO CHANGE DESIGNATED OUTBOUND CARRIERS.
12. LABOR AND SERVICES ORDERED ON BEHALF OF EXHIBITOR BY DISPLAY BUILDERS OR OTHER PARTIES MUST BE AUTHORIZED IN A LETTER FROM EXHIBITOR. PAYMENT FOR ALL LABOR AND SERVICES WILL BE THE SOLE RESPONSIBILITY OF THE EXHIBITOR.
13. FREIGHT HANDLING CHARGES, CHARGES FOR LOADING FREIGHT SHIPMENTS ARE THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. EXHIBITOR MAY NOT ASSIGN THIS RESPONSIBILITY TO SUPPLIERS OR CUSTOMERS. THE EXHIBITOR AGREES, IN THE EVENT OF A DISPUTE WITH COAST TO COAST, RELATIVE TO ANY LOSS OR DAMAGE TO ANY OF THEIR MATERIALS OR EQUIPMENT THEY WILL NOT WITHHOLD PAYMENT OF ANY AMOUNT DUE COAST TO COAST FOR ANY OTHER SERVICES PROVIDED BY COAST TO COAST AS AN OFFSET AGAINST THE AMOUNT OF THE ALLEGED LOSS OR DAMAGE. INSTEAD THEY AGREE TO PAY COAST TO COAST AT THE CLOSE OF THE SHOW FOR ALL SUCH CHARGES AND THEY FURTHER AGREE THEY SHALL PURSUE ANY CLAIM THEY MAY HAVE AGAINST COAST TO COAST INDEPENDENTLY AS A COMPLETELY SEPARATE TRANSACTION TO BE RESOLVED ON ITS OWN MERITS.
14. A SERVICE CHARGE OF 1 ½ PERCENT PER MONTH ON ANY UNPAID BALANCE WILL BE MADE STARTING 15 DAYS AFTER DATE OF INVOICE.
15. WHERE AN EXHIBITOR INDICATES A CHOICE OF CARRIER FOR PICKUP, IT IS THE EXHIBITOR'S RESPONSIBILITY TO ARRANGE WITH SUCH CARRIER FOR SAID PICKUP. IF THE CARRIER DOES NOT PICK UP WITHIN THE TIME LIMITED FOR THE REMOVAL OF EXHIBITOR'S MATERIALS, COAST TO COAST RESERVES THE RIGHT TO FORWARD SUCH MATERIAL BY THE SHIPPING METHOD OF OUR CHOICE OR TO REMOVE SAID MATERIAL TO OUR WAREHOUSE FOR DISPOSITION, AT AN ADDITIONAL CHARGE TO THE EXHIBITOR, IN ACCORDANCE WITH PREVAILING RATES OR SERVICES PERFORMED.
16. MATERIALS LEFT BEHIND WITHOUT ORDERS PLACED AT THE COAST TO COAST SERVICE DESK WILL BE CLASSIFIED AS ABANDONED. COAST TO COASTS SHALL NOT BE RESPONSIBLE FOR SUCH MATERIALS. COAST TO COAST IS NOT RESPONSIBLE FOR ANY DELAY OF RUSH SHIPMENTS. COAST TO COAST WILL EXPEDITE SUCH RUSH SHIPMENTS TO THE BEST OF OUR ABILITY AND WILL NOT ASSUME ANY FINANCIAL RESPONSIBILITY FOR SHIPMENTS THAT DO NOT ARRIVE AT THE DESIGNATION AT A DATED TIME.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** COVERING EXHIBIT MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED AFTER THE SHOW. ADDING "RIDERS" TO EXISTING INSURANCE, OFTEN AT NO ADDITIONAL COST, CAN GENERALLY DO THIS. IT IS UNDERSTOOD THAT COAST TO COAST IS NOT AN INSURER AND THE EXHIBITOR SHALL OBTAIN ANY INSURANCE AND THE AMOUNTS PAYABLE TO COAST TO COAST HERE UNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICE AND THE SCOPE OF COAST TO COAST' LIABILITY AS SET FORTH ABOVE.

SHIPPING LABELS

TO: COAST TO COAST
3857-B Steele St
Denver, CO 80205

EXHIBITOR _____

BOOTH NUMBER _____

MPIBA

TO: COAST TO COAST
3857-B Steele St
Denver, CO 80205

EXHIBITOR _____

BOOTH NUMBER _____

MPIBA

TO: COAST TO COAST
3857-B Steele St
Denver, CO 80205

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EXHIBITOR _____

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