

MPIBA



Mountains & Plains Independent Booksellers Association
the place for booksellers, book lovers, and the book industry

Fall Discovery Show 2017

October 12-14, 2017

**The Renaissance Denver Stapleton Hotel
Denver, Colorado**

EXHIBITOR SERVICES MANUAL



Coast to Coast
TRADE SHOW SERVICES, INC.

Please ship author books and exhibitor materials
to this location:

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



WELCOME EXHIBITORS

Mountains & Plains Independent
 Booksellers Association
 Fall Discovery Show 2017
 October 12-14, 2017
 The Renaissance Denver Hotel
 Denver, Colorado

WE'RE HERE TO HELP! If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and *we promise excellent service.*

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on page 5. 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:

Kathy Keel, Project Manager
Mountains & Plains
 Phone: 970-484-3939 Fax: 970-484-0037
 Email: info@mountainplains.org

MPIBA IS A TABLE-TOP SHOW:

Each Space will Receive

- 1 - 6' x 30" Black Skirted Table
- 1 Chair
- 1 Table Sign
- 1 - 30" x 36" Round Cocktail Table

The exhibit hall floor is carpeted.

EXHIBIT AREA INSTALLATION, SHOW & DISMANTLE SCHEDULE

<u>Setup Dates</u>	<u>Setup Times</u>	<u>Location for all events</u>
Thursday, October 12, 2017	7:30am - 2:30pm	listed here: Colorado Ballroom
<u>Gala Opening Reception</u>		
Thursday, October 12, 2017	4:00pm - 7:45pm	
<u>Exhibit Hall Dates</u>	<u>Exhibit Hall Hours</u>	
Friday, October 13, 2017	9:30am - 4:00pm	
Closed for Lunch from 12:30pm - 1:30pm		
<u>Exhibit Breakdown Dates</u>	<u>Exhibit Breakdown Times</u>	
Friday, October 13, 2017	4:00pm - 5:30pm	

* All Exhibitors will be moved to half of the Colorado Ballroom, so that breakdown can continue in that half on Friday afternoon, October 13, 2017.

1. All items must be removed from the ballroom no later than 5:30pm on Friday, October 13, 2017.
2. For disposable material not placed in the appropriate trash or recycling containers, EXHIBITORS WILL BE CHARGED A DISPOSAL FEE. Otherwise, materials left at your exhibit table(s) will be considered donations.



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than the dates indicated.

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to
exhibitservices@coasttocoastss.com**

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the "discount" price
- All charges must be paid in full before your exhibit table will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
A \$35.00 service fee will be charged for declined credit cards and returned not sufficient funds 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 by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at "standard" pricing.
- All rental items are subject to applicable taxes.



ORDER SUMMARY & PAYMENT FORM

Mountains & Plains Independent
 Booksellers Association
 Fall Discovery Show 2017
 October 12-14, 2017
 The Renaissance Denver Hotel
 Denver, Colorado

DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 29, 2017

When ordering, forms must be returned by fax to 303-991-2794 or emailed to
 exhibitsservices@coasttocoasttss.com

ESTIMATED MATERIAL HANDLING SERVICES..... \$ _____

TOTAL CHARGES \$ _____

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

Company / Exhibitor Name _____

Ordered By _____ Table Number * _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

* Table number not required; if available, please complete.

METHOD OF PAYMENT

CREDIT CARD INFORMATION * CREDIT CARD IS REQUIRED FOR SERVICES RENDERED
 WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICE, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE.
 CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____
 CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

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EXP. DATE

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 PLEASE ENTER SECURITY CODE PRINTED ON CARD

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

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



Coast to Coast
TRADE SHOW SERVICES, INC.

MATERIAL HANDLING RATES

DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 29, 2017

**Mountains & Plains Independent
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Fall Discovery Show 2017
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Denver, Colorado
Denver, CO**

SHIPMENTS TO WAREHOUSE

Monday, August 7 through Monday, September 18, 2017

Exhibitor Materials, Author Appearance in Exhibit Hall books and Materials, and Author Appearance at a Meal Event Books and materials, can begin arriving at the Coast to Coast Warehouse.

Saturday, September 30 through Wednesday, October 4, 2017

Exhibitor Materials received on or after this date will incur Surcharges from Coast to Coast.

October 4th is the last day for Exhibitor Materials to arrive at Coast to Coast.

DO NOT SHIP DIRECTLY TO THE EXHIBIT SITE

Do not ship directly to the Renaissance Denver Hotel. The facility does not have the manpower, storage or material handling equipment necessary to receive exhibitor shipments, to tag and sort shipments, and ensure that shipments are put in their proper table spaces or rooms.

All shipments sent directly to the Renaissance Denver Hotel will be charged three times the below prices.

SHIPPING INFORMATION	INBOUND RATES PER SHIPMENT	
SHIPMENTS TO WAREHOUSE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN, SHIP ALL ITEMS TOGETHER.	
<p><u>SHOW SPECIAL - SMALL PACKAGES ONLY</u></p> <p>Individual cartons, letters or small packages delivered to Coast to Coast, limited to 35 pounds per piece, per delivery day. This is for envelopes and boxes of books only. It does not include fiber cases, bags, tables or oversized cartons.</p>	<p><u>First Carton</u></p> <p>\$ 52.00</p>	<p><u>Each Additional Carton</u></p> <p>\$ 29.00</p>
<p><u>PRICE PER 100 POUNDS (200 POUND MINIMUM PER SHIPMENT)</u></p> <p>Crated, skidded, fiber cases or boxed exhibit materials received at the Coast to Coast warehouse. This includes up to 30 days of storage, delivery to show-site table space, removal and storage of empty crates and boxes, return of empty crates and boxes at show closing and loading onto outbound carrier.</p>	<p><u>Rate / 100 LBS</u></p> <p>\$ 79.00</p>	<p><u>Minimum Shipment</u></p> <p>\$158.00</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 Coast to Coast truck has left the warehouse to go to the trade show, exhibitor will also be charged for a truck and driver at \$75.00 per hour.</p>	<p><u>LATE SHIPMENT SURCHARGES</u></p> <p>20% ADDITIONAL</p>	
<p><u>BILLED WEIGHTS</u></p> <p>Billed weights are per shipment and are rounded up to the next 100 pounds. When recording weights for payment you must round up to the next 100 pounds.</p>	<p><u>EXAMPLE</u></p> <p>335 pound shipment = 400 pounds billed weight</p>	



Coast to Coast
TRADE SHOW SERVICES, INC.

ESTIMATED WAREHOUSE MATERIAL HANDLING FEE

DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 29, 2017

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INBOUND SHIPPING INFORMATION

Ship to: Coast to Coast TSS, Inc.
3999 Holly Street
Unit 14
Denver, CO 80207

Exhibitor Name _____

* Please specify Exhibit Hall, Author in Exhibit Hall, or Author at Meal Event on ALL Cartons

	<u>No. of Pieces</u>	<u>Weight</u>	<u>Carrier with Shipping Number</u>	<u>Material Handling Fee</u> (See Previous Page)
Shipment 1	_____	_____	_____	_____
Shipping Address	_____			
Shipment 2	_____	_____	_____	_____
Shipping Address	_____			
Shipment 3	_____	_____	_____	_____
Shipping Address	_____			

Total Amount Due \$ _____

OUTBOUND SHIPPING INFORMATION

If you have any items to ship following the show, the Renaissance Denver Hotel will take your FedEx Ground and UPS Ground shipments. It is suggested that you bring shipping labels to show site to affix to your items. Do not leave your items in your table space without informing Coast to Coast Trade Show Services about your shipment. Bills of Lading reflecting shipment must be completed and turned in to the Coast to Coast Trade Show Service Desk.

If you have not made previous arrangements for an outbound carrier, please visit the Coast to Coast Trade Show Service Desk for help.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR TABLE SPACE. In the event a Bill of Lading is not turned into the Coast to Coast Trade Show, Inc. Service Desk, unidentifiable shipments will be discarded.

RETURN FREIGHT BACK TO WAREHOUSE

BACK TO WAREHOUSE FEE: Exhibitors may choose to return items back to the Coast to Coast Trade Show Service warehouse for their selected carrier to pick up at a later date. The minimum fee for this service is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pounds. If you decide this service is needed you may pre-order or just order at the Coast to Coast Trade Show Service Desk following the show.

Number of Pounds _____ Total Amount Due \$ _____



MATERIAL HANDLING LIMITS OF LIABILITY

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

LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 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 TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS, Inc. liability as set forth above.

SHIPPING LABELS

Warehouse Receiving Hours: Monday through Friday, 8:00am to 4:00pm

<p>Coast to Coast TSS, Inc. 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p><input type="checkbox"/> For Exhibit Hall</p> <p>_____ Name of Exhibitor</p> <p>_____ Name of Author in Exhibit Hall</p> <p><input type="checkbox"/> For Meal Event</p> <p>_____ Name of Author</p> <p>_____ Name of Publisher</p> <p>_____ Name of Meal Event</p> <p>MPIBA Fall Discovery Show 2017</p>	<p>Coast to Coast TSS, Inc. 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p><input type="checkbox"/> For Exhibit Hall</p> <p>_____ Name of Exhibitor</p> <p>_____ Name of Author in Exhibit Hall</p> <p><input type="checkbox"/> For Meal Event</p> <p>_____ Name of Author</p> <p>_____ Name of Publisher</p> <p>_____ Name of Meal Event</p> <p>MPIBA Fall Discovery Show 2017</p>
<p>Coast to Coast TSS, Inc. 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p><input type="checkbox"/> For Exhibit Hall</p> <p>_____ Name of Exhibitor</p> <p>_____ Name of Author in Exhibit Hall</p> <p><input type="checkbox"/> For Meal Event</p> <p>_____ Name of Author</p> <p>_____ Name of Publisher</p> <p>_____ Name of Meal Event</p> <p>MPIBA Fall Discovery Show 2017</p>	<p>Coast to Coast TSS, Inc. 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p><input type="checkbox"/> For Exhibit Hall</p> <p>_____ Name of Exhibitor</p> <p>_____ Name of Author in Exhibit Hall</p> <p><input type="checkbox"/> For Meal Event</p> <p>_____ Name of Author</p> <p>_____ Name of Publisher</p> <p>_____ Name of Meal Event</p> <p>MPIBA Fall Discovery Show 2017</p>