



Coast to Coast
TRADE SHOW SERVICES, INC.

EXHIBITOR SERVICES MANUAL

MPIBA FallCon October 9-12, 2019

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

EXHIBIT AREA INSTALLATION, SHOW & DISMANTLE SCHEDULE

Exhibit Hall Setup

Thursday, October 10, 7:30 am - 2:30 pm

Exhibit Hall Open

Thursday, October 10, 4:30 pm - 6:30 pm, Opening Reception

Friday, October 11, 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm

Exhibit Hall Breakdown

Friday, October 11, 4:00 pm - 5:30 pm

* All Exhibitors will be moved to half of the Colorado Ballroom, so that breakdown can continue in that half on Friday afternoon, October 11, 2019.

1. All items must be removed from the ballroom no later than 5:30 PM on Friday, October 11, 2019
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

DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 20, 2019

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DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than Friday, September 20, 2019.
- All freight and cartons of books must be received by Friday, September 20, 2019 to receive the "discount" pricing.

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

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 exhibitservices@coasttocoasttss.com

ADDITIONAL BOOTH ACCESSORIES \$ _____
 FLORAL \$ _____
 ESTIMATED MATERIAL HANDLING SERVICES \$ _____
 TOTAL CHARGE WITH 3% ADMINISTRATION FEE AND TAX \$ _____

**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 _____

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

 EXP. DATE _____ PLEASE ENTER SECURITY CODE PRINTED ON CARD _____
 CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

**A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.
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ADDITIONAL BOOTH ACCESSORIES

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<u>QUANTITY</u>	<u>FURNITURE & ACCESSORIES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	COUNTER STOOL WITH BACK	\$ 45.00	\$ 60.75	\$ _____
_____	FOLDING CHAIR	\$ 5.00	\$ 6.75	\$ _____
_____	PADDED SIDE CHAIR	\$ 45.00	\$ 54.00	\$ _____
_____	PADDED ARM CHAIR	\$ 20.00	\$ 27.00	\$ _____
_____	SINGLE STEP TABLE RISER - 4'	\$ 14.00	\$ 18.90	\$ _____
_____	SINGLE STEP TABLE RISER - 6'	\$ 14.00	\$ 18.90	\$ _____
_____	SINGLE STEP TABLE RISER - 8'	\$ 14.00	\$ 18.90	\$ _____
_____	VINYL TOP FOR TABLE RISER	\$ 10.00	\$ 18.90	\$ _____
_____	36" ROUND X 30" HIGH COCKTAIL TABLE	\$ 45.00	\$ 60.75	\$ _____
_____	ALUMINUM FLOOR EASLE	\$ 38.00	\$ 51.30	\$ _____
_____	BAG STAND	\$ 18.00	\$ 24.30	\$ _____
_____	CHROME SIGN HOLDER	\$ 40.00	\$ 54.00	\$ _____
_____	FISH BOWL	\$ 20.00	\$ 27.00	\$ _____
_____	LITERATURE RACK	\$ 42.00	\$ 56.70	\$ _____
_____	WASTE BASKET	\$ 12.00	\$ 16.20	\$ _____
_____	POLE WITH BASE	\$ 10.00	\$ 13.50	\$ _____
_____	CROSSBAR (SLIDER)	\$ 5.00	\$ 6.75	\$ _____

SUBTOTAL \$ _____
3.00% ADMINISTRATION FEE \$ _____
8.31% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____



FLORAL AND PLANT ORDER FORM

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PROFESSIONAL FLORAL SERVICES

	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
Fresh Floral Arrangement - Tabletop	\$ 95.00	\$117.75	\$ _____
Fresh Floral Arrangement - Custom Designed (Call Coast to Coast TSS for pricing)			\$ _____
_____ Seasonal Flowering Plants	\$ 79.00	\$ 96.15	\$ _____
_____ Small Fern	\$ 66.00	\$ 78.60	\$ _____
_____ Large Fern	\$ 79.00	\$ 96.15	\$ _____
_____ 2 Foot Green Plant	\$ 95.00	\$117.75	\$ _____
_____ 3-4 Foot Green Plant	\$105.00	\$131.25	\$ _____

****SPECIAL MONEY SAVING PACKAGE RENTALS**

Assortment A: Two 3' Bushy Plants with one Tabletop Plant or Arrangement.

Assortment B: Three 3' Bushy Plants with one Tabletop Plant or Arrangement.

_____ Assortment "A"	\$157.50	\$202.20	\$ _____
_____ Assortment "B"	\$178.50	\$230.50	\$ _____

SUBTOTAL \$ _____
3.00% ADMINISTRATION FEE \$ _____
8.31% SALES TAX \$ _____
10% SERVICE CHARGE \$ _____
TOTAL AMOUNT DUE \$ _____

RENTAL POLICY

- All materials and plants available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.



MATERIAL HANDLING RATES & ORDER FORM

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SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Monday, September 2, 2019
 Last day for shipments to arrive at discounted rates: Friday, September 20, 2019
 Last day for shipments to arrive at standard rates: Friday, October 4, 2019

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 booth spaces or author room.

SHIPPING INFORMATION	INBOUND RATES PER SHIPMENT	
SHOW SPECIAL - SMALL PACKAGES ONLY 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.	<u>First Carton Discount Rate</u> \$ 52.00	<u>Each Additional Carton</u> \$ 29.00
	<u>Standard Rate / 100 LBS</u> \$ 70.20	<u>Minimum Shipment</u> \$ 39.15
PRICE PER 100 POUNDS (200 POUND MINIMUM PER SHIPMENT) 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.	<u>Discount Rate / 100 LBS</u> \$ 79.00	<u>Minimum Shipment</u> \$158.00
	<u>Standard Rate / 100 LBS</u> \$106.65	<u>Minimum Shipment</u> \$213.30

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'S)	FEE PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

SUBTOTAL \$ _____
 3.00% ADMINISTRATION FEE \$ _____
 8.31% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____
 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

(Labels for Exhibit Hall Only)

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

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

Exhibit Hall
Exhibitor _____
Booth Number _____
MPIBA FallCon

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Denver, CO 80207

Exhibit Hall
Exhibitor _____
Booth Number _____
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SHIPPING LABELS

(Author Appearance Only)

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

Author Appearance

Author _____

Title _____

Event Name _____

Quantity in Box _____

MPIBA FallCon

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

Author Appearance

Author _____

Title _____

Event Name _____

Quantity in Box _____

MPIBA FallCon

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

Author Appearance

Author _____

Title _____

Event Name _____

Quantity in Box _____

MPIBA FallCon

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

Author Appearance

Author _____

Title _____

Event Name _____

Quantity in Box _____

MPIBA FallCon

SHIPPING LABELS

(Show Management: Includes Tote Bags, Marketing Materials, Etc.)

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

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

Show Management
Item Description _____
Quantity in Box _____
MPIBA FallCon

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3999 Holly Street, Unit 14
Denver, CO 80207

Show Management
Item Description _____
Quantity in Box _____
MPIBA FallCon

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Item Description _____
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