EXHIBITOR SERVICES MANUAL

MPIBA FallCon
September 29 - October 1, 2022

Renaissance Central Park Hotel
Colorado Ballroom
3801 Quebec Street
Denver, Colorado 80207

EXHIBIT AREA INSTALLATION, SHOW & DISMANTLE SCHEDULE

Exhibit Hall Setup
Thursday, September 29, 2022 from 9:00 am - 4:00 pm

Exhibit Hall Open
Thursday, September 29, 2022 from 4:30 pm - 6:30 pm for the Opening Reception
Friday, September 30, 2022 from 9:30 am - 4:00 pm

Exhibit Hall Breakdown
Friday, September 30, 2022 from 4:00 pm - 7:00 pm

1. All exhibitor items must be removed from the ballroom no later than 7:000 PM on Friday, September 30, 2022.
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 tables will be considered donations.
3. Please mark all boxes for donation.
PAYMENT & PRICING
POLICIES
DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 16, 2022

DISCOUNT & STANDARD PRICING
• To take advantage of “discount” pricing, orders must be received, with payment in full, no later than Friday, September 24, 2021.
• All freight and cartons of books must be received by Friday, September 24, 2021 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

DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 16, 2022

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDITIONAL BOOTH ACCESSORIES</td>
<td>$ _____________</td>
</tr>
<tr>
<td>ESTIMATED MATERIAL HANDLING SERVICES</td>
<td>$ _____________</td>
</tr>
<tr>
<td>TOTAL CHARGE WITH 3.50% ADMINISTRATION FEE AND TAX</td>
<td>$ _____________</td>
</tr>
</tbody>
</table>

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. All charges must be paid before delivery of exhibit materials.
## ADDITIONAL BOOTH ACCESSORIES

**DISCOUNT PRICE DEADLINE DATE**

*FRIDAY, SEPTEMBER 16, 2022*

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<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>FURNITURE &amp; ACCESSORIES</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COUNTER STOOL WITH BACK</td>
<td>$ 45.00</td>
<td>$ 60.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOLDING CHAIR</td>
<td>$ 5.00</td>
<td>$ 6.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Side Chair</td>
<td>$ 45.00</td>
<td>$ 54.00</td>
<td></td>
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<tr>
<td></td>
<td>Padded Arm Chair</td>
<td>$ 20.00</td>
<td>$ 27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Step Table Riser - 4'</td>
<td>$ 14.00</td>
<td>$ 18.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Step Table Riser - 6'</td>
<td>$ 14.00</td>
<td>$ 18.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Step Table Riser - 8'</td>
<td>$ 14.00</td>
<td>$ 18.90</td>
<td></td>
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<tr>
<td></td>
<td>Vinyl Top For Table Riser</td>
<td>$ 10.00</td>
<td>$ 18.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36&quot; Round X 30&quot; High Cocktail Table</td>
<td>$ 45.00</td>
<td>$ 60.75</td>
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<tr>
<td></td>
<td>Aluminum Floor Easel</td>
<td>$ 38.00</td>
<td>$ 51.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand</td>
<td>$ 18.00</td>
<td>$ 24.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Sign Holder</td>
<td>$ 40.00</td>
<td>$ 54.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fish Bowl</td>
<td>$ 20.00</td>
<td>$ 27.00</td>
<td></td>
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<tr>
<td></td>
<td>Literature Rack</td>
<td>$ 42.00</td>
<td>$ 56.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waste Basket</td>
<td>$ 12.00</td>
<td>$ 16.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pole With Base</td>
<td>$ 10.00</td>
<td>$ 13.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crossbar (Slider)</td>
<td>$ 5.00</td>
<td>$ 6.75</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL** $ __________

3.50% ADMINISTRATION FEE $ __________

8.81% SALES TAX $ __________

**TOTAL AMOUNT DUE** $ __________
**MATERIAL HANDLING RATES & ORDER FORM**

**DISCOUNT PRICE DEADLINE DATE**
**FRIDAY, SEPTEMBER 16, 2022**

**SHIPMENTS TO WAREHOUSE**

- May begin arriving at the warehouse: Wednesday, August 24, 2022
- Last day for shipments to arrive at discounted rates: Friday, September 16, 2022
- Last day for shipments to arrive at standard rates: Friday, September 23, 2022

**DO NOT SHIP DIRECTLY TO THE EXHIBIT SITE**
Do not ship directly to the Renaissance Central Park 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**

<table>
<thead>
<tr>
<th>SHOW SPECIAL - SMALL PACKAGES ONLY</th>
<th>INBOUND RATES PER SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>First Carton Discount Rate Each Additional Carton</td>
</tr>
<tr>
<td></td>
<td>$52.00</td>
</tr>
<tr>
<td>Standard Rate / 100LBS</td>
<td>Minimum Shipment</td>
</tr>
<tr>
<td></td>
<td>$70.20</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Minimum Shipment</th>
<th>Discount Rate / 100LBS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$79.00</td>
</tr>
<tr>
<td>Minimum Shipment</td>
<td>Standard Rate / 100LBS</td>
</tr>
<tr>
<td></td>
<td>$106.65</td>
</tr>
<tr>
<td>Minimum Shipment</td>
<td>$213.30</td>
</tr>
</tbody>
</table>

**NUMBER OF PIECES** | **ESTIMATED WEIGHT** | **CARRIER** | **TRACKING NUMBERS** (PLEASE PROVIDE PRO #'S) | **FEE PER SHIPMENT**

| SHIPMENT 1 | | | |
| SHIPMENT 2 | | | |
| SHIPMENT 3 | | | |

SUBTOTAL $__________
3.50% ADMINISTRATION FEE $__________
8.81% SALES TAX ON ADMINISTRATION FEE ONLY $__________
TOTAL AMOUNT DUE $__________
### 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 $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, that 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 1/2 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 allowed 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 destination 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, even 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

**EXHIBIT HALL ONLY**

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

<table>
<thead>
<tr>
<th>Left</th>
<th>Right</th>
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</thead>
</table>
| Coast to Coast TSS, Inc.  
3999 Holly Street, Unit 14  
Denver, CO 80207  
Exhibit Hall  
Exhibitor ______________________  
Booth Number ____________________  
MPIBA FallCon | Coast to Coast TSS, Inc.  
3999 Holly Street, Unit 14  
Denver, CO 80207  
Exhibit Hall  
Exhibitor ______________________  
Booth Number ____________________  
MPIBA FallCon |

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3999 Holly Street, Unit 14  
Denver, CO 80207  
Exhibit Hall  
Exhibitor ______________________  
Booth Number ____________________  
MPIBA FallCon | Coast to Coast TSS, Inc.  
3999 Holly Street, Unit 14  
Denver, CO 80207  
Exhibit Hall  
Exhibitor ______________________  
Booth Number ____________________  
MPIBA FallCon |
**SHIPPING LABELS**
**GALLEY ROOM ONLY**

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

<table>
<thead>
<tr>
<th>Coast to Coast TSS, Inc.</th>
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<tr>
<td>Denver, CO 80207</td>
<td>Denver, CO 80207</td>
</tr>
<tr>
<td>Galley Room</td>
<td>Galley Room</td>
</tr>
<tr>
<td>Publisher ___________________</td>
<td>Publisher ___________________</td>
</tr>
<tr>
<td>Title ___________________</td>
<td>Title ___________________</td>
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<tr>
<td>MPIBA FallCon</td>
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</tbody>
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Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207   Phone: 303-991-2791   Fax: 303-991-2794   exhibitservices@coasttocoasttss.com
# SHIPPING LABELS

## AUTHOR APPEARANCE ONLY

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

<table>
<thead>
<tr>
<th>Coast to Coast TSS, Inc.</th>
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</thead>
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<tr>
<td>3999 Holly Street, Unit 14</td>
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</tr>
<tr>
<td>Denver, CO 80207</td>
<td>Denver, CO 80207</td>
</tr>
</tbody>
</table>

**Author Appearance**

<table>
<thead>
<tr>
<th>Author</th>
<th>Author</th>
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<tbody>
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<td>_____________________________</td>
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<table>
<thead>
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<th>Title</th>
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<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Name</th>
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<thead>
<tr>
<th>Quantity in Box</th>
<th>Quantity in Box</th>
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<tr>
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</thead>
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Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207  Phone: 303-991-2791  Fax: 303-991-2794  exhibitservices@coasttocoasttss.com
SHIPPING LABELS
SHOW MANAGEMENT & REGISTRATION
(Includes Tote Bags, Marketing Materials, Etc.)
Warehouse Receiving Hours: Monday through Friday, 8:00 am to 4:00 pm

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

Show Management & Registration
Item Description ______________________
Quantity in Box ______________________
MPIBA FallCon

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

Show Management & Registration
Item Description ______________________
Quantity in Box ______________________
MPIBA FallCon

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3999 Holly Street, Unit 14
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Show Management & Registration
Item Description ______________________
Quantity in Box ______________________
MPIBA FallCon

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Show Management & Registration
Item Description ______________________
Quantity in Box ______________________
MPIBA FallCon