

Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The Apartment Association California Southern Cities Trade Show 2017. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be onsite. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

Booth Package

- 8' high back wall draping in forest green
- 3' high side rail draping in forest green
- One 6' table with skirting
- Two folding chairs
- One wastebasket
- One 44"x7" ID sign with your company name and booth number
- The facility is not carpeted

Facility Information

Long Beach Convention Center
Arena & Pacific Ballroom
300 E Ocean Blvd.,
Long Beach, CA 90802
www.longbeachcc.com

Show Schedule

Exhibitor Move-In:	Wed, September 27 th	1:00pm - 8:00pm	
Show Hours:	Thu, September 28 th	9:00am - 4:00pm	
Dismantle:	Thu, September 28 th	4:00pm - 7:00pm	
Carrier Check In:	Thu, September 28 th	4:00pm - 5:30pm	Shipments without carriers checked in by then will be rerouted or sent back to the designated warehouse at the exhibitor's expense.

Important Dates and Reminders

- **Discounted rates are available through Wed, September 13th by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Wed, September 20th by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than **1 hour after show close** will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges, for verification and delay shipping of said materials.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines Material Handling charges will apply to all shipments sent to event and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Fri, August 25th and Mon, September 25th from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Wed, September 27th from 8:00am-4:30pm.
- **Driver Check-In deadline** is 5:30pm on Thu, September 28th, 2017. If drivers have not picked up by this time shipments will be rerouted back to the warehouse or through the show carrier at the exhibitors expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
Apartment Assoc. CA Southern Cities
TotalExpo, Inc.
1161 Sandhill Ave., Unit A
Carson, CA 90746

Direct to Show-Site Address

[Exhibiting Company and booth #]
Apartment Assoc. CA Southern Cities
C/O TotalExpo
Long Beach Convention Center Arena
300 E Ocean Blvd.,
Long Beach, CA 90802

Outbound Shipping

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their **freight carrier check in by the time listed above**. Any shipments not picked up by then will be rerouted via the show carrier, YRC, or back to the designated warehouse at the exhibitor's expense.

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AACSC Tradeshow 2017
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 September 28th, 2017
<http://www.aprt-assoc.com/>

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Wed, September 13th, 2017 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Wed, September 20th, 2017 by 4:30pm, after this date orders can be placed via email or faxed.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **APTZL5**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **APTZL5** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.



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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor costs; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel's attention immediately. Rental orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Rental items cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo., Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:	Expiration Date	Security Code

FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.

Billing Information

Company Name		
Cardholder Name		
Billing Address		
City	State	Zip
Phone	Fax	
Invoice Email Address		

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

 Authorized Signature/ Cardholder's Signature

 Authorized Name (Please print)



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Contact Information and Order Recap

Contact Information

Company Name		
Contact Name	Cell Phone	
Contact Email Address		
Billing Address		
City	State	Zip Code
Phone	Fax	

Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Booth Cleaning and Vacuuming	\$
Advance Warehouse Receiving	\$
Direct to Show-Site Receiving	\$
Return to Warehouse Service	\$
Install and Dismantle Labor	\$
Miscellaneous	\$
Total	\$

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

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Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo., Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

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Rental Items: Furniture, Carpet and Accessories

30" High Tables with Skirting Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2000	4ft Skirted Table		\$ 120.00	\$ 144.00	\$
	2001	6ft Skirted Table		\$ 146.00	\$ 176.00	\$
	2002	8ft Skirted Table		\$ 169.00	\$ 203.00	\$
	2300	Skirting on all four sides		\$ 60.00	\$ 72.00	\$
42" High Counter Tables with Skirting Counter Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2003	4ft Skirted Counter Table		\$ 162.00	\$ 195.00	\$
	2004	6ft Skirted Counter Table		\$ 183.00	\$ 220.00	\$
	2005	8ft Skirted Counter Table		\$ 211.00	\$ 254.00	\$
	2301	Skirting on all four sides		\$ 67.00	\$ 81.00	\$

Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.

Standard Carpet For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3001	10'X10' Inline Booths	\$ 175.00	\$ 210.00	\$
	3002	10'X20' Inline Booths	\$ 349.00	\$ 419.00	\$
	3003	10'X30' Inline Booths	\$ 523.00	\$ 628.00	\$
	3004	10'X40' Inline Booths	\$ 697.00	\$ 837.00	\$
Island Booth and Bulk Space Carpet Pre-show orders only.					
Qty		Item	Advance	Regular	Total
	3010	Island Booth/Bulk Carpet per sq.ft.	\$ 2.51	\$ 3.01	\$
Plush Carpet Pre-show orders only, there will be no refunds on custom carpet.					
Qty		Item	Regular	Total	
	3011	Plush Carpet per sq.ft.	\$ 3.73	\$	\$
INDICATE YOUR CARPET COLOR					
Carpet Color:		Your booth size:			
Available carpet colors : Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy. Please call for Custom Plush Carpet colors.					
Carpet Padding and Visqueen					
Qty		Item	Advance	Regular	Total
	3300	Carpet Padding, per sq.ft.	\$ 0.90	\$ 1.08	\$
	3400	Visqueen, per sq.ft.	\$ 0.49	\$ 0.58	\$

30" High Tables - Unskirted Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2100	4ft Unskirted Table	\$ 72.00	\$ 87.00	\$
	2101	6ft Unskirted Table	\$ 86.00	\$ 104.00	\$
	2102	8ft Unskirted Table	\$ 102.00	\$ 123.00	\$
42" High Counter Tables - Unskirted Counter Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2103	4ft Unskirted Counter	\$ 101.00	\$ 122.00	\$
	2104	6ft Unskirted Counter	\$ 116.00	\$ 140.00	\$
	2105	8ft Unskirted Counter	\$ 132.00	\$ 159.00	\$

Pedestal Tables					
Qty		Item	Advance	Regular	Total
	2201	30" round x 30" high	\$ 97.00	\$ 117.00	\$
	2202	30" round x 42" high	\$ 122.00	\$ 147.00	\$

Chairs					
Qty		Item	Advance	Regular	Total
	1000	Padded Side	\$ 65.00	\$ 78.00	\$
	1001	Padded Arm	\$ 93.00	\$ 112.00	\$
	1002	Padded Stool w/ back	\$ 105.00	\$ 126.00	\$
	1003	Folding Chair	\$ 38.00	\$ 46.00	\$

Booth Accessories					
Qty		Item	Advance	Regular	Total
	4000	Wastebasket	\$ 22.00	\$ 27.00	\$
	4001	Chrome Easel	\$ 41.00	\$ 50.00	\$
	4002	Chrome 22"x28" Sign Holder	\$ 68.00	\$ 82.00	\$
	4003	Bag Rack	\$ 122.00	\$ 147.00	\$
	4004	Literature Rack	\$ 136.00	\$ 164.00	\$
	4005	Garment Rack	\$ 122.00	\$ 147.00	\$
	4006	Stanchion	\$ 51.00	\$ 62.00	\$
	4007	8' long Velour Rope	\$ 40.00	\$ 48.00	\$
	4011	4'x8' Msg. Board	\$ 250.00	\$ 309.00	\$
	4013	2'x8' Grid Wall w/ Feet	\$ 96.00	\$ 116.00	\$
	4015	Glass Showcase	\$ 453.00	\$ 544.00	\$
	4100	3' H Side Drape, per ft.	\$ 8.00	\$ 10.00	\$
	4101	8' H Back Drape per ft.	\$ 10.00	\$ 12.00	\$
Rental Drape Color: _____					
Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.					

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then **booth vacuuming should be ordered**). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk **immediately**. **Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be sat or stood on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.**



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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

Booth Cleaning and Vacuuming

Carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. **If excessive debris has accumulated during set up, then booth vacuuming should be ordered.** If you find debris or damage to your booth carpet prior to setup, please notify the TotalExpo service desk **immediately before you begin setting up.**

Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

Confirm your booth size _____ x _____

Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a minimum charge 100 square feet. Wastebasket is emptied at the time of vacuuming/ sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

Service	Advance	Regular	Rate	Total Sq.Ft.	Total:
One Time Booth Cleaning Prior to show opening on the first day of the event. (Rate is per sq.ft.)	\$0.43	\$0.51	\$_____	X _____ =	\$_____

Booth Porter Service

Porter Service includes emptying of wastebaskets, and wiping down booth area at 2 hour intervals during the show hours for the duration of the event. To avoid accidental disposal, any trash outside of the wastebasket will not be removed. Rate is per booth.

Service	Advance	Regular	Rate	Total:
Porter Service (for booths up to 400 sq.ft., each day of the event. Rate is per booth.)	\$ 147.00	\$ 177.00	\$_____	\$_____
Porter Service 401 sq.ft. and larger (For booths 401 sq.ft. and larger, each day of the event. Rate is per booth.)	Please Call for Pricing		\$_____	\$_____

Booth Cleaning Cancellation Policy

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%, however orders cancelled during move-in or on-site will not be refunded.

Exhibiting Company Name

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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

Material Handling and Drayage Information

Please order these services on the following page

Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiple you cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs per piece. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs these shipments will be billed at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and time frames will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Wed, September 13th, 2017 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Wed, September 20th, 2017 by 4:30pm, after this date orders can be placed via email or faxed.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received between the following dates only: **Fri, August 25th through Mon, September 25th from 9am-3:30pm**

Direct to show-site shipments will be received on the following dates only: **Thu, September 27th, 2017 from 8am-4:30pm**,

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving **2 cwt minimum charge**

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 95.00	\$	
Special Handling		x	\$ 119.00	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Direct to Show-Site Receiving **2 cwt minimum charge**

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 95.00	\$	
Special Handling		x	\$ 119.00	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Small Package Shipments **30lbs maximum per shipment**

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

Number of pieces	x	Rate	Total	Shipment is being Delivered to:	
	x	\$36.00	\$	<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Direct to Show-Site
	x	\$36.00	\$	<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Direct to Show-Site

Return To TotalExpo Warehouse **4 cwt minimum charge**

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

Your Cwt	x	Rate	Total
	x	\$57.00 (\$228.00 min)	\$

This service a 4 cwt minimum charge

Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/ crates is \$25.00 per pallet. Banding is provided at \$0.50 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.

Advance Warehouse Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Apartment Assoc. CA Southern Cities
TotalExpo, Inc.
1161 Sandhill Ave., Unit A
Carson, CA 90746



SHIPMENT MUST ARRIVE BETWEEN:

Fri, August 25th, 2017 through Mon, September 25th, 2017 from 9:00am-3:30pm

Carrier _____ Piece number _____ of _____ total pieces.

ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Apartment Assoc. CA Southern Cities
TotalExpo, Inc.
1161 Sandhill Ave., Unit A
Carson, CA 90746



SHIPMENT MUST ARRIVE BETWEEN:

Fri, August 25th, 2017 through Mon, September 25th, 2017 from 9:00am-3:30pm

Carrier _____ Piece number _____ of _____ total pieces.



1161 Sandhill Ave, Carson, CA 90746

Phone: (310) 320-4203 Fax:(310) 320-4265

www.totalexpo.com orders@totalexpo.com

Direct to Show-Site Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Apartment Assoc. CA Southern Cities
c/o TotalExpo, Inc.
Long Beach Conv. Ctr., Arena
300 E Ocean Blvd.,
Long Beach, CA 90802



SHIPMENT MUST ARRIVE ON :
Thu, September 27th, 2017 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Apartment Assoc. CA Southern Cities
c/o TotalExpo, Inc.
Long Beach Conv. Ctr., Arena
300 E Ocean Blvd.,
Long Beach, CA 90802



SHIPMENT MUST ARRIVE ON :
Thu, September 27th, 2017 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

Exhibiting Company Name	Booth Number
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Installation and Dismantle Labor

Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo, Inc. supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 102.00	\$ 123.00	Monday through Friday from 8:00am to 4:30pm
Overtime	\$ 153.00	\$ 184.00	Monday through Friday all other times.
Double Time	\$ 204.00	\$ 245.00	All day Saturday, Sunday, and Holidays.

Supervision of Labor Please indicate the supervision of your labor										
<input type="checkbox"/> TOTALEXPO SUPERVISION Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee. Emergency Contact: _____ Cell Number: _____										
<input type="checkbox"/> EXHIBITOR SUPERVISION Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor. Exhibitor Supervisor: _____ Cell Number: _____										
How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.										
<input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site Carrier: _____ # of pieces: _____ ETA: _____										
Order and Schedule Labor										
Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
									10% Supervision Fee	\$
									Labor total	\$

If necessary please provide a detailed labor schedule separately with your order.

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.



1161 Sandhill Ave, Unit A Carson, CA 90746
 Phone: (310) 320-4203 Fax:(310) 320-4265
www.totalexpo.com orders@totalexpo.com



AACSC Tradeshow 2017
 Long Beach Convention Center, Arena & Pacific Ballroom
 September 28th, 2017
<http://www.aprt-assoc.com/>

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Wed, September 13th, 2017 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company’s booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date**. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor’s booth.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo Inc., shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor’s responsibility to provide its EAC’s with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/ Service Manual. Exhibitor agrees to indemnify and defend TotalExpo,Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EAC’s that are not covered or provided by EAC’s insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC’s insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

 Authorized Signature BY EXHIBITING COMPANY

 Authorized Name (Print) Date

Exhibiting Company Name	Booth Number
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Discounted Rate Deadline: Wed, September 13th, 2017 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Wed, September 20th, 2017 by 4:30pm, after this date orders can be placed via email or faxed.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: APTZL5

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all TotalExpo, Inc. rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EACs responsibility to obtain the proper language needed on the COI.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print)

Title

Date

Company:	
Shows-site Contact Name:	Cell Phone:
Office Phone:	Email Address:
Street Address:	City, State Zip:

Worksite Rules and Regulations

Decoration: Exhibits and Displays

TotalExpo, Inc. and staff are available to assist in the building, clean up, dismantling, repairing all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. All sign hanging and rigging must be performed by TotalExpo, Inc. and staff. Use of ladders is exclusive to the TotalExpo, Inc. and staff.

When needed, labor should be ordered per the Install and Dismantle Labor Order form.

Freight: Material Handling, Loading and Unloading

TotalExpo, Inc. and staff have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment.

For the safety of all parties involved, exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

TotalExpo, Inc. and staff have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am, and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exceptional job, a great way to thank them is letting their supervisor at the Service Desk know.



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AACSC Tradeshow 2017

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LIMITS OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES PROVIDED BY TOTALEXPO, INC.

Insurance — It is understood that TotalExpo, Inc., is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo, Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo, Inc. prior to the close of the show.

TotalExpo, Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo, Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are **NOT** permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

Show Name: Apartment Association

Show Location: Long Beach Convention Center

Show Dates: September 28, 2017

ELECTRICAL INFORMATION

SAVE MONEY... READ THIS FIRST ...

- ▶ Complete the attached form to ensure installation of electrical service to your booth or display
- ▶ Please check the rating plate on your item(s) and order outlet(s) accordingly.
- ▶ **Advance price is offered for orders submitted by :** **September 14, 2017**
- ▶ **Please Fax your Electrical Order with Payment to (909) 623-7222 or via email Info@conventionelectric.com.**
- ▶ Check or Credit Card payment must accompany all orders. Credit Card orders may be faxed, (avoid duplication, do not mail order from if already faxed).
- ▶ **See attached "Regulation and General information" sheet for additional information, terms and specifications.**

If you have any questions, please call Customer Service at:

(909) 623-5192 or you can Email us at:

info@conventionelectric.com

ELECTRICAL RENTAL ORDER FORM



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

EVENT NAME: Apartment Association * LBCC * September 28, 2017		BOOTH NO.
COMPANY NAME		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE NO:	FAX:	
SHOW SITE CONTACT	EMAIL:	

To Receive Advance Price Order with full payment must be received by:

September 14, 2017

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com.

Online ordering:

If you have not received an automated log in from us, please call our Exhibitor Service Department at 909 623-5192 or email us at Info@conventionelectric.com and we will send you a temporary log in this will give you access to create your own account.

					WHEN ORDERING ELECTRICAL SERVICES	
120V	QTY.	POWER	ADVANCE PRICE	REGULAR PRICE	SUB TOTAL	
		500 Watts or 5 Amps	\$98.00	\$147.00		1. Check rating plates on item(s) and order outlets accordingly
		1000 Watts or 10 Amps	\$175.00	\$263.00		2. Lighting outlets supplied with one (1) connection per outlet ordered.
		1500 Watts or 15 Amps	\$200.00	\$300.00		3. Motor outlet supplied with one(1) connection per outlet ordered
		2000 Watts or 20 Amps	\$226.00	\$339.00		4. Outlets requiring 24 HR. And/or dedicated circuits are double list price.
208V		10 AMP OR ½ HP	\$302.00	\$453.00		5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
		15 AMP OR 1 HP	\$344.00	\$516.00		6. Island Booths there is a minimum Labor charge of (1) hour to Install power and 1/2 hour to dismantle, material charges may apply , all distribution is done by a CE, Inc. electrician
		20 AMP OR 1 ½ HP	\$432.00	\$648.00		7. 480 Volt Service(s) and price(s) are available upon request. info@conventionelectric.com
		30 AMP OR 2 HP	\$581.00	\$773.00		
		40 AMP OR 3 HP	\$681.00	\$1,038.00		GENERAL INFORMATION
208V		60 AMP OR 5 HP	\$781.00	\$1,322.00		1. ALL Outlets will be installed on the floor at the rear of the booth, For Island booths, and Peninsula booth Outlets will be brought to one (1) Location at our discretion if no information is provided.
		100 AMP OR 10 HP	\$894.00	\$1,541.00		2. The cost of 120-Volt outlets includes delivery to One location, the rear of inline booths only
		150 AMP OR 15 HP	\$1,229.00	\$1,890.00		If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle.
		200 AMP OR 25 HP	\$1,407.00	\$2,160.00		3. All wiring, motors and other installations must be approved to prevent over-loading of circuits.
		10 AMP OR 1 HP	\$401.00	\$602.00		4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
208V		15 AMP OR 2 HP	\$446.00	\$699.00		5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, Wiring, Extension cords ETC.
		20 AMP OR 3 HP	\$580.00	\$870.00		6. Labor Rates are subject to local I.B.E.W. UNION Contract Effective at time of show overtime labor rates prevail before 8:00A.M. After 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
		30 AMP OR 5 HP	\$692.00	\$1,038.00		7. Hardwall booths must make arrangements with CE, Inc. to bring power inside the booth on a time, labor and material basis. info@conventionelectric.com
		40 AMP OR 7 ½ HP	\$781.00	\$1,171.00		
		60 AMP OR 10 HP	\$881.00	\$1,322.00		PAYMENT POLICY
300V		100 AMP OR 20 HP	\$1,193.00	\$1,790.00		1. 100% Payment must accompany each order unless prior arrangements are made.
		150 AMP OR 30 HP	\$1,405.00	\$2,057.00		2. We Accept Cash, Checks, MasterCard, Visa, Discover And American Express for payment.
		200 AMP OR 50 HP	\$1,737.00	\$2,556.00		3. Advance price Apply only to orders Received by September 14, 2017 . All other orders will pay regular prices.
						4. Orders placed at the show site must be paid upon presentation of Invoice.
						5. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If Convention Electric Inc. is required to bill you a 30% handling charge will be assessed on all outstanding balance due.
LISTS	QTY.	LIGHTING (INCLUDES POWER)	ADVANCE PRICE	REGULAR PRICE	SUB TOTAL	6. In the event that totals are not calculated correctly Convention Electric, Inc. serves the right to make the necessary corrections.
		150 WATT ON STANCHION	\$98.00	\$147.00		NOTICE:
		1000 WATT OVERHEAD	\$269.00	\$488.00		Convention Electric Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should Install a surge protector on your computer(s). All electrical installations and connections to all Electrical services should be made by a CE, Inc. Electrician. Convention Electric, Inc. will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.
MATERIALS & LABOR	QTY.	MATERIAL & LABOR		PRICE	SUB TOTAL	
		CUBE TAPS		\$18.00		
		15 AMP POWER STRIPS		\$25.00		
		15 FOOT EXTENSION CORDS		\$25.00		
		25 FOOT EXTENSION CORDS		\$30.00		
		50 FOOT EXTENSION CORDS		\$60.00		
		12/5 PIGTAILS		\$30.00		
		6/5 PIGTAILS		\$60.00		
		BUCK & BOOST TRANSFORMER		\$114.00		
		HRS. STRAIGHT TIME LABOR		\$104.00/HR		
	HRS. OVERTIME LABOR		\$156.00/HR			
	HRS. DOUBLETIME LABOR		\$208.00/HR			
	GRAND TOTAL					

LABOR ORDER FORM



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

EVENT: Apartment Association * LBCC * September 28, 2017			BOOTH NO.
COMPANY NAME			
STREET ADDRESS			
CITY		STATE	ZIP
PHONE NO:		FAX NO:	
CONTACT		EMAIL:	

To Receive Advance Price Order with full payment must be received by:

September 14, 2017

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com

ELECTRICAL LABOR/LIFT RATES

Please be advised that Labor start times cannot be guaranteed. If no time is provided, work will be performed on a first come first serve basis. A representative must come to Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight time\$104.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
 Overtime\$ 156.00 per hour
 Monday-Friday 4:30pm - 8:00am, Saturday,
 Doubletime\$ 208.00 per hour
 Saturday After 8 Hour, All day Sunday & Holidays
 Lift Rate Per Hour (Does not include operator).....\$ 250.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

MEN	HRS	WORKED REQUIRED	DATE	T I M E	AMOUNT
SUB TOTAL					

JLG LABOR/LIFT (2 MEN 1 HR MINIMUM PLUS LIFT PER HOUR)

MEN	HRS	WORKED REQUIRED	DATE	T I M E	AMOUNT
SUB TOTAL					

MATERIAL

QTY	DESCRIPTION	PRICE	# F E E T	TOTAL
	Cube Tap	\$18.00		
	15 Amp Power Strip	\$25.00		
	15' Extension Cord	\$25.00		
	25' Extension Cord	\$30.00		
	50' Extension Cord	\$60.00		
	100' Extension Cord	\$120.00		
	12/5 Pigtail	\$30.00		
	6/5 Pigtail	\$60.00		
	12/5 Flat Cable	\$6.69 per ft.		
	6/5 Flat Cable	\$7.69 per ft.		
SUB TOTAL				

RULES FOR ELECTRICAL LABOR

1. To determine if you need Electrical Labor or to obtain floor plans please contact us or via email at info@conventionelectric.com and we will be happy to assist you.
2. Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back of the booth.
3. In order to perform the Labor without Exhibitor's Representative present CEI Must have detailed floor plans for power distribution under the carpet with this Labor form Each floor plan should have exact Dimensions and surroundings labeled.
4. If representative chooses to be present during labor being performed and booth being installed Exhibitor should contact CEI to schedule date and time. But should also send detailed Floor Plan.
5. Please be advised that whenever possible, CEI request an authorized supervisor to accompany our electrician to the labor desk when they have completed their work In your booth, in order to Sign out the Electrician.
6. We will not be able to know what material will be used at this time. This will be CEI Electrician, as they install and distribute Electrical according to the Floor Plan provided by your company the day of Move-in.
7. By signing this form you are authorizing Convention Electric, Inc. to charge your Credit Card on file for these additional charges.
8. The minimum Labor charge will equal one (1) hour per man for Installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
9. Dismantle Labor is charged at 50% of installation Labor based on show move-out days / time, and does not need to be scheduled.
10. Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.
11. In the event that totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections.

JLG LIFT REQUIREMENTS

If lift Equipment is required to hang special lighting, signs, etc., (Does not include operator) The Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please look at the chart to the left.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Convention Electric Inc. payment policy and the terms and condition of contract. Credit Card information must be on file before any of the requested Labor is performed. Should Convention Electric Inc. is required to bill you a 30% handling charge will be assessed to the balance due. LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8a.m. and after 4:30p.m. on Weekdays, all day Saturday, Sundays and Holidays. Please read all information before summing order.

BOOTH SUPERVISION INFORMATION

Booth Supervisor Name: _____

Email: _____

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or acending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 4 Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 **Island or Pavilion Booths:** You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or acending booths. For power distribution there is a **minimum** of (1) man (1) hour for installation and a **minimum** of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor 2 men 1 hour min and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 **Multiple outlet locations** where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 7 **Labor rates** are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A **minimum** charge (1) man (1) hour for installation and a **minimum** of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. **Overtime Labor Rates** prevail prior to 8 a.m. and after 4:30pm on weekdays, all day Saturday, **Doubletime Rates** Saturday After 8 Hour, All day Sunday and Holidays.
- 8 **Lift required** In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a **minimum** of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for any unused items.
- 13 Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Convention Electric, Inc.
- 14 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 15 All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may interrupted if payment is not received.
- 17 Credit will **not** be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19 Exhibitor holds Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- 20 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes. will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.

ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.conventionelectric.com.

If you have any questions or concerns please call 909 623-5192 or email at info@conventionelectric.com

Apartment Association of Southern California



Long Beach Convention Center

Garth@avprofessionals.biz

September 28th, 2017

TEL (310) 213-9225

email orders to the address above please

Company :	Show Name: Apartment Association of Southern California		
Street:	Location: Long Beach Convention Center- Arena		
City:	Booth # :		
State:	Delivery Date: Sept 27 Time Schedule: 10 AM to 3 PM		
Postal Code / Zip Code:	Starting Date: Sept 28, 2017	Time: 9:00 AM	
Tel: () Fax: ()	Ending Date: Sept 28, 2017	Time: 4:30 PM	
Ordered By:	Contact on site:		
Email:	Tel: ()		

Presentation Equipment	QTY.	TERM	TOTAL
Flipcharts w/ Pad and Markers (2 Days of Pads)		\$ 45.00	
Flipcharts w/ Post it Pad and Markers (2 Days of Pads)		\$ 75.00	
Tripod Screen 6ft		\$ 25.00	
Tripod Screen 8ft		\$ 35.00	
7.5 x 10 Fast Fold Screen w/ Dress Kit		\$ 120.00	
8' x 14' HD Fast Fold Screen w/ Dress Kit		\$ 175.00	
9 x 16 HD Fast Fold Screen w/ Dress Kit		\$ 250.00	

Visual Video/Data Display Equipment	QTY.	TERM	TOTAL
32" LCD Flat Video/HDMI Tablestand		\$ 45.00	
42" LED 1080P Flat Screen TV w/ Pole Stand or Tablestand		\$ 150.00	
50" LED 1080P HDMI Flat Screen TV w/ Pole Stand		\$ 200.00	
60" LED 1080P HDMI Flat Screen TV w/ Pole Stand		\$ 250.00	
70" LED 1080P HDMI Flat Screen TV w/ Pole Stand		\$ 300.00	
70" LED 4K HDMI Flat Screen TV w/ Pole Stand		\$ 350.00	
80" LED 4K HDMI Flat Screen TV w/ Pole Stand		\$ 550.00	
LCD Projector 2600 Lumens		\$ 75.00	
LCD Projector 3000 Lumens		\$ 100.00	
DLP Projector 8500 Lumens 1080P Native Res w/ Short Throw Lens		\$ 150.00	
Blu Ray Player w/ Remote w/ HDMI Cable		\$ 10.00	
Shelf for TV Pole Stand		\$ 20.00	

Audio Equipment	QTY.	TERM	TOTAL
Shure UHF Wireless Microphone Kit		\$ 75.00	
Omnidirectional Shure Microphone (wired)		\$ 30.00	
4 Channel Shure Audio Mixer		\$ 25.00	
Soundcraft 10 Channel Audio Mixer		\$ 45.00	
JBL Eon G2 10" Powered Speaker w/ Tripod (220 Watt)		\$ 35.00	
JBL Prx 712 Powered Speaker w/ Tripod (1000 Watt)		\$ 55.00	
JBL PRX 715 Powered Speaker w/ Tripod (1500 Watt)		\$ 100.00	

Laptops	QTY.	TERM	TOTAL
Del Window 10 Laptop w/ Office Pro 2016 GE Force Video Card		\$ 145.00	
Acer Window 8 Laptop w/ Office Pro 2016 No DVD Player		\$ 125.00	
HP Compaq Window 7 Laptop w/ Office Pro2016		\$ 95.00	
RF Wireless Presenter with Laser Pointer (100' Range)		\$ 5.00	

COMPLETE PAYMENT MUST ACCOMPANY ORDER

Check one box: Check Enclosed Visa MasterCard American Express

Credit Card No. _____ Ex Date: _____

Name as it appears on the card _____

Billing Address: _____ City _____ ZIP _____ SID/CVV# _____

Date _____ Authorized Signature _____

I authorize AV Professionals, Inc. to charge my credit card account for those charges that appear on this Authorization Form.

SET UP LABOR IS NOT INCLUDED WITH PRICING	
Sub total	
Set Up Labor-(if needed)	\$75 per Hour
(\$50 hr per Tech)	
Delivery/Pick Up	\$100.00
AVP WILL NOT DO INSTALLS ON DESIGN WALLS	
TOTAL DUE	



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

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