

# IMPORTANT EXHIBITOR INFORMATION ENCLOSED

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**FOR THE FOLLOWING:**



**ECC Events Inc.  
Ontario Convention Center  
August 3-5, 2018**

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<b>EXHIBITOR MOVE-IN:</b>	<b>Wednesday, August 1, 2018</b> <b>Thursday, August 2, 2018</b> <b>Friday, August 3, 2018</b>	1:00pm-8:00pm 10:00am-8:00pm 8:00am-12:00pm
<b>SHOW DATES:</b>	<b>Friday, August 3, 2018</b> <b>Saturday, August 4, 2018</b> <b>Sunday, August 5, 2018</b>	12:00pm-7:00pm 12:00pm-7:00pm 12:00pm-5:00pm
<b>EXHIBITOR MOVE- OUT:</b>	<b>Sunday, August 5, 2018</b> <b>Monday, August 6, 2018</b>	5:00pm-12:00am 8:00am-12:00pm
<b>FREIGHT FORCED OFF SHOW FLOOR:</b>	<b>Monday, August 6, 2018</b>	10:00am
<b>SHOW COLORS:</b>	Black	

**THE VENDOR BOOTH SPACES INCLUDE:**

**10x10:**

- \* 8' Backwall & 3' Siderail to create booth space
- \* (1) 8' Draped Tables
- \* (2) Folding Chairs
- \* (1) Wastebasket
- \* (1) ID Sign

**10x20:**

- \* 8' Backwall & 3' Siderail to create booth space
- \* (2) 8' Draped Tables
- \* (4) Folding Chairs
- \* (2) Wastebaskets
- \* (1) ID Sign

# Show Ready

1350 Palomares Street Unit C \* La Verne, CA 91750

Phone: (909) 596-2999 \* Fax: (909) 596-2995

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## **A Welcome Message From The Decorator**

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SHOW READY is pleased to have been selected as The Official Contractor for the **ECC Events Inc.** to be held at the **Ontario Convention Center**. We would like to welcome all exhibitors and participants of this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive and it is important that you adhere to the deadlines to insure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

### **SPECIAL NOTES**

In order to keep the appearance of the show in a professional manner; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. Show Ready cannot be held responsible for injuries or falls caused by the improper use of rental furniture.

### **DISCOUNT PRICING**

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**.

### **SHIPPING INFORMATION**

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

Show Ready realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 596-2999

We look forward to seeing you at the show!

**The Staff at  
SHOW READY**

SHOW READY  
1350 Palomares Street Unit C \* La Verne, California 91750  
Phone: (909) 596-2999 \* Fax: (909) 596-2995

## Show Ready

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Phone: (909) 596-2999 \* Fax: (909) 596-2995

## DEADLINE DATES AND TIMES

Please Initial & Return with ALL Orders \_\_\_\_\_

### ECC Events Inc.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

#### Rental Orders

Furniture, Showcases & Carpet

**4pm Wednesday, July 25, 2018** for discount pricing

*\*Any furniture ordered after this date will be set at the regular pricing*

Cleaning Service

**4pm Wednesday, July 25, 2018** for discount pricing

*\*Any cleaning services ordered after this date will be set at the regular pricing*

#### Material Handling

Shipping to Advance Warehouse

**8am-4pm M-F July 1, 2018 – July 27, 2018** for ST on time rates

**8am-4pm M-F July 30 – July 31, 2018** for OT off target rates

Shipping Direct to Showsite

**8am-4pm Wednesday & Thursday, August 1 – 2, 2018** for ST on time rates

Outbound Shipments

**9:00pm Sunday, August 5, 2018** for Driver Check-In

**10:00am Monday, August 6, 2018** for Driver Check-In

Freight Forced off the Show Floor

**10am Monday, August 6, 2018**

\*No shipments will be accepted  
at the Advance Warehouse on  
Saturdays or Sundays

\*Shipments Direct to Showsite will ONLY be accepted during the times and dates listed above.

\*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt

\*Outbound Shipments without proper labeling and/or shipping documents turned in prior to the deadlines as outlined  
above will be charged an additional \$10.00 per cwt

\*Forced Freight will either be re-routed using ECC Logistics house carrier, Show Ready

**Warehouse resulting in an additional 50% drayage charge at the Exhibitor's expense**

#### Labor Orders

Hanging Sign Order Form

**4pm Tuesday, July 31, 2018** to receive regular pricing

Exhibit Installation & Dismantling

**4pm Tuesday, July 31, 2018** to receive regular pricing

Labor

#### Exhibitor Appointed Contractors

EAC Form & Certificate of Insurance

**4pm Friday, July 13, 2018**



<b>SHOW CONTACT INFORMATION</b>
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**SHOW MANAGEMENT**

**ECC**

Email: [Apply@ecc-expo.com](mailto:Apply@ecc-expo.com)

Website: [www.ecc-expo.com](http://www.ecc-expo.com)

**FACILITY**

**Ontario Convention Center**

2000 E Convention Center Way, Ontario, CA 91764

Phone: 909-937-3000

Website: [www.ontariocc.org](http://www.ontariocc.org)

**DECORATOR**

*Furnishing Rentals, Labor Rentals, & Material Handling*

**Show Ready**

Doug Murphy

1350 Palomares Street Unit C, La Verne, CA 91750

Phone: 909-596-2999 Fax: 909-596-2995

Email: [shoready1@gmail.com](mailto:shoready1@gmail.com)

# Show Ready

1350 Palomares Street Unit C \* La Verne, CA 91750  
Phone: (909) 596-2999 \* Fax: (909) 596-2995

## MOVE-IN & MOVE-OUT PROCEDURES

Please Initial & Return with ALL Orders \_\_\_\_\_

### ECC Events Inc.

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

#### Exhibit Move-in Procedures:

Exhibitors are not permitted the use of small dollies and hand carts to transport materials to and from the booth space without utilizing the Teamster Labor

Exhibitors have the option to order the use of an electric flatbed truck for cartloads from personally owned vehicles.

*\*\*For cartloads and/or shipments from freight carriers including company trucks that require unloading and delivery to the booth by a forklift, please see the Material Handling Order Form.*

**Please refer to the Material Handling Sheets for:**

1. Advance & Direct Shipments
2. Proper labeling for Advance and Direct Shipments
3. Dates & Times
4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
5. Direct shipments will be delivered to your booth when they are received.

**Please refer to the front page for move in dates & times**

1. Teamster will unload commercial freight haulers as well as exhibitor private vehicles on dates & times specified.
2. To avoid overtime charges; remind drivers that they should be in line 1-2 hours early in order to be unloaded by the deadline.
3. Drivers are to go to the check in area and will be instructed on where to go to be unloaded.
3. Drivers are to go to the check in area and will be instructed on where to go to be unloaded.

#### Exhibit Move-out Procedures:

Upon show closing, the aisle carpet (if any) will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

*The Exhibitor is Responsible for Properly Labeling ALL Shipments, Providing Show Ready with a Bill of Lading by the Close of the Show, & ALL Shipping Charges Billed by the Carrier, Regardless of the Outbound Method used to Ship Booth Materials*

1. Please Have your carrier arrive in plenty of time to have your freight loaded before the deadline.  
Once you are in line at the dock, DO NOT leave your vehicle unattended at any time; if you do, your vehicle will be towed.

2. Drivers are to go to the check in area.

3. When all of your materials are completely packed and ready to go, please turn in a Bill of Lading at the Service Desk.

**For Exhibitors with privately owned vehicles who cannot hand carry all booth materials (POV):**

1. When all of your materials are completely packed and ready to go, drive your vehicle to the loading dock & check in.
3. You will be loaded according to the order of check-in.  
**For Exhibitors with Company or Rented Trucks:**
  1. When all of your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be filled out.
4. Once the Bill of Lading is filled out, you will be directed to the loading dock where you will be loaded in the order you were processed.

**For Exhibitors using Show Ready's Show Carrier**

1. When all of your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be completely filled out.
5. Make sure all of your materials are properly labeled & leave them clearly visible INSIDE your booth space.
  3. If you do not have an account with UPS Freight, they will bill the receiver at the time of delivery of your materials.
  2. Make sure all of your materials are properly labeled & leave them clearly visible INSIDE your booth space.

**ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 10am Monday, August 6, 2018**

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

**PAYMENT POLICY FORM**

*Must be included with all orders*

**SHOW READY**

1350 Palomares Street Unit C \* La Verne, CA 91750

Phone: (909) 596-2999 \* Fax: (909) 596-2995

Email: shoready1@gmail.com



Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email \_\_\_\_\_

Phone / Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

- **This form must be completed with a valid credit card and enclosed with all order forms and is to be on file with Show Ready prior to any service(s) being performed and up to 7 days after the close of the show regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment *must* be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for ALL loss and/or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount of Check Enclosed \$ \_\_\_\_\_ Amount to be charged to Credit Card \$ \_\_\_\_\_

**If paying by Check; please fill out the following information:**

Check Number: \_\_\_\_\_ Driver License Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**For ALL ORDERS, a Credit Card is required & will remain on file with Show Ready for up to 7 days after**

**show close. Please provide the following information:**

For Payment \_\_\_\_\_ To Keep on File \_\_\_\_\_

Credit Card Number:

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Please

Check: \_\_\_\_\_ AmEx \_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Name as it Appears on Card \_\_\_\_\_

Authorized By: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholders **Billing** Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SHOW READY**

1350 Palomares Street Unit C \* La Verne, CA 91750

Phone: (909) 596-2999 \* Fax: (909) 596-2995

**ECC Events Inc.** Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**FURNITURE RENTAL ORDER FORM**

*Deadline for discount: 4pm Wednesday, July 25, 2018*

<u>Tables, Counter Tables, &amp; Round Tables</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>	<u>Table Skirt Colors Available</u>	
4 ft. undraped table 24" x 30" high	\$65.00	\$105.00	_____	_____	<input type="radio"/> beige	<input type="radio"/> purple
6 ft. undraped table 24" x 30" high	\$80.00	\$130.00	_____	_____	<input type="radio"/> black	<input type="radio"/> red
8 ft. undraped table 24" x 30" high	\$95.00	\$155.00	_____	_____	<input type="radio"/> blue	<input type="radio"/> rose
4 ft. <b>draped</b> table 24" x 30" high	\$105.00	\$145.00	_____	_____	<input type="radio"/> burgundy	<input type="radio"/> teal
6 ft. <b>draped</b> table 24" x 30" high	\$120.00	\$170.00	_____	_____	<input type="radio"/> forest green*	<input type="radio"/> white
8 ft. <b>draped</b> table 24" x 30" high	\$135.00	\$195.00	_____	_____	<input type="radio"/> gray	<input type="radio"/> yellow
<b>Counter Skirt Colors Available</b>						
4 <sup>th</sup> sided table skirt for 6' or 8' table 30" high	\$45.00	\$75.00	_____	_____	<input type="radio"/> beige	<input type="radio"/> fuchsia*
4 ft. undraped counter table 24" x 42" high	\$90.00	\$130.00	_____	_____	<input type="radio"/> black	<input type="radio"/> gray*
6 ft. undraped counter table 24" x 42" high	\$105.00	\$155.00	_____	_____	<input type="radio"/> blue	<input type="radio"/> red
8 ft. undraped counter table 24" x 42" high	\$120.00	\$180.00	_____	_____	<input type="radio"/> brown	<input type="radio"/> teal
4 ft. <b>draped</b> counter table 24" x 42" high	\$130.00	\$170.00	_____	_____	<input type="radio"/> burgundy	<input type="radio"/> white
6 ft. <b>draped</b> counter table 24" x 42" high	\$145.00	\$195.00	_____	_____	*Limited quantities available	
8 ft. <b>draped</b> counter table 24" x 42" high	\$160.00	\$220.00	_____	_____	Draped price for 4' includes top covered white plastic and 4 sides draped	
4 <sup>th</sup> side counter skirt for 6' or 8' counter 42"	\$55.00	\$85.00	_____	_____	Draped price for 6' & 8' includes top covered white plastic and 3 sides draped	
30" diameter x 30" high round pedestal table	\$175.00	\$250.00	_____	_____	<b>Please Note:</b> If no skirt color is chosen, show colors will be used.	
30" diameter x 42" high round pedestal table	\$185.00	\$260.00	_____	_____		

<u>Chairs</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>	<u>Chairs Cont.</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
padded side chair	\$70.00	\$95.00	_____	_____	black leather sofa	\$350.00	\$450.00	_____	_____
folding chair	\$15.00	\$25.00	_____	_____	black leather loveseat	\$275.00	\$375.00	_____	_____
padded counter stool	\$75.00	\$95.00	_____	_____	black leather arm chair	\$175.00	\$250.00	_____	_____
plastic molded chair	\$65.00	\$75.00	_____	_____	steno office chair with wheels	\$60.00	\$85.00	_____	_____

<u>Accessories</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
backwall drape (8 ft.high) color _____	\$6.00 per foot	\$8.00 per foot	_____	_____
bag rack (5' x arm length 15")	\$70.00	\$105.00	_____	_____
chrome sign frame holder (22" x 28" x 5')	\$70.00	\$105.00	_____	_____
crossbar / spreader	\$15.00	\$20.00	_____	_____
easel	\$45.00	\$70.00	_____	_____
garment rack (5' x 5')	\$65.00	\$95.00	_____	_____
glass bowl	\$25.00	\$40.00	_____	_____
literature rack	\$105.00	\$165.00	_____	_____
literature bin*	\$275.00	\$325.00	_____	_____
peg board (4' x 8')	\$135.00	\$205.00	_____	_____
side rail drape (3 ft. high) color _____	\$4.00 per foot	\$6.00 per foot	_____	_____
stanchions - black retractable (7 ft. each)	\$75.00	\$115.00	_____	_____
tack board (4' x 8')	\$135.00	\$205.00	_____	_____
ticket tumbler - small (12" x 9") [vertical / horizontal]	\$85.00	\$140.00	_____	_____
ticket tumbler - large (21"x 15") [vertical / horizontal]	\$95.00	\$150.00	_____	_____
3' high upright with base	\$30.00	\$50.00	_____	_____
8' high upright with base	\$45.00	\$65.00	_____	_____
wastebasket	\$13.00	\$23.00	_____	_____

*If the style ordered is out of stock, a different style may be substituted when available.*

\*Limited quantities available

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form



**SHOW READY**

1350 Palomares Street Unit C \* La Verne, CA 91750  
 Phone: (909) 596-2999 \* Fax: (909) 596-2995

**SHOWCASE RENTAL ORDER FORM**

*Deadline for Discount: Wednesday, July 25, 2018*

**ECC Events Inc.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_



1

**1 - 74" x 20" x 20"**

Illuminated Tower  
 Non-Illuminated

<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
\$525.00	\$625.00	_____	_____
\$475.00	\$575.00	_____	_____



2

**2 - 74" x 48" x 20"**

Illuminated Wall Unit  
 Non-Illuminated

<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
\$925.00	\$1,025.00	_____	_____
\$825.00	\$925.00	_____	_____



3

**3 - 74" x 70" x 20"**

Illuminated Wall Unit  
 Non-Illuminated

<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
\$1,125.00	\$1,225.00	_____	_____
\$1,025.00	\$1,125.00	_____	_____



4

**4 - 38" x 70" x 20"**

Illuminated Full View  
 Non-Illuminated

<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
\$550.00	\$650.00	_____	_____
\$450.00	\$550.00	_____	_____

\*Also available in 38" x 48" x 20" illuminated or non-illuminated



5

**5 - 38" x 70" x 20"**

Illuminated Half View  
 Non-Illuminated

<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
\$575.00	\$675.00	_____	_____
\$475.00	\$575.00	_____	_____

\*Also available in 38" x 48" x 20" illuminated or non-illuminated

**SUBTOTAL SHOWCASE RENTAL ORDER** \$ \_\_\_\_\_

**SHOW READY**

1350 Palomares Street Unit C \* La Verne, CA 91750  
 Phone: (909) 596-2999 \* Fax: (909) 596-2995

**CARPET RENTAL ORDER FORM**  
 Deadline for discount: 4:00pm Wednesday, July 25, 2018

**ECC Events Inc.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Booth Size \_\_\_\_\_

**STANDARD BOOTH CARPET**

<u>Size</u>	<u>Quantity</u>	<u>Discount</u>	<u>Regular</u>	<u>Total</u>	<u>Please select color:</u>
9 x 10 Ft.	_____	\$130.00	\$175.00	_____	<input type="radio"/> Black
9 x 20 Ft.	_____	\$260.00	\$350.00	_____	<input type="radio"/> Blue
9 x 30 Ft.	_____	\$390.00	\$525.00	_____	<input type="radio"/> Gray
9 x 40 Ft.	_____	\$520.00	\$700.00	_____	<input type="radio"/> Red
9 x _____ Ft.	_____	+\$130.00 ea 10 Ft.	+\$175.00 ea 10 Ft.	_____	

Rental includes delivery to your assigned booth space, installation, and pick-up at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet cancelled will be charged at 50% of original price after SRI move-in begins and 100% of original price after installation. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

**CUSTOM CUT BOOTH CARPET**

	<u>Discount</u>	<u>Regular</u>	<u>Total</u>
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$3.75 / \$5.25 = _____			

Color (options above): \_\_\_\_\_

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes delivery to your assigned booth space, installation, and pick-up at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100% .

**CARPET PADDING - TAPE - PLASTIC COVERING**

	<u>Discount</u>	<u>Regular</u>	<u>Total</u>
Carpet Padding _____ x _____ = _____ Sq. Ft. @ \$1.50 / \$2.25 = _____			
Additional Taping _____ Linear Ft. @ \$1.25 / \$1.50 = _____			
Plastic Covering _____ x _____ = _____ Sq. Ft. @ \$1.00 / \$1.25 = _____			

*All rental prices include installation & removal. Items cancelled will be charged at 100% of original price after being cut.*

**SUBTOTAL CARPET RENTAL ORDER \$ \_\_\_\_\_**

Yes, I have completed and enclosed along with this order the Payment Policy Form.

**SHOW READY**

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Phone: (909) 596-2999 \* Fax: (909) 596-2995

**ECC Events Inc.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**CLEANING SERVICE ORDER FORM**  
*Deadline for discount: 4pm Wednesday, July 25, 2018*

**VACUUM BOOTH CARPET**

Rates per Sq. Ft.	<u>DISCOUNT</u>	<u>REGULAR</u>			
<b>Straight Time:</b> Monday-Friday 8am-4:30pm	\$0.65	\$0.80			
<b>Overtime:</b> Before 8am and after 4:30pm M-F and all day Saturday, Sunday, and Holidays	\$0.95	\$1.10			
			<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Exhibit Space: _____ x _____ = _____ Sq. Ft. (100 Sq. Ft. Min)			x _____	x _____	= _____

**Day(s):** \_\_\_\_\_

All rental carpets ordered from Show Ready are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during setup and exhibit hours.

**SHAMPOO BOOTH CARPET**

Rates per Sq. Ft.:	<u>DISCOUNT</u>	\$1.55 /	<u>REGULAR</u>	\$2.55			
					<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Exhibit Space: _____ x _____ = _____ Sq. Ft. (100 Sq. Ft. Min)					x _____	x _____	= _____

**Day(s):** \_\_\_\_\_

**PORTER SERVICE**

	<u>Discount</u>	/	<u>Regular</u>	=	<u>Total</u>
<b>Regular Hours:</b> 8:00am – 4:30pm	\$60.00 x _____ Hours	/	\$85.00 x _____ Hours	=	_____
<b>Overtime Hours:</b> Before 8:00am and/or after 4:30pm	\$72.00 x _____ Hours	/	\$97.00 x _____ Hours	=	_____
<b>Overtime Hours:</b> Saturday & Sunday	\$72.00 x _____ Hours	/	\$97.00 x _____ Hours	=	_____

**Day(s):** \_\_\_\_\_ **Times:** \_\_\_\_\_

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

**SUBTOTAL FOR CLEANING SERVICE ORDER FORM \$** \_\_\_\_\_

# SHOW READY

1350 Palomares Street Unit C \* La Verne, CA 91750  
 Phone: (909) 596-2999 \* Fax: (909) 596-2995

# MATERIAL HANDLING ORDER FORM

\* Note Deadline Dates & Times

ECC Events Inc. Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below).  
**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE SHO READY’S ESTIMATED WEIGHTS.**  
 ALL SHIPMENTS MUST BE PRE-PAID. COLLECT SHIPMENTS WILL BE REFUSED.

### RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out	OT In / OT Out	Materials
<b>Advance</b> Crated or skidded shipments (Common Carriers, 3 <sup>rd</sup> Party Carriers, Company Trucks)	Advance Warehouse	\$126.00 per cwt	\$150.00 per cwt	<i>*Please provide an approximate piece count &amp; type of shipments here (ie crate, skid, cartons, etc)</i>
<b>Direct</b> Crated or skidded shipments (Common Carriers, 3 <sup>rd</sup> Party Carriers, Company Trucks)	Showsite	\$114.00 per cwt	\$140.00 per cwt	
<b>Personally Owned Vehicles - Cartload</b> (Station wagons, regular size 4 x 4, mini vans <i>*Accepted during exhibitor move-in</i> )	Showsite	\$80.00 per load \$100.00 per roundtrip	N/A	
<b>Small Packages (UPS / FED EX)</b> Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. <b>Max weight per shipment is 50 lbs and/or 4 pieces</b> <i>*Shipments received that exceed the max, will be charged as separate shipments.</i>	Advance Warehouse	\$55.00 1 <sup>st</sup> package each additional \$27.50	\$69.00 1 <sup>st</sup> package each additional \$34.50	
	Showsite	\$50.00 1 <sup>st</sup> package each additional \$25.00	\$62.00 1 <sup>st</sup> package each additional \$31.00	
<b>Drayage Back to SRI Warehouse</b> You may schedule your carrier to pick up your shipment from Sho Ready’s Warehouse 1 to 2 days after move-out.	Outbound Shipments	Include an additional 50% to estimated Material Handling		

(ST = Straight Time / OT = Overtime)

Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM, after 4:00 PM, after deadline, or anytime Saturday, Sunday, and/or Holidays.

- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time, and/or difficulty locating your shipment if delivered to someone other than the appointed show freight receiver. Please notify your carrier of these date(s) and times.
- Separate shipments received by Sho Ready will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$75.00 each way.
- **Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready’s warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor’s expense via the house carrier.**

### SHIPPING ADDRESSES - PLEASE LABEL SHIPMENTS AS FOLLOWS

*Please Note: Sho Ready is NOT liable for shipments not properly labeled, improper information received by exhibitor’s carrier resulting in delivery of materials by any means other than instructed, and/or shipments received by anyone other than the appointed show freight receiver.*

ADVANCE WAREHOUSE	CONVENTION SITE
Company Name / 3 <sup>rd</sup> Party Exhibiting Company Name Booth # ECC Events Inc. C/O SHOW READY 1350 Palomares St Unit C La Verne, CA 91750 <b>ARRIVAL DATES:</b> 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted to be considered <i>On Time</i> : July 27, 2018 Last day accepted with additional <i>Off Target</i> fee: July 31, 2018	Company Name / 3 <sup>rd</sup> Party Exhibiting Company Name Booth # ECC Events Inc. C/O SHOW READY Ontario Convention Center – Loading Dock 2000 E Convention Center Way, Ontario, CA 91764 <b>ARRIVAL DATES:</b> Day(s) accepted: Wednesday & Thursday, August 1-2, 2018 8am-4pm <i>*POV only accepted on exhibitor move-in days during service desk hours</i>

### ESTIMATED CHARGES FOR MATERIAL HANDLING:

Inbound Carrier \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

Estimated Weight (round up to next 100 lbs) \_\_\_\_\_ LBS x \_\_\_\_\_ PER CWT = \_\_\_\_\_ Estimated Rate Sub-Total Estimated Material Handling

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**LABELS FOR SHIPMENTS**

*\* Note Deadline Dates & Times*

**ECC Events Inc.**

Please use the following labels for ALL shipments to assist Show Ready in the proper identification and delivery of your materials.

**ADVANCE SHIPMENTS TO WAREHOUSE**

**MUST ARRIVE BY 4PM TUESDAY, JULY 31, 2018**



FROM (Company / 3<sup>rd</sup> Party): \_\_\_\_\_

TO (Exhibitor): \_\_\_\_\_ BOOTH # \_\_\_\_\_

C/O Show Ready  
1350 Palomares St Unit C  
La Verne, CA 91750

Carrier Name: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ of \_\_\_\_\_

**DIRECT SHIPMENTS TO SHOWSITE**

**WILL ONLY BE ACCEPTED ON  
WEDNESDAY & THURSDAY, AUGUST 1-2, 2018**



FROM (Company / 3<sup>rd</sup> Party): \_\_\_\_\_

TO (Exhibitor): \_\_\_\_\_ BOOTH # \_\_\_\_\_

C/O SHOW READY  
Ontario Convention Center – Loading Dock  
2000 E Convention Center Way  
Ontario, CA 91764

Carrier Name: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ of \_\_\_\_\_

# SHOW READY

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# MATERIAL AUTHORIZATION FORM

**ECC Events Inc.**                      Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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We hereby authorize SHOW READY INDUSTRIES (SRI), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of SRI's charges in connection with the handling of our shipment(s) and we guarantee payment to SRI by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that SRI or its subcontractors liability shall be limited to any loss or damage which results solely from SRI's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from SRI's warehouse), that SRI or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of SRI shall sign a delivery receipt, Bill of Lading, or other documents, we agree that SRI or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by SRI or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that SRI and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that SRI or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize SRI or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to SRI or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with SRI or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to SRI for drayage or any other services provided by SRI or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay SRI upon receipt of invoice for all such charges, and we further agree that any claim we may have against SRI or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the SRI office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

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## MATERIAL HANDLING INFORMATION SHEET

### ECC Events Inc.

SHOW READY INDUSTRIES (SRI) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. SRI shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use SHOW READY'S estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

**\* INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

### LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

SHOW READY shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

SHOW READY shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

SHOW READY shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth

For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to SHOW READY by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

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

SHOW READY's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event SHOW READY's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

SHOW READY shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to SHOW READY by an exhibitor (and/or other shipper acting on behalf of an exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to SHOW READY with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at SRI's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the SHOW READY service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location SHOW READY, will be authorized to divert the shipment to another carrier at its discretion. SHOW READY will assume no liability in such instance.

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**OUTBOUND SHIPPING FORM**

*Forced Freight: 10am Monday, August 6, 2018*

**ECC Events Inc.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**Please fill out Outbound Shipping Information below.**

**Ship To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Showsite Scheduled (Exhibitor’s Carrier) Show Ready**  
*(Please fill out Carrier information below)*

**UPS Freight (Show Carrier)**

**Drayage Back to SRI Warehouse**  
*(Additional Cost – Please see Material Handling Order Form for details & fill out Carrier information below)*

*The exhibitor is responsible for ALL freight shipping charges & must provide Show Ready with a completed Bill of Lading for outbound shipments. Upon request, a blank Bill of Lading may be provided to the exhibitor, if needed, at any time prior to the completion of move-out.*

*The exhibitor is responsible to schedule a pick up when using their own carrier. **Please make sure that the carrier is scheduled to pick up before the scheduled force time.***

***Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready’s warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor’s expense via the house carrier.***

**Exhibitor’s Carrier:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

*\*Freight Load Out: 10:00a Monday, August 6, 2018*

**Please fill in the date and time that you have scheduled your carrier to pick up your shipment.**



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## HANGING SIGN ORDER FORM

### ECC Events Inc.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

#### ORDER TO HANG SIGNS

1. SR must hang all signs and will be responsible for pre-assembling all hanging signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. Set-up instructions must be provided for signs needing assembly.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, SR reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. All signs must have rigging points, with the exceptions of cloth banners.
5. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
6. Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by SR. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. For all starting times, check in at the SR Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed with SR Service Desk, a one-hour "No-Show" charge will apply per worker.
7. Hanging Signs shipped to the Advance Warehouse or Direct to Showsite will be charged at 50% off the listed Material Handling rate. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark "HANGING SIGN" & "OK TO PROCEED" without exhibitor supervision/with SR supervision **OR** "WAIT FOR EXHIBITOR". For exhibitor supervision, please also include the name, expected arrival time at the facility, and the requested day/time.

#### Rates for Sign Hanging

##### Scissor Lift (must be able to reach ceiling height)

<u>Hourly Rates Times</u>		Regular	Onsite
Straight Time	8:00am-4:30pm Monday-Friday	\$400.00 per Crew Hour	\$450.00 per Crew Hour
Overtime	Before 8:00am and after 4:30pm M-F and all day Saturday, Sunday, and Holidays	\$495.00 per Crew Hour	\$545.00 per Crew Hour

	No. of Crew(s)	X	Hour/Crew(s)	=	Total Crew Hour(s)	@ Rate	=	Total
Installation								\$
Dismantling								\$
<i>*Please Note: The minimum charge for hanging signs labor is one (1) crew hour. Labor thereafter is charged in one-half (1/2) hour increments. Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be based on actual labor and materials used.</i>						Total All Items Ordered		\$
						Add 30% or \$25.00 minimum (whichever is greater) for SR Supervision		\$
						Total		\$

#### Does the Sign Require Assembly?      YES      NO

- OK TO PROCEED** (Without supervision; exhibitor does not need to be present) \*sign sent ahead of time / out & ready in booth
- SHOW READY SUPERVISED** (Exhibitor not present) \*sign sent ahead of time / brought to Service Desk
- EXHIBITOR SUPERVISED** (Wait for Exhibitor)

**NAME OF EXHIBITOR SUPERVISION:** \_\_\_\_\_

UP: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

DOWN: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

SUBTOTAL HANGING SIGN ORDER FORM (LIFT CHARGE UP & DOWN) \$ \_\_\_\_\_

Yes, I have read, agree to, completed, and enclosed along with this order, the Payment Policy Form

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**ECC Events Inc.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

## EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

### SUPERVISION SERVICES --- Indicate Service Desired

**SHOW READY SUPERVISED** (Exhibitor does not need to be present)  
SHOW READY will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack and arrange to ship display after show closing.  
A 30% or \$25.00 minimum (whichever is greater) surcharge will be added to the labor rates below for this professional supervision.

**EXHIBITOR SUPERVISED --- (Wait for Exhibitor)**  
Exhibitor will supervise:

- **Installation**  
Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_
- **Dismantle**  
Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the SRI Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

### DISPLAY LABOR RATES:

<u>Hourly Rates Times</u>		<b>Regular</b>	<b>Onsite</b>
Straight Time	8:00am-4:30pm Monday-Friday	\$98.00	\$117.00
Overtime	Before 8:00am and after 4:30pm M-F and all day Saturday, Sunday, and Holidays	\$164.00	\$177.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	<b>No. of Workers</b>	<b>X</b>	<b>Hour/Workers</b>	<b>=</b>	<b>Total Worker Hour</b>	<b>@ Rate</b>	<b>=</b>	<b>Total</b>
Installation								\$
Dismantling								\$
<b><u>Please provide a description of services:</u></b>						Total All Items Ordered		\$
_____						Add 30% or \$25.00 minimum (whichever is greater) for SRI Supervision		\$
_____						Total		\$

Subtotal for Exhibit Installation & Dismantling Labor Order Form \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form

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## FIRE DEPARTMENT REGULATIONS

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### For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

#### BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

#### FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

#### OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

#### FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tarpaper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

#### COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

#### PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

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## Official Service Contractors & Exhibitor Appointed Contractors

### Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

### Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and SHOW READY of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with minimum General Liability limits of \$2,000,000 Aggregate and \$1,000,000 Occurrence as well as Auto Liability limits of \$1,000,000 Combined Single Limit to Show Management and SHOW READY by the deadline date as shown on the Exhibitor Appointed Contractor Form. Show Ready Industries, Show Ready, LLC, and Show Management must be named as additionally insured.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits, and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with SHOW READY all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Show Management and SHOW READY with the names of all on-site employees who will be working on the exposition floor and see that they have and wear, at all times, necessary identification badges as determined by Show Management
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to SHOW READY that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor Appointed Contractor 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.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SHO READY. The Exhibitor Appointed Contractor must coordinate all of its activities with SHOW READY.
11. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. The regulation necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in the exhibit space.

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**Exhibitor Appointed Contractor Form**  
*Deadline: 4:00pm Friday, July 13, 2018*

**ECC Events Inc.**

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This form must be completed and returned only if your company plans to use an Exhibitor Appointed Contractor (EAC), a contractor that is *NOT* the appointed "Official Service Contractor."

The EAC may only provide services that are NOT designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth unless this form is completed by an authorized representative and received by Show Ready by the deadline date indicated above along with a valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Official Contractors & Exhibitor Appointed Contractors page.

Show Ready shall have no liability to any party for damage or injuries caused by an 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 Show Ready for the actions of its agents and EAC's. 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 cause by or attributed to EACs that are not covered or provided by EAC's insurance.

**Exhibitor**

Company Name: \_\_\_\_\_ Booth: \_\_\_\_\_  
Onsite Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Exhibitor Appointed Contractor**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of Service to be Performed: \_\_\_\_\_  
Names of all Onsite Employees: \_\_\_\_\_

**Please Sign:** **x** \_\_\_\_\_  
AUTHORIZED SIGNATURE

**Please Print:** \_\_\_\_\_  
AUTHORIZED NAME DATE