

THE EXPO GROUP



Dear Exhibitor:

The Expo Group understands **Rock 'n' Roll Denver** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **September 17, 2018** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at <https://www.theexpogroup.com/orderservices>. Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Pam Mather
Customer Account Manager
Direct - 972-751-9444
pmather@theexpogroup.com

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

**Exhibit Hall
Colors**

Back drape color: Black
Side drape color: Only dividers not on end booth - Black
Aisle carpet color: N/A

**Booth
Package**

10' x 10' Booth Package Includes:
Pipe and Drape
(1) 6' skirted table - Black
(2) Side Chairs, (1) Wastebasket
(1) Black Booth Carpet (1) Booth ID Sign
* Island Booths are A La Carte*

**Exhibit Hall
Hours**

Exhibitor Move-In

Thursday	October 18, 2018	10:00 am - 5:00 pm
Friday	October 19, 2018	8:00 am - 12:30 pm

Show Hours

Friday	October 19, 2018	1:00 pm - 6:00 pm
Saturday	October 20, 2018	10:00 am - 5:00 pm

Exhibitor Move-Out

Saturday	October 20, 2018	5:01 pm - 10:00 pm
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Dismantle

All Booths must be dismantled by Saturday, October 20, 2018 by 8:00 pm.
All carriers other than the official show carriers must check in at the freight desk by 7:00pm on Saturday, October 20, 2018, otherwise exhibitor shipments will be subject to rerouting.

**Important
Dates**

Expedite Fees

Rental Exhibits and Graphics
50% Expedite Fee if ordered after September 26, 2018.
100% Expedite Fee if ordered after October 3, 2018.

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Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
c/o YRC
14700 E Smith Road
Aurora, CO 80011

- Advance Shipments will be accepted between Monday, September 17, 2018, through Friday, October 12, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to National Western Complex - Hall of Education

Address: National Western Complex - Hall of Education
c/o The Expo Group
4655 Humboldt St.
Denver, CO 80216

Direct shipments must arrive at show-site beginning at 10:00 am on Thursday, October 18, 2018 through Saturday, October 20, 2018. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC

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Order services early and SAVE!

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

The Expo Group Order Forms

FORM NAME	ORDER TOTAL
<input type="checkbox"/> Exhibitor Data	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Credit Card Authorization	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Terms and Conditions	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Visqueen and Padding	_____
<input type="checkbox"/> Cleaning Service	\$ _____
<input type="checkbox"/> Furniture and Accessories	\$ _____
<input type="checkbox"/> Booth Rental Exhibits	\$ _____
<input type="checkbox"/> Booth Rental Accessories	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> The Expo Group Supervised Labor	\$ _____
<input type="checkbox"/> Lift Equipment and Labor	\$ _____
Total Amount Due:	\$ _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

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**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____
Contact Name: _____ Booth Number: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Website: _____
Telephone Number: _____
Email Address: _____

I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Cell Number: _____
Email Address: _____

On-Site

Contact Name: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Cell Number: _____
Email Address: _____
Contact Hotel: _____
Date of Arrival: _____ Date of Departure: _____

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

**Payment
Options**

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to The Expo Group for all amounts due in USD funds prior to show closing.

**Payment
Policy**

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

All Labor Types - 2-days notice is required for cancellation of all labor services. If such notice is not provided, a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture and Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.

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REQUIRED FORM

Company Information

Exhibiting Company: _____
 Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone Number: _____
 Email Address: _____ Fax Number: _____

Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

Credit Card Authorization

- Please complete the information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

A check is being sent to cover all expenses, use card only for show-site services
 Use credit card for all services

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Authorizer's Signature: _____

Date: _____

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Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Website: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.**

Services to be Invoiced to Third Party

All The Expo Group Services Furniture/Carpet Forklift Labor Booth Labor

Suspended Sign Labor Booth Cleaning Material Handling

Other: _____

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE EMAIL

PLEASE SIGN X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN X _____

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Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Exhibiting Company Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

Discount Deadline:
September 17, 2018

Phone: (972) 580-9000 Fax: (972) 465-1109

Exhibitor Appointed Contractor (EAC) Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies.

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:
The Expo Group, Inc.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability
The following entities shall be named as Additional Insureds for all ongoing operations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against ORGANIZER and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and The Expo Group, Inc.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor.

Each Accident \$1,000,000
Disease - Each Employee \$1,000,000
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against ORGANIZER and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and The Expo Group, Inc.

Automobile Liability. Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC:
By (print name):
Signature:

Booth Number:
Date:

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS
THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE NAIC #
INSURED YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	X WC STATUTORY LIMITS	\$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

 The Expo Group
 5931 West Campus Circle Drive
 Irving, TX 75063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

Discount Deadline:
September 17, 2018

Exhibitor Appointed Contractor (EAC)
Work Authorization Form

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. Please forward a copy of the Certificate of Liability Insurance sample to your EAC.

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form AND completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services: [] Installation & Dismantle [] Installation & Dismantle - Supervision Only
[] Photography [] Security
[] Personnel/Models [] Other (please identify):

Products: [] Flooring/Carpet Rental [] Audio Visual - Rental/Production/Lighting
[] Furniture/Signs/Accessories [] Computer Rental
[] Floral [] Other (please identify):

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

**Note Other Products/Services Here:

Please Type or Print

Exhibitor Information:

Exhibiting Company: Booth Number:
Exhibitor Contact: Title:
Exhibitor Email: Exhibitor Phone:
Exhibitor Signature: Date:

EAC Information:

EAC Company Name:
Address: City/State/Zip:
EAC Company Phone: Fax Number:
EAC Contact Name: Contact Cell:
EAC Contact Email:
Product/Service Description:

**ALL EAC COMPANY INFORMATION MUST BE COMPLETED.

		Total Sq. Ft.		Advance Price	Standard Price	Total
Visqueen and Padding	3/8" Foam Padding - Rental	_____	X	\$1.40 per sq ft	\$1.82 per sq ft =	_____
	Visqueen Plastic Covering	_____	X	\$1.14 per sq ft	\$1.48 per sq ft =	_____
	<i>*Visqueen is included with Custom Carpet.</i>					

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal _____

Taxes and Fees Multiplied by 7.65% _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

Carpet Cleaning	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose 'Porter Service.' Exhibit and furnishing wipe down not included.				
	A. One-Time Only Cleaning (First day only - 100 square feet minimum)				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	One Time Vacuuming of Booth	_____ X	\$0.55 per sq. ft.	\$0.79 per sq. ft. =	_____
B. Daily Cleaning (Every show day - 100 square feet minimum)					
	Total Sq. Ft.	Advance Price	Standard Price	Total	
Daily Vacuuming (Two Days)	_____ X	\$1.10 per sq. ft.	\$1.58 per sq. ft. =	_____	

Porter Service	Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included.				
	Indicate Days: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
		# of Days	Advance Price	Standard Price	Total
	Up to 1000 sq. ft.	_____ X	\$130.50	\$130.50 =	_____
	1000 to 1500 sq. ft.	_____ X	\$150.50	\$150.50 =	_____
	1500 to 2000 sq. ft.	_____ X	\$170.50	\$170.50 =	_____
	2000 to 2500 sq. ft.	_____ X	\$190.50	\$190.50 =	_____
	2500 to 3000 sq. ft.	_____ X	\$210.50	\$210.50 =	_____
	3000 to 3500 sq. ft.	_____ X	\$230.50	\$230.50 =	_____
	3500 to 4000 sq. ft.	_____ X	\$250.50	\$250.50 =	_____
Over 4000 sq. ft.	_____ X	\$270.50	\$270.50 =	_____	

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Carpet Cleaning Subtotal _____
	Porter Service Subtotal _____
	TOTAL _____

Exhibiting Company: _____

Print Name: _____

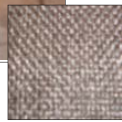
Authorizer's Signature: _____

Booth Number: _____

Date: _____

THE EXPO GROUP

Furniture & Accessories



5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

Phone: (972) 580-9000 Fax: (972) 465-1109

Furniture	Quantity	Advance Price	Standard Price	Total
Side Chair	X	\$ 79.00	\$112.86	=
Barstool	X	\$139.00	\$198.57	=
36" Round, 30" High Conference Table	X	\$227.00	\$295.00	=
36" Round, 40" High Cocktail Table	X	\$251.00	\$326.00	=

Un-Skirted Tables	Quantity	Advance Price	Standard Price	Total
4' Long x 2' x 30"	X	\$ 94.00	\$134.29	=
6' Long x 2' x 30"	X	\$124.00	\$177.14	=
8' Long x 2' x 30"	X	\$154.00	\$220.00	=
4' Long x 2' x 40"	X	\$105.00	\$150.00	=
6' Long x 2' x 40"	X	\$135.00	\$192.86	=
8' Long x 2' x 40"	X	\$165.00	\$235.71	=

Draped Riser (white only)	Quantity	Advance Price	Standard Price	Total
4'	X	\$ 67.50	\$ 87.50	=
6'	X	\$ 67.50	\$ 87.50	=

Table Skirting	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.									
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White	
	Quantity	Advance Price	Standard Price	Total						
30" Table Skirt	X	\$ 47.00	\$ 61.00	=						
40" Table Skirt	X	\$ 59.00	\$ 76.50	=						
*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables										
30" Table Skirt—4th side coverage for 6' or 8'	X	\$ 47.00	\$ 61.00	=						
40" Table Skirt—4th side coverage for 6' or 8'	X	\$ 59.00	\$ 76.50	=						

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal _____

Taxes and Fees Multiplied by 7.65% _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Furniture	Quantity	Advance Price	Standard Price	Total
Chrome Bag Stand	X	\$114.00	\$148.50	=
22" x 28" Chrome Sign Stand	X	\$107.00	\$139.00	=
4' x 8' Display Board	X	\$197.00	\$256.00	=
4' x 8' Peg Board	X	\$197.00	\$256.00	=
2' x 8' Grid Wall	X	\$104.50	\$136.00	=
Grid Wall Feet (set of two)	X	\$ 25.00	\$ 25.00	=
Garment Rack	X	\$119.00	\$154.50	=
Literature Stand	X	\$117.50	\$153.00	=
Raffle Drum	X	\$111.50	\$145.00	=
Stanchion (includes 7' retractable cord)	X	\$ 87.50	\$114.00	=
Tripod Easel	X	\$ 44.50	\$ 58.00	=
8' Upright Pole & Base	X	\$ 31.50	\$ 40.50	=
6' - 10' Crossbar	X	\$ 31.50	\$ 40.50	=
Wastebasket	X	\$ 23.00	\$ 29.50	=

Booth Drape	Please circle the color of your choice.										Quantity	Advance Price	Standard Price	Total
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White					
8' high drape - backdrop (per linear foot)					X							\$ 18.00	\$ 23.50	=
3' high drape - side rail (per linear foot)					X							\$ 14.50	\$ 19.00	=
End Cap					X							\$ 54.00	\$ 70.50	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 7.65% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



PACKAGE A



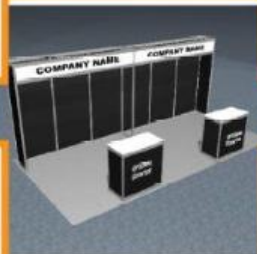
PACKAGE D



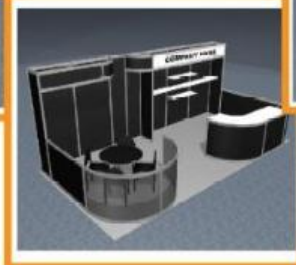
PACKAGE G



PACKAGE B



PACKAGE C



PACKAGE E



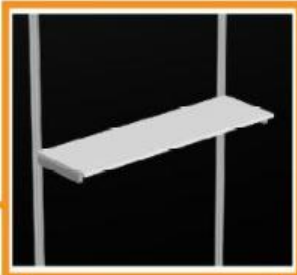
PACKAGE F



PACKAGE H

ACCESSORIES

ARM LIGHT



SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER



5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

Phone: (972) 580-9000 Fax: (972) 465-1109

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*

Additional Electrical Service must be ordered separately.

Pkg	Description	Qty	Advance Price	Standard Price	Total
Booth Rental	A Includes header sign (not backlit) and standard color carpet, 3 arm lights (electrical labor and power not included.)	X	\$1,614.50	\$2,098.50	=
	B Includes header sign (not backlit) and standard color carpet, 3 arm lights (electrical labor and power not included.)	X	\$2,196.00	\$3,712.00	=
	C Includes header sign (not backlit) and standard color carpet, 6 arm lights (electrical labor and power not included.)	X	\$3,190.50	\$4,147.50	=
	D Includes header sign (not backlit) and standard color carpet, 6 arm lights (electrical labor and power not included.)	X	\$3,989.00	\$5,185.50	=
	E Includes header sign (not backlit), standard color carpet, 5 arm lights, (1) custom curved counter, (5) 1-meter shelves (electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	F Includes header sign (not backlit) and standard color carpet, 4 arm lights, (6) 1 meter shelves (electrical labor and power not included.)	X	\$4,914.00	\$6,388.00	=
	G Includes header sign (not backlit) standard color carpet, 8 arm lights(4) barstools, (4) 1 meter counters (electrical labor and power not included.)	X	\$5,062.50	\$6,581.00	=
	H Includes header sign (not backlit) standard color carpet, 8 arm lights(4) barstools, (4) One Meter Counters (electrical labor and power not included.)	X	\$6,154.50	\$8,391.00	=

Header Options	Header Copy: _____ (Please type or print.)
	Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i>
	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red

Panel Color	<i>Please choose only one color to use for panels without graphics:</i>
	Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Black Fabric (Velcro friendly) <input type="checkbox"/> Gray Fabric (Velcro friendly)

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Subtotal	_____
50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	_____
100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	_____
Subtotal	_____
Taxes & Fees Multiplied by 7.65% of Subtotal	_____
TOTAL	_____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*
Additional Electrical Service must be ordered separately.

	Description	Qty	Advance Price	Standard Price	Total
Accessories	Arm Lights (Only able to be utilized with TEG al booth packages)	rent-	X \$ 78.00	\$101.50	=
	1 Meter Shelf		X \$ 59.00	\$ 76.50	=
	1 Meter Counter		X \$294.00	\$382.50	=
	1 Meter Curved Counter		X \$414.00	\$538.50	=
	2 Meter Curved Counter		X \$450.00	\$585.00	=
	Sliding Door Lock for Counter		X \$ 21.50	\$ 28.00	=

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

--	--	--	--	--	--

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Subtotal
	Taxes & Fees Multiplied by 7.65% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

		Quantity	Advance Price	Standard Price	Total
Digital Graphics and Signs	8 1/2" x 11"	X	\$ 60.00	\$ 78.00	=
	7" x 44"	X	\$ 78.00	\$102.00	=
	14" x 22"	X	\$ 78.00	\$102.00	=
	22" x 28"	X	\$102.00	\$132.00	=
	28" x 44"	X	\$204.00	\$265.00	=
	38" x 84" w/base single sided Easel Back (per sign)	X	\$534.00	\$690.00	=
	Additional Design Time	X	\$ 11.00	\$ 14.00	=
		X	\$ 75.00/hr	\$ 75.00/hr	=

PLEASE SPECIFY COPY AND LAYOUT BELOW.

Sign Options	Please choose one:	
	Orientation	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal	
	Digital Set-Up Fee	\$125.00
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	
	Subtotal	
	Taxes & Fees Multiplied by 7.65% of Subtotal	
	TOTAL	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group 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.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required.**

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

What is a Small Package? (50lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.

What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

Rate Classifications:

Price Per CWT 200lb. Minimum

•Advance Shipments to Warehouse Dates (200lb. minimum) - September 17, 2018 to October 12, 2018

Warehouse	\$101.40/ CWT	\$ 202.80
Additional Handling	\$131.82/ CWT	\$ 263.64

Uncrated shipments will NOT be accepted at the Advance Warehouse

•Additional Surcharges

Shipments Returned to Warehouse *(2500 lb. minimum).....	\$50.00/ CWT	\$1,250.00
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**In addition to above charges.*

•Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: October 4, 2018

Direct	\$ 85.80/ CWT	\$ 171.60
Additional Handling	\$111.54/ CWT	\$ 223.08
Shipments Returned to Warehouse *(2500lb. minimum).....	\$ 50.00/ CWT	\$1,250.00
Small Packages *direct shipments show hours only (25lb. maximum) - First Package.....	\$ 50.00/ piece	
Small Packages *direct shipments show hours only (25lb. maximum) - Additional Pieces.....	\$ 35.00/ piece	
Hand carry empty storage fee	\$50.00/ per container	

Additional Surcharges

Off-Target Fee *	\$ 23.40/ CWT	\$ 46.80
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5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

<u>3 Separate Shipments</u>	<u>1 Consolidated Shipment</u>
54lbs. charged @ 200lbs. \$202.80	3 pieces (1 shipment)
59lbs. charges @ 200lbs. \$202.80	185lbs. @ 200lbs. = \$202.80
72lbs. charges @ 200lbs. \$202.80	Total Savings: \$405.60
Total: 185lbs. Total Cost: \$608.40	

<u>Number of CWT's (100lbs.)</u>	x	<u>Applicable Rate</u>	=	<u>Amount</u>
_____	x	_____	=	_____
_____	x	_____	=	_____
			Total	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

Phone: (972) 580-9000 Fax: (972) 465-1109

Terms and Conditions

Arrangements must be made with Show Management.
This form must be forwarded to Show Management.
Vehicles may only be displayed in accordance with local fire regulations.
Cancelled orders will be charged 100% of total if cancelled after move-in begins.
Order must be paid by credit card
-(see Payment Authorization Form).

Rates

Round-Trip Rate

Small Vehicle - Cars or small trucks	\$150.00
Large Vehicles - Trailers, buses, dump trucks, etc.	\$225.00

Vehicle Recap

Number of Vehicles	Type of Vehicles	Date	Time	Rate	Subtotal
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Batteries must be disconnected and taped.
- Fuel tanks must have no more than one eighth of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicle may not be moved during show hours.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$126.00.

Storage Fee Based upon square footage required for storage.

Table with 2 columns: Square Footage Range and Price per Day. Rows include: Up to 32 square feet (\$126.00), 32 to 64 square feet (\$205.00), 64 to 96 square feet (\$246.00), 96 to 128 square feet (\$306.00), 128 to 160 square feet (\$366.00).

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

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Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ROUND TRIP CART SERVICE - \$225.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at either destination (Warehouse or Direct to show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket.

Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: October 12, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Rock 'n' Roll Denver 2018</p>	<p>First Day of Direct Shipments: September 13, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Rock 'n' Roll Denver 2018</p>
<p>c/o The Expo Group YRC</p> <p>14700 E Smith Road Aurora, CO 80011</p>	<p>c/o The Expo Group National Western Complex - Hall of Education 4655 Humboldt St. Denver, CO 80216</p>
<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> September 17, 2018 to October 12, 2018. 	<p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> October 18, 2018 at 10:00 am until Saturday, October 20, 2018. Unfortunately any shipment arriving prior to October 18, 2018 may not be accepted and is subject to additional handling fees.

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____

Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name : _____
	Telephone Number: _____ Fax Number: _____

Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle
	<input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____

Number of Pieces to be shipped:	
Largest Piece:	Size: _____ Weight: _____
Type of Packing:	Crated: _____ Uncrated: _____
	Machinery: _____ Misc. _____
Estimated Total Weight of Booth: _____	

Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____
	Phone Number: () _____ - _____ () _____ - _____ () _____ - _____ (Office) (Home) (Cell)
	Name: _____
Phone Number: () _____ - _____ () _____ - _____ () _____ - _____ (Office) (Home) (Cell)	

All freight handling charges must be paid in full at show site by check or credit card. Shipment of materials to warehouse or show site address indicates acceptance of these terms.

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
14700 E Smith Road
Aurora, CO 80011**

Name of Convention:
Rock 'n' Roll Denver 2018
Must Arrive by October 12, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
14700 E Smith Road
Aurora, CO 80011**

Name of Convention:
Rock 'n' Roll Denver 2018
Must Arrive by October 12, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
14700 E Smith Road
Aurora, CO 80011**

Name of Convention:
Rock 'n' Roll Denver 2018
Must Arrive by October 12, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC
14700 E Smith Road
Aurora, CO 80011**

Name of Convention:
Rock 'n' Roll Denver 2018
Must Arrive by October 12, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

National Western Complex - Hall of
Education
c/o The Expo Group
4655 Humboldt St.
Denver, CO 80216

Name of Convention:
Rock 'n' Roll Denver 2018
Do Not Deliver Prior to October 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

National Western Complex - Hall of
Education
c/o The Expo Group
4655 Humboldt St.
Denver, CO 80216

Name of Convention:
Rock 'n' Roll Denver 2018
Do Not Deliver Prior to October 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

National Western Complex - Hall of
Education
c/o The Expo Group
4655 Humboldt St.
Denver, CO 80216

Name of Convention:
Rock 'n' Roll Denver 2018
Do Not Deliver Prior to October 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

National Western Complex - Hall of
Education
c/o The Expo Group
4655 Humboldt St.
Denver, CO 80216

Name of Convention:
Rock 'n' Roll Denver 2018
Do Not Deliver Prior to October 18, 2018

Carrier: _____ # Pieces: _____

All decorating, display, and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK-INSTALLATION, DISMANTLING AND DECORATING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIALS DELIVERED TO OR PICKED UP FROM THE FACILITY

All material handling, other than exhibitor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your exhibitor service manual for rates and liability information. This is a chargeable service and will be strictly enforced.

EXHIBITOR OWNED VEHICLES - PERSONALLY OWNED VEHICLES (POV):

Exhibitors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Exhibitors may not borrow, rent or bring their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload - one person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes - a time dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

TIPPING

TEG requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a TEG representative at the Service Desk.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. TEG cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

Any questions should be addressed to the Official Service Contractor.

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

			Advance Price	Standard Price
Exhibitor Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$ 96.00/ Hour	\$137.14/ Hour
	Overtime	Monday - Friday, 4:30 pm - 12:00 am; Saturday, 8:00 am - 12:00 am	\$144.00/ Hour	\$205.71/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Company Contact	Name of Company Representative to call for questions and to confirm completion of booth set-up:		
	Name: _____		
	Phone Number: () _____ - _____ () _____ - _____ (Office) (Cell)		
Special Equipment Request: _____			

		Advance Price	Standard Price
TEG Supervised Labor	Straight Time Monday - Friday, 8:00 am - 4:30 pm	\$123.00/ Hour	\$175.71/ Hour
	Overtime Monday - Friday, 4:30 pm - 12:00 am; Saturday, 8:00 am - 12:00 am	\$184.50/ Hour	\$263.57/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Denver
October 19 - 20, 2018
National Western Complex
Denver, CO

**Discount Deadline:
September 17, 2018**

Phone: (972) 580-9000 Fax: (972) 465-1109

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	Carrier: _____ Phone: () - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-Up Information	Company Representative to call for questions and confirm completion of booth set-up.
	Name: _____ Phone Number: () - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately	

Outbound Shipping Information	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	are being shipped to the following outbound destination.
	Ship To: _____

	Telephone: () - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: () - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
Bill To (Company Name & Address): _____	

Telephone: () - _____	
NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: () - _____	

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

			Advance Price	Standard Price
5,000lb. Fork & Operator	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$325.00/ Hour	\$464.29/ Hour
	Overtime	Monday - Friday, 4:30 pm - 12:00 am; Saturday, 8:00 am - 12:00 am	\$422.50/ Hour	\$603.57/ Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

All Orders placed after 9/17/2018 will be charged an additional 30%.

Describe work to be done:

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

Uncrating Unskidding Reskidding on Machinery Header / Booth Work Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.):	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



ELECTRIC

In order to provide the most efficient service for exhibitors at The National Western Complex, we require that promoters take orders for electrical needs **directly** from exhibitors.

- The promoter must then provide National Western with a list of electrical needs by booth location along with their floor plan.
- The National Western will bill the promoter directly for all work done at an hourly rate. The promoter is free to charge exhibitors as they see fit for electrical service.
- Please provide the required info at least **2 weeks** prior to the show.
- Keep in mind that there are 120-volt 10amp outlets on columns and along the walls that can be utilized directly. In order to make use of these outlets, booths must be directly adjacent so that no extension cords run through any walkways.
- Please make sure exhibitors specify what kind of service and the number of circuits needed.

*Please inform exhibitors that all displays and equipment must conform to National Electric Code and the local building department codes. Proper grounding of equipment is necessary, therefore only 3 wire grounding extension cords will be allowed. There can be no extension cords running through any pedestrian areas. Our electrician will deliver power to the booth. *Exhibitors are responsible for furnishing all necessary electrical cords to distribute power to desired location within the booth.*



ELECTRICAL ORDER FORM

SHOW NAME _____

COMPANY NAME _____

SPACE/BOOTH NUMBER _____ PHONE NUMBER _____

120 volt # Circuits

Up to 10amps _____

11 – 20amps _____

208 volt single phase

20amps _____

50amps _____

(50amps includes wiring Hot Tub to a GFCI protected circuit.)

All displays and equipment must conform to National Electric Code and the local building department codes. Proper grounding of equipment is necessary, therefore only 3 wire grounding extension cords will be allowed. Our electrician will deliver power to the booth. You are responsible for furnishing all necessary electrical cords to distribute power to desired location within the booth.



4655 Humboldt Street, Denver, CO 80216-2818

IT SERVICES ORDER FORM

Show Name: _____ Show Dates: _____

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Building: _____ Booth #: _____

Date Service Connected: _____ Disconnected: _____

Please check the services requested:

*** New automated Wireless Internet Service is now available! Users can now log on and pay for the service they desire by choosing the "NW Complex Wifi" with their device and then following the instructions on their screen. More information is available at show check in.**

\$150 Phone line for incoming/outgoing service with assigned phone number

\$100 Phone line for outgoing service only (i.e., credit card machine)

\$150 Internet DSL line (per line, per show)

\$100 Modem Deposit

(there is a \$300 replacement cost for damaged or unreturned modems)

Total Due: _____

Paid By: Invoice Cash Check

Please return this form via email spolson@nationalwestern.com or fax 303-292-1708 to Steve Polson at least 2 weeks prior to your event. For any questions or concerns please call 303-299-5510.



Wireless Access

Vendors and Patrons may now order and pay for WIFI Services directly from their device in the Main Expo Building, Expo Barn, and the Stadium Arena. Follow the steps below to complete your order.

1. Open your wireless connection locator on your device and select "NW Complex WIFI" and click on it. A password request will show up, type in **nwcomplex** and hit enter. Complete all steps within a few minutes to avoid timing out on the connection.
2. Open your web browser and go to any un-cached web site (One not used every time). Our page will appear, click on "Get Connected" button which will take you to the subscription page. You may then choose the type of service you want to subscribe to. If you desire more than one day please select the number of days on the drop down menu. Multi device options are also available.
3. Follow the directions on each page to complete the order and then submit your payment.
4. Your browser page will show No Internet Connection when it is complete.
5. Close and then reopen your browser to any web site and the system turns your service on for the specified time frame that you have selected.

For those loading the service onto tablets or cell phones, you will be able to travel throughout the above listed coverage areas without losing your service or having to re-login.

Should you have any issues or questions, please contact Steve Polson at 303-299-5510 for assistance.