



# Carden Convention Services

15953 Avenida Villaha #51, San Diego, CA 92128

Phone: (619) 247-3467 \* Fax: (619) 639-1910

## EXHIBITOR SERVICE KIT

**46TH ANNUAL RENTAL HOUSING EDUCATION CONFERENCE & EXPO**

**SAN DIEGO CONVENTION CENTER – HALLS B1**

**TUESDAY**

**APRIL 21, 2020**

Carden Convention Services has assembled this Exhibitor Service Kit with the objective of making your participation in this year's RENTAL HOUSING EDUCATION CONFERENCE & EXPO as easy as possible.

Following are answers to the most frequently asked questions:

### **DEADLINE DATES:**

Orders must be received by Tuesday, April 7th, 2020, IN ORDER TO RECEIVE THE DISCOUNT PRICE.

Advance Warehouse Freight must be received by Tuesday, APRIL 13, 2020

### **WHAT COMES IN MY BOOTH?**

Booths will be set with 8' high BLUE and SILVER back drapes and 3' high BLUE side drapes.

The Standard 10' X 10' Booth will include:

1- 6' Table draped BLUE

Special Note: ✓

**ELECTRICAL IS NOT INCLUDED IN YOUR BOOTH THIS YEAR.**

**PLEASE ORDER FROM THE ENCLOSED EDLEN ELECTRICAL FORM EARLY FOR THE DISCOUNTED PRICING.**

THE AISLES WILL NOT BE CARPETED, PLEASE ORDER BOOTH CARPET, IF NEEDED, FROM THE ENCLOSED FORM.

### **WHEN CAN I SET UP?**

MONDAY, APRIL 20

2:00PM – 7:30PM

PLEASE NOTE: DOCK ACCESS IS ONLY AVAILABLE FROM 2:00PM – 7:30PM. THERE WILL BE FINES APPLIED IF YOUR VEHICLE IS IN THE DOCK AREA AFTER 7:30PM. IF YOU NEED DOCK ACCESS AFTER 7:30PM ON 4/20/20, IT MUST BE ARRANGED BEFORE THE SHOW WITH UNION LABOR CHARGES APPLIED AND PAID IN ADVANCE- CONTACT THE SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION FOR MORE INFORMATION. THIS DOCK ACCESS WILL BE SCHEDULED WITH AN ARRIVAL AND DEPARTURE TIME. THERE WILL BE NO REFUNDS IF YOU FAIL TO ARRIVE AT YOUR SCHEDULED TIME OR IF YOU ARE A NO-SHOW. DOCK ACCESS AFTER 7:30PM IS NON-TRANSFERABLE.

THE SHOW IS LOCATED ON THE WEST END OF THE SAN DIEGO CONVENTION CENTER THIS YEAR. WE ARE BACK TO OUR ORIGINAL EXHIBIT HALL OF B1. PLEASE CALL CARDEN IF YOU HAVE ANY QUESTIONS ABOUT ACCESSING THE DOCK AREA.

### **WHEN IS THE SHOW OPEN?**

TUESDAY, APRIL 21

9:00AM – 4:00PM

### **WHEN CAN I TEAR DOWN?**

TUESDAY, APRIL 21

4:05PM – 8:00PM

THE EXHIBIT AREA MUST BE CLEARED BY 8:00PM, FREIGHT BY 7:00PM ON TUESDAY, APRIL 20 .  
CARDEN WILL NOT BE RESPONSIBLE FOR MATERIALS LEFT ON THE SHOW FLOOR.

## **HOW DO I GET MY MATERIALS TO THE SHOW?**

If your materials will arrive between Monday, March 13 & Monday, April 13, ship to the ADVANCE WAREHOUSE ADDRESS.

If your materials will be arriving ONLY ON MONDAY, APRIL 20, ship directly to the SHOWSITE ADDRESS.

Please refer to the enclosed Shipping Information & Rates Form for the appropriate addresses and rates.

**CARDEN MUST RECEIVE THIS FORM IF YOU ARE SHIPPING. NOTE: THE SAN DIEGO CONVENTION CENTER DOES NOT have facilities for storage of Advance Shipments.**

Carden will accept shipments at the showsite ONLY on MONDAY, APRIL 20, 2020. Shipments arriving before Monday, APRIL 20 must be shipped to the Advance Warehouse by Monday, APRIL 13, 2020.

## **HOW DO I SEND MY MATERIALS BACK ONCE THE SHOW CLOSES?**

### ***OUTBOUND SHIPPING IS NOT AUTOMATIC***

Exhibitors are responsible for providing Carden with a Bill of Lading containing outbound shipping information.

YRC, INC. is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.

Exhibitors not using YRC, INC. need to arrange with a carrier to pick up materials by 7:00PM on Tuesday, April 21. YOU MUST STILL TURN IN A BILL OF LADING TO CARDEN, EVEN IF YOU ARE NOT SHIPPING OUT VIA YRC, INC.

ANY MATERIALS LEFT ON THE SHOW FLOOR AFTER 7:00PM on Tuesday, April 21, WILL BE SHIPPED OUT VIA YRC, INC. AT THE EXHIBITOR'S EXPENSE.

## **SAFETY RULES**

**Standing on chairs, tables or other rental furniture is strictly prohibited. This furniture IS NOT engineered to support your standing weight. Carden Convention Service Company WILL NOT be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order labor on the INSTALLATION & DISMANTLE LABOR order form and the necessary ladders and tools will be provided.**

Reviewing this kit in its entirety can save you 95% of any and all problems that might occur on showsite. In addition, the \$\$\$ saved by ordering equipment or services in advance will substantially reduce your costs for exhibiting (as compared to ordering after deadline dates or on the show floor).

And remember: although you may know how to utilize this kit, your staff may not. Problems and unexpected costs may arise if they remain uninformed - - - share the knowledge. We want everyone to have a happy experience and a successful show!

If you have further questions after reviewing this Exhibitor Service Kit, please contact Carden's Customer Service at (619) 247-3467.

See you in APRIL!

Sincerely,

**CARDEN CONVENTION SERVICE COMPANY, INC.**

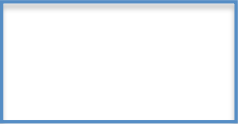


# PAYMENT POLICY/ CREDIT CARD AUTHORIZATION

**PAYABLE TO: Carden Convention Services**  
**15953 Avenida Villaha #51 \* San Diego, CA 92128**  
**Phone # (619) 247-3467 / Fax # (619) 639-1910**  
 cardenconvention@gmail.com \* cardenconventionservices.com

EVENT or SHOW NAME: Southern California Rental Housing Association BOOTH NUMBER (s): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PAYMENT POLICIES

1. PAYMENT MUST BE INCLUDED WITH ALL ORDERS. PURCHASE ORDERS ARE NOT ACCEPTED.
2. TO RECEIVE THE DISCOUNT PRICE, PAYMENT MUST BE RECEIVED WITH ORDER BY THE DISCOUNT DEADLINE DATE.
3. ALL CHARGES MUST BE SETTLED PRIOR TO SHOW OPENING. SERVICES WILL NOT BE PERFORMED UNTIL INVOICES ARE PAID IN FULL. CARDEN DOES NOT BILL.
4. THE EXHIBITING FIRM IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES.
5. IF YOU HAVE A DISPUTE ON YOUR INVOICE, YOU MUST BRING IT TO THE ATTENTION OF THE CARDEN SERVICE DESK AT THE SHOWSITE. NO CREDITS WILL BE ISSUED AFTER THE CLOSING OF THE SHOW.
6. ORDERS CANCELLED AFTER CCSC SHOW MOVE-IN BEGINS WILL BE CHARGED AT 100% OF ORIGINAL PRICE.
7. ALL EXCHANGES MADE ON SHOWSITE WILL BE CHARGED AT FULL PRICE WITHOUT CREDIT FOR PREVIOUSLY ORDERED ITEMS.

Should you have any questions regarding payment procedures, please contact:  
 CARDEN CUSTOMER SERVICE DEPARTMENT at (619) 247-3467

## CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge the amount of your advance or show site orders to your credit card account, please complete the information requested below and return this form with your orders. For your convenience, we will also use this Authorization Form to charge your account for additional services. CCS accepts Cash, Check, Master Card, Visa and American Express.

**EXPIRATION DATE & CVV CODE MUST BE INCLUDED: EXPIRATION DATE \_\_\_\_/\_\_\_\_ CVV CODE \_\_\_\_\_**

**CVV Code is last 3 numbers on back of MC/Visa Card or the 4 numbers on front of AMEX Card.**

**There is a \$45.00 fee for disputed charges found to be valid.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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CARDHOLDER'S NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**PLEASE DO NOT FORGET TO PICK UP YOUR STATEMENT AT THE SHOW SITE**



# STANDARD BOOTH FURNISHINGS

PAYABLE TO: Carden Convention Services

15953 Avenida Villaha #51 \* San Diego, CA 92128

Phone # (619) 247 - 3467 \* Fax # (619) 639 - 1910

cardenconvention@gmail.com \* cardenconventionservices.com

**Discount Deadline**

**April 7th**

TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER 2 WEEKS PRIOR TO SHOW. ORDERS BY TELEPHONE ARE NOT ACCEPTED. CANCELLATION POLICY: ITEMS CANCELLED AFTER CCSC MOVE-IN WILL BE CHARGED AT 100% OF ORIGINAL PRICE.

EVENT OR SHOW Southern California Rental Housing Association

BOOTH NUMBER (S):

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

| 30" high DISPLAY TABLES 24" wide<br>(Draped Table Tops are covered in white vinyl)     |                          |          |          |       | FURNITURE & ACCESSORIES |                         |          |           |       |
|--|--------------------------|----------|----------|-------|-------------------------|-------------------------|----------|-----------|-------|
| QTY  | DESCRIPTION              | DISCOUNT | STANDARD | TOTAL | QTY                     | DESCRIPTION             | DISCOUNT | STANDARD  | TOTAL |
|  | 4' long - DRAPED 4 Sides | 90.00    | 125.00   |       |                         | Padded Side Chair       | 55.00    | 65.00     |       |
|  | 6' long - DRAPED 3 Sides | 100.00   | 135.00   |       |                         | Padded Stool            | 66.00    | 76.00     |       |
|  | 8' long - DRAPED 3 Sides | 120.00   | 156.00   |       |                         | Small Refrigerator      | 300.00   | 390.00    |       |
|  | 4th Side Draped          | 40.00    | 52.00    |       |                         | File Cabinet-2 Drawer   | 150.00   | 190.00    |       |
|  |                          |          |          |       |                         | File Cabinet-4 Drawer   | 200.00   | 250.00    |       |
|  | 4' long - UNDRAPED       | 50.00    | 65.00    |       |                         | Bag Stand               | 63.00    | 82.00     |       |
|  | 6' long - UNDRAPED       | 55.00    | 70.00    |       |                         | Wastebasket             | 19.00    | 24.00     |       |
|  | 8' long - UNDRAPED       | 63.00    | 80.00    |       |                         | Chrome Aisle Stanchion  | 35.00    | 42.00     |       |
|  |                          |          |          |       |                         | White Plastic Chain     | 5.00 ft. | 6.00 ft.  |       |
|  |                          |          |          |       |                         | Aluminum Easel          | 40.00    | 50.00     |       |
|  |                          |          |          |       |                         | 22"x28" Sign Holder     | 45.00    | 59.00     |       |
|  |                          |          |          |       |                         | Raffle Ticket Drum      | 80.00    | pre-order |       |
|  |                          |          |          |       |                         | Secretarial Chair       | 99.00    | 129.00    |       |
|  |                          |          |          |       |                         | 4' x 6' Cork Tack Board | 75.00    | 89.00     |       |
|  |                          |          |          |       |                         | 4' x 8' Cork Tack Board | 85.00    | 114.00    |       |
|  |                          |          |          |       |                         | 6' Glass Showcase       | 325.00   | 399.00    |       |
|  |                          |          |          |       |                         | White Grid Wall Panels  | 75.00    | 95.00     |       |
|  |                          |          |          |       |                         | 2' wide x 6' High       |          |           |       |
|  |                          |          |          |       |                         | Grid Wall Shelf         | 35.00    | 45.00     |       |
|  |                          |          |          |       |                         | White Literature Rack   | 130.00   | 165.00    |       |
|  |                          |          |          |       |                         | (Free-Standing Display) |          |           |       |
| 42" high DISPLAY COUNTERS 24" wide<br>(Draped Counter Tops are covered in white vinyl) |                          |          |          |       | TABLE-TOP RISERS        |                         |          |           |       |
| QTY  | DESCRIPTION              | DISCOUNT | STANDARD | TOTAL | QTY                     | DESCRIPTION             | DISCOUNT | STANDARD  | TOTAL |
|  | 4' long - DRAPED 4 Sides | 110.00   | 140.00   |       |                         | 4' Single Step          | 48.00    | 56.00     |       |
|  | 6' long - DRAPED 3 Sides | 125.00   | 165.00   |       |                         | 4' Double Step          | 66.00    | 79.00     |       |
|  | 8' long - DRAPED 3 Sides | 149.00   | 193.00   |       |                         | 6' Single Step          | 60.00    | 72.00     |       |
|  | 4th Side Draped          | 51.00    | 67.00    |       |                         | 6' Double Step          | 73.00    | 89.00     |       |
|  |                          |          |          |       |                         | 8' Single Step          | 76.00    | 93.00     |       |
|  | 4' long - UNDRAPED       | 57.00    | 71.00    |       |                         | 8' Double Step          | 96.00    | 119.00    |       |
|  | 6' long - UNDRAPED       | 69.00    | 86.00    |       |                         |                         |          |           |       |
|  | 8' long - UNDRAPED       | 80.00    | 100.00   |       |                         |                         |          |           |       |

Check TABLE OR COUNTER drapery color here:

- Black \_\_\_\_\_ Gold \_\_\_\_\_ Red \_\_\_\_\_  
 Blue \_\_\_\_\_ Teal \_\_\_\_\_ White \_\_\_\_\_  
 Burgundy \_\_\_\_\_ Silver \_\_\_\_\_ Emerald Green \_\_\_\_\_

| QTY | DESCRIPTION                      | DISCOUNT | STANDARD | TOTAL |
|-----|----------------------------------|----------|----------|-------|
|     | 3' Drape                         | 14.00lf  | 18.00    |       |
|     | 8' Drape                         | 15.00lf  | 19.00    |       |
|     | 30" Round Pedestal Tbl -30" high | 156.00   | 202.00   |       |
|     | 30" Round Pedestal Tbl -42" high | 177.00   | 230.00   |       |
|     | Fish Bowl                        | 40.00    | 50.00    |       |
|     | Ballot Box                       | 60.00    | 80.00    |       |

Risers are 8" deep and are covered with white vinyl.  
Single Step are 8" high and Double Step are 8" and 16" high.

**PAYMENT POLICY:** To obtain the discount price, full payment must be received with your order by the Discount Deadline Date.

All invoices must be settled at our Service Desk prior to the close of the show (we do NOT bill). For your convenience we accept Cash, Checks, Master Card, American Express and Visa (Purchase Orders are NOT accepted). Any issues involving a credit must be brought to the attention of the CCS Service Desk Personnel at the Show.

|   |                          |
|---|--------------------------|
| Payment must be received with this order. | TOTAL ENCLOSED: \$ _____ |
|---|--------------------------|

NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.

# CARPET AND CLEANING ORDER FORM



**PAYABLE TO: Carden Convention Services**  
**15953 Avenida Villaha #51 \* San Diego, CA 92128**  
**Phone # (619) 247-3467 \* Fax # (619) 639 - 1910**

cardenconvention@gmail.com \* cardenconventionservices.com

**DISCOUNT DEADLINE**

**APRIL 7**

TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER BY DEADLINE DATE ABOVE.

SHOW NAME: Southern California Rental Housing Association

BOOTH NUMBER (s):

COMPANY NAME: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PH. #: ( ) \_\_\_\_\_

NOTE: IF CLEANING IS NEEDED AFTER SET-UP, PLEASE ORDER BELOW.

NOTE: FOR ISLAND BOOTHS, PLEASE CALL FOR PRICE OF RUNNER

## CARPET

## CARPET PADDING

| QTY | SIZE      | DISCOUNT PRICE | STANDARD PRICE | TOTAL \$ |
|-----|-----------|----------------|----------------|----------|
|     | 10' X 10' | 130.00         | 170.00         |          |
|     | 10' X 20' | 260.00         | 340.00         |          |
|     | 10' X 30' | 390.00         | 516.00         |          |
|     | 10' X 40' | 500.00         | 650.00         |          |

| QTY | SIZE      | DISCOUNT PRICE | STANDARD PRICE | TOTAL \$ |
|-----|-----------|----------------|----------------|----------|
|     | 10' X 10' | 75.00          | 95.00          |          |
|     | 10' X 20' | 105.00         | 130.00         |          |
|     | 10' X 30' | 145.00         | 175.00         |          |
|     | 10' X 40' | 195.00         | 235.00         |          |

**COLORS: BLUE \_\_\_ RED \_\_\_ SILVER \_\_\_ BURGUNDY \_\_\_ TEAL \_\_\_ BLACK \_\_\_**

\* Please be sure to CHOOSE A CARPET COLOR, or we will install a carpet color of our choice. NO EXCHANGES WILL BE MADE.

\*\* VISQUEEN is available for \$2.50/sq.yd. (Visqueen is typically used and is required under any cars)

\*\*\* PLUSH CARPET AND CUSTOM-SIZED CARPET is available upon request.

\*\*\*\* CANCELLATION POLICY: Items cancelled after CCSC move-in begins will be charged at 100% of the original price.

PORTER SERVICE: Per Day Price includes wastebasket emptying and booth checks every 2 hours while show is open.

| # of Days | Description                        | Discount Price | Standard Price | Total |
|-----------|------------------------------------|----------------|----------------|-------|
| _____     | Booth Size under 500 Square Feet   | 65.00          | 85.00          | _____ |
| _____     | Booth Size 501 - 1500 Square Feet  | 85.00          | 111.00         | _____ |
| _____     | Booth Size 1501 - 2500 Square Feet | 108.00         | 141.00         | _____ |

## BOOTH CLEANING

## CALCULATE ORDER HERE

The San Diego Convention Center provides Booth Cleaning. Please order from the enclosed order form and return directly to the SDCC.

**CARPET TOTAL: \$** \_\_\_\_\_

**CLEANING TOTAL: \$** \_\_\_\_\_

**\_\_\_\_\_ sq.yds VISQUEEN: \$** \_\_\_\_\_

**TOTAL ENCLOSED: \$** \_\_\_\_\_

**PAYMENT MUST BE RECEIVED WITH THIS ORDER.**

**THANK YOU!**

ANY CARPET ISSUES MUST BE BROUGHT TO CARDEN'S ATTENTION AT SHOWSITE TO REMEDY. NO CREDITS ISSUED AFTER SHOW CLOSE.



# UNION REGULATIONS

Carden Convention Services  
15953 Avenida Villaha #51 \* San Diego 92128  
Phone: (619) 247 - 3467 \* Fax: (619) 639 - 1910

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**TO ASSIST YOU IN PLANNING FOR YOUR PARTICIPATION IN THE FORTHCOMING TRADESHOW, WE ARE CERTAIN YOU WILL APPRECIATE KNOWING IN ADVANCE THAT UNION LABOR WILL BE REQUIRED FOR CERTAIN ASPECTS OF YOUR EXHIBIT HANDLING. TO HELP YOU UNDERSTAND THE JURISDICTION THE VARIOUS UNIONS HAVE, WE ASK THAT YOU PLEASE READ THE FOLLOWING:**

## DECORATOR'S UNION

Members of this union claim jurisdiction over all set-up and dismantle of exhibits, including signs and laying carpet. This does not apply to the unpacking and placement of your merchandise. You may set-up your exhibit display if one person can accomplish the task in less than one-half hour without the use of tools.

If your exhibit preparation, installation or dismantle, requires more than one-half hour or the use of tools, you are required to use union personnel supplied by CARDEN CONVENTION SERVICE COMPANY. Please refer to the INSTALLATION AND DISMANTLE ORDER FORM for this service.

## TEAMSTER'S UNION

This union claims jurisdiction on the operation of all material handling, including empty containers. An exhibitor may move material that is hand-carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. If you will need assistance in unloading and loading of materials please refer to the SHIPPING INFORMATION /RATES FORM for this service.

## TIPPING

CARDEN CONVENTION SERVICE COMPANY 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 CARDEN CONVENTION SERVICE COMPANY employees.



# INSTALLATION & DISMANTLE LABOR

PAYABLE TO: Carden Convention Services  
15953 Avenida Villaha #51 \* San Diego, CA 92128  
Phone (619) 247 - 3467 / Fax (619) 639 -1910

cardenconvention@gmail.com \* cardenconventionservices.com

ORDERS BY TELEPHONE ARE NOT ACCEPTED

Discount Deadline

APRIL 7TH

SHOW NAME Southern California Rental Housing Association BOOTH NUMBER (S) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

## LABOR

### RATES:

|   | Discount Price | Show Site Price |
|---|----------------|-----------------|
| STRAIGHT TIME: (Monday thru Friday, 8:00 AM - 4:30 PM)                    | 125.00         | 159.00          |
| OVERTIME: (Monday thru Friday, 4:30 PM - 8:00AM, All Weekends & Holidays) | 205.00         | 255.00          |

A ONE HOUR MINIMUM PER WORKER APPLIES.

LABOR RATES ARE SUBJECT TO UNION CONTRACT CHANGES.

### ERECT EXHIBIT UNDER CARDEN SUPERVISION

CARDEN I & D will supervise the installation of your exhibit. Specific instructions, blueprints, etc., must be provided to facilitate an economical, correct installation. Also, please provide a copy of your Inbound Bill of Lading to enable us to check on the arrival of your shipment.

A FEE OF 30% (or \$50.00 MINIMUM) OF YOUR TOTAL INSTALLATION CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: \_\_\_\_\_ # OF HOURS PER WORKER: \_\_\_\_\_

PLANS ATTACHED  PLANS IN CRATE #: \_\_\_\_\_ TOTAL \$: \_\_\_\_\_

### ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: \_\_\_\_\_ # OF HOURS PER WORKER: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TOTAL \$: \_\_\_\_\_

### DISMANTLE EXHIBIT UNDER CARDEN SUPERVISION

CARDEN I & D will supervise the dismantle of your exhibit. If Carden I & D supervision is requested for the Dismantle only (i.e., exhibitor supervised installation) and/or packing instructions are not included with order, CCSC will NOT accept liability for damages to exhibits which are packed incorrectly. Please provide Outbound Bills of Lading.

A FEE OF 30% (or \$50.00 MINIMUM) OF YOUR TOTAL DISMANTLE CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: \_\_\_\_\_ # OF HOURS PER WORKER: \_\_\_\_\_ TOTAL \$: \_\_\_\_\_

### DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: \_\_\_\_\_ # OF HOURS PER WORKER: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TOTAL \$: \_\_\_\_\_

**TOTAL ENCLOSED: \$**  
(PAYMENT MUST BE RECEIVED WITH THIS ORDER)



# SHIPPING INFORMATION & RATES

PAYABLE TO: Carden Convention Services

15953 Avenida Villaha #51 \* San Diego, CA 92128

Phone (619) 247 - 3467 / Fax (619) 639 - 1910 / cardenconvention@gmail.com

**ALL INBOUND FREIGHT CHARGES MUST BE PREPAID TO YOUR CARRIER  
COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

WE PLAN TO SHIP ON (date): \_\_\_\_\_

OUR MATERIALS SHOULD ARRIVE (date): \_\_\_\_\_

CARRIER: \_\_\_\_\_

PRO or TRACKING NUMBER: \_\_\_\_\_

ORIGIN OF SHIPMENT (City/State): \_\_\_\_\_

NUMBER OF PIECES

WEIGHT

\_\_\_\_\_ CRATE (s)

\_\_\_\_\_ LBS.

\_\_\_\_\_ CARTON (s)

\_\_\_\_\_ LBS.

\_\_\_\_\_ CASE (s)

\_\_\_\_\_ LBS.

**TOTAL # OF PIECES**

**TOTAL WEIGHT**

### ADVANCE WAREHOUSE ADDRESS:

(please label each piece as follows)

FOR: SCRHA  
TO: Exhibiting Company Name/Booth# \_\_\_\_\_  
ATTN: CARDEN CONVENTION SERVICE CO., INC. C/O:  
YRC, INC.  
9525 PADGETT STREET  
SAN DIEGO, CA 92126

### SHOWSITE ADDRESS:

(please label each piece as follows)

FOR: SCRHA  
TO: Exhibiting Company Name/ Booth # \_\_\_\_\_  
ATTN: CARDEN CONVENTION SERVICE CO., INC.  
C/O: SAN DIEGO CONVENTION CENTER/HALLS F&G  
111 WEST HARBOR DRIVE  
SAN DIEGO, CA 92101

1. THERE IS A 200LB MINIMUM CHARGE PER SHIPMENT. ALL WEIGHTS ARE ROUNDED OFF TO THE NEXT 100LBS.
2. These are Round-Trip Rates and are based on INCOMING weight only.
3. Cartons received without documentation will be delivered to your booth without guarantee of piece count or condition ( ANY SHIPPING COMPANY WHO DELIVERS FREIGHT WITHOUT A BILL OF LADING)
4. Overtime Rates apply: Monday - Friday 4:30pm - 8:00am, all day Saturday and Sunday and all Holidays. Overtime rates will be applied to all freight received at the Warehouse and/or Show-Site that must be moved into or out of the booth during these times.

#### DRAYAGE DEFINITIONS (as outlined below):

**CRATED/SKIDDED SHIPMENT:** Materials that are in any type of shipping container or are secured onto a skid (pallet) that can be unloaded at the dock with no additional handling needed.

**UNCRATED SHIPMENT:** Materials that are shipped loose or pad-wrapped and/or unskidded machinery without the necessary hooks or lifting bars.

**SPECIAL HANDLING:** Shipments delivered by a carrier that require additional handling, such as materials received uncrated, uncartoned or unskidded, stacked shipments, ground unloading, designated piece unloading, carpet and/or pad only shipments and all shipments that arrive with no documentation. Shipments that arrive without an individual Bill of Lading require additional time, labor and equipment to process. (UPS and such other carriers fall into this category.) Mixed crated and uncrated shipments must show on the bill of lading the weight of the crated portion vs. the uncrated portion or the whole shipment will be charged as uncrated.

**Advance Warehouse Shipment Rates: Shipments must be received MARCH 23 & APRIL 13**  
Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date. They will be delivered to booth, removed, stored and returned to booth at close of show. This also includes outbound loading to common carrier at the close of show.

**\$ 90.00 per 100lbs  
\$180.00 Minimum**

**Show-Site Shipment Rates: Shipments may arrive on MONDAY, APRIL 20TH.**  
Shipments of common freight and crated exhibits received at Exhibit Hall during installation period only from outside carrier or exhibitor's vehicle. Includes unloading, delivery to booth, storage of empty containers and re-loading at the close of show.

**\$ 90.00 per 100lbs  
\$180.00 Minimum**

**Special Handling Shipments: This rate is in ADDITION to the appropriate rate above:**  
**These shipments include carriers who deliver without a Bill of Lading (i.e. UPS)**

**\$27.00 per 100lbs  
\$54.00 Minimum**

**Late Shipments, Overtime Inbound Shipments and Overtime Outbound Shipments**  
This ADDITIONAL rate applies to shipments arriving to the warehouse after APRIL 13 or to the showsite after show opening. It also includes shipments that arrive to the warehouse or showsite during overtime hours or are outbound loaded during the overtime hours listed above.

**\$27.00 per 100lbs  
\$54.00 Minimum**

**Return to Warehouse for Outbound Shipping:**  
If your carrier is unable to pick up your materials at the showsite by move-out deadline, Carden will return your shipment back to the warehouse for loading onto outbound carriers. If using this service, please forward all outbound information.

**\$20.00 per 100lbs  
\$100.00 Minimum**

SHOW NAME: SCRHA BOOTH # \_\_\_\_\_

COMPANY \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

**TOTAL \$:** \_\_\_\_\_

**(PAYMENT MUST BE INCLUDED)**





**Carden Convention Service Company, Inc.**

***DO NOT DELAY***

***Must be delivered by APRIL 13, 2020***

**WAREHOUSE**

**TO:** \_\_\_\_\_ (Exhibitor)

**CARDEN CONVENTION SERVICE COMPANY, INC.**

**C/O YRC, INC.**

**9525 PADGETT STREET**

**SAN DIEGO, CA 92126**

**ATTN: SCRHA**

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

\_\_\_\_\_ **OF** \_\_\_\_\_ **PIECES**

---



**Carden Convention Service Company, Inc.**

***DO NOT DELAY***

***Must be delivered by APRIL 13, 2020***

**WAREHOUSE**

**TO:** \_\_\_\_\_ (Exhibitor)

**CARDEN CONVENTION SERVICE COMPANY, INC.**

**C/O YRC, INC.**

**9525 PADGETT STREET**

**SAN DIEGO, CA 92126**

**ATTN: SCRHA**

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

\_\_\_\_\_ **OF** \_\_\_\_\_ **PIECES**

---

These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.



**Carden Convention Service Company, Inc.**

***DO NOT DELAY***

***Must arrive ONLY on MONDAY, APRIL 20, 2020***

**SHOWSITE**

**TO:** \_\_\_\_\_ **(Exhibitor)**

**C/O: CARDEN CONVENTION SERVICE COMPANY, INC.**

**SAN DIEGO CONVENTION CENTER / HALL B**

**111 WEST HARBOR DRIVE**

**SAN DIEGO, CA 92101**

**ATTN: SCRHA**

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

\_\_\_\_\_ **OF** \_\_\_\_\_ **PIECES**

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**Carden Convention Service Company, Inc.**

***DO NOT DELAY***

***Must arrive ONLY on MONDAY, APRIL 20, 2020***

**SHOWSITE**

**TO:** \_\_\_\_\_ **(Exhibitor)**

**C/O: CARDEN CONVENTION SERVICE COMPANY, INC.**

**SAN DIEGO CONVENTION CENTER / HALL B**

**111 WEST HARBOR DRIVE**

**SAN DIEGO, CA 92101**

**ATTN: SCRHA**

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

\_\_\_\_\_ **OF** \_\_\_\_\_ **PIECES**

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These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.



# DRAYAGE LIMITS OF LIABILITY

Carden Convention Services

15953 Avenida Villaha #51 \* San Diego, CA 92128

Phone # (619) 247-3467 \* Fax # (619) 639-1910

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## LIMITS OF LIABILITY AND RESPONSIBILITY:

1. CARDEN CONVENTION SERVICES (herein referred to as CCS), and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. CCS and its subcontractors are not, and cannot be, responsible for loss or disappearance of the exhibitor's materials after same have been delivered to the exhibitor's booth.
3. Similarly, CCS, and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to CCS by the Exhibitor, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. CCS, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. CCS, and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. CCS, and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to CCS in time to obtain the proper equipment.
7. It is understood that CCS, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to CCS hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by CCS, or its subcontractors, it is understood that CCS, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if CCS, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, CCS, its subcontractors or employees.
8. CCS, and its subcontractors, 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.
9. Claims for loss or damage, which are not submitted to CCS within thirty (30) days of the close of the show, on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against CCS, or its subcontractors, more than one (1) year after the accrual of the cause of action thereafter.
10. The consignment or delivery of a shipment to CCS, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by said Exhibitor (and/or other Shipper) of the terms and conditions set forth in Sections 1 through 9 above.

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**BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by adding "riders" to existing policies. ALSO, BE SURE YOUR LIABILITY INSURANCE is in effect at the show site.**

# MATERIAL HANDLING INFORMATION & RATES



**PAYABLE TO: Carden Convention Services**  
15953 Avenida Villaha #51 \* San Diego, CA 92128

Phone (619) 247 - 3467 / Fax (619) 639 - 1910 / Email: cardenconvention@gmail.com

**ORDERS BY TELEPHONE ARE NOT ACCEPTED**

**\*\*\*THIS FORM IS MANDATORY IF YOU ARE BRINGING A VEHICLE INTO THE SHOW FOR YOUR BOOTH\*\*\***

SHOW NAME SRCHA BOOTH # (s) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

## RATES: (drayage labor available at show site):

(This does not apply to unloading or loading out of exhibit materials. Refer to Shipping Information & Rates for this. All rates in this schedule are fixed and apply whether all or partial services are needed. Overtime rates apply to all services performed on Saturdays, Sundays, or Holidays, and before 8:00a.m. or after 4:30p.m. on weekdays. Overtime rates apply when services must be performed on other than Straight Time due to availability of the exhibit hall or instruction by Show Management.

FORKLIFT & OPERATOR Straight Time: \$154.50 per hour Overtime: \$210.00 per hour (1 hour minimum)

BANDING / SHRINKWRAP \$85.00 PER PALLET

**SPOTTER/HELPER** Straight Time: \$75.00 per hour Overtime: \$107.00 per hour (1 hour minimum)

TRUCK & DRIVER Straight Time: \$150.00 per hour Overtime: \$275.00 per hour (1 hour minimum)

SERVICE REQUIRED: \_\_\_\_\_ @ \$ \_\_\_\_\_

SERVICE REQUIRED: \_\_\_\_\_ @ \$ \_\_\_\_\_

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

**FORKLIFTS OVER 5,000LB CAPACITY MUST BE ORDERED IN ADVANCE. A 20% SURCHARGE WILL BE ADDED TO FLOOR ORDERS. PLEASE CALL CCSC IF A CAGE IS REQUIRED. ONE HOUR WILL BE CHARGED FOR ORDERS CANCELLED WITHOUT 48 HOURS NOTICE.**

## PLEASE NOTE THE FOLLOWING INFORMATION:

All per hundred-weight rates will be based on the inbound weight only and all weights will be rounded-off to the next hundred-weight. Dimensional weights will be invoiced at the stated weight on the Bill of Lading at the time of delivery unless a weight certificate is attached. It is the exhibitor's responsibility to ensure that each shipment has a correct or certified weight on each Bill at the time of delivery. No backweighing will be accepted and no credit will be issued for a mis-stated weight. Carden reserves the right to weigh all inbound shipments and to correct weights and bills accordingly.

Exhibitors who choose to bring their freight to the exhibit hall on set-up and move-in day must arrange with Carden Convention Service Company for use of the services of experienced freight handlers to unload the freight and deliver it to the booth, store the empties if the exhibitor needs to, and return the crates and or cartons to the booth at the close of the show. This is required unless your equipment is hand-carryable in one trip as stated on the Union Regulations form.

## **\*\*ALL EXHIBITORS MUST BE PREPARED TO PAY THEIR CHARGES AT THE SHOWSITE\*\***

Company checks, cash, certified checks, money orders, traveler's checks, Visa, and MasterCard are acceptable for payment. All foreign exhibitors will be required to pay their drayage invoice, in full, at the show site in U.S. currency. Companies or individuals whose accounts have been deemed delinquent on past shows will be on a C.O.D. basis. All past-due and current charges must be paid in full before any materials will be released. All invoices are due and payable upon receipt. You must pre-pay your estimated material handling charges based on the rate schedule located on the Shipping Information/Rates form located in this manual.

**It is the responsibility of the Exhibitor to contact the Carden Service Desk at Show Site to arrange for reshipment of materials and goods.**



# MATERIAL HANDLING AUTHORIZATION

Carden Convention Services  
15953 Avenida Villaha #51 \* San Diego, CA 92128  
Phone # (619) 247-3467 \* Fax # (619) 639-1910

WE HEREBY AUTHORIZE CARDEN CONVENTION SERVICE COMPANY, (HEREINAFTER REFERRED TO AS CCSC), TO PROVIDE SUCH SERVICES AS ARE NECESSARY TO HANDLE OUR SHIPMENT(S) IN ACCORDANCE WITH THE INFORMATION SET FORTH IN BOTH THE "SHIPPING INFORMATION/RATES" AND "MATERIAL HANDLING INFORMATION & RATES" FORMS, AND FURTHER AGREE TO THE FOLLOWING:

1. We have examined and reviewed the "Material Handling Information & Rates" and the Shipping Information & Rates" forms, which were included with other forms relating to this event in CCSC's Exhibitor Service Manual, which was forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the full payment of all CCSC charges in connection with the handling of our shipment(s), and we also guarantee payment to CCSC at the Show Site in the event any Third Party, who acts on our behalf, fails to pay such charges.
3. We agree that CCSC's, or its subcontractors, liability shall be limited to any loss or damage which results solely from CCSC's, or its subcontractors, NEGLIGENCE in the actual physical handling of the items comprising our shipment(s) and not for any other type of damage or loss.
4. We agree to CCSC's "Drayage Limits of Liability" form that is included in this Exhibitor Service Manual.
5. With particular reference to Paragraphs 3 and 4 above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials to CCSC, and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of CCSC, or its subcontractors, shall sign a delivery receipt, Bill of Lading or other documents, we agree that CCSC, or its subcontractors, will do so as our agent and we accept the responsibility therefore.
  - A. Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by CCSC or its subcontractors, and the arrival of our representative and during such time our shipment(s) will be unattended in our booth. We agree that CCSC, or its subcontractors, shall not be responsible for any loss or damage which may occur during such period.
  - B. Relative to outbound shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that CCSC, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize CCSC, or its subcontractors, to adjust the quantities of items on any Bill of Lading submitted by us to CCSC, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.
6. We agree, in the event of a dispute with CCSC, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CCSC for material handling services or any other services provided by CCSC, or its subcontractors, as an offset against the amount of the alleged loss or damage, instead, we agree to pay CCSC at Show Site for all such charges and further agree that any claim we may have against CCSC, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. In order to expedite removal of materials from the Show Site, CCSC shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken back to the warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
8. We agree that all questions relating to classification of the Exhibitor's materials, rates charged or weight used to determine material handling charges shall be submitted to the CCSC office indicated on the invoice within thirty (30) days of the close of the show. Complaints made after such period shall not be considered and payment of the invoice shall be made in full.

SHOW NAME: Southern California Rental Housing Association

BOOTH NUMBER (s):

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**PAYMENT POLICY:** ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. Payment of all labor and material handling charges, whether ordered by the exhibitor, display builders or other parties, shall be the RESPONSIBILITY OF THE EXHIBITOR. ALL PAYMENTS ARE TO BE MADE IN U.S. FUNDS. THANK YOU.



# TROPICAL PLANT RENTAL FORM

PAYABLE TO: Carden Convention Service Company, Inc.  
15953 Avenida Villaha #51 \* San Diego, CA 92128  
Phone (619) 247 - 3467 / Fax (619) 639 - 1910

**PLANTS MUST BE PRE-ORDERED**

- SINGLE PLANT RENTAL \$ 40.00 ea.
- PLANTS, SET OF 3 \$ 99.00 set
- PLANTS, SET OF 5 \$154.00 set
- PLANTS, SET OF 8 \$250.00 set
- DECORATOR POTS (Black) \$ 6.50 ea.

TOTAL DUE.....  
(payment must be received with this order form.)



## PLEASE MAKE

### PLANT SIZE

2' - 3' Tall

& / or

3' - 4' Tall

SHOW NAME : Southern California Rental Housing Association

BOOTH NUMBER (s):

COMPANY NAME : \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ORDERED BY : \_\_\_\_\_ PHONE NO. : ( ) \_\_\_\_\_

# EXHIBITOR - APPOINTED CONTRACTOR



**Carden Convention Services**  
**15953 Avenida Villaha #51 \* San Diego CA 92128**  
**Phone (619) 247 - 3467 \* Fax (619) 639 - 1910**  
**cardenconvention@gmail.com \* cardenconventionservices.com**

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EVENT OR SHOW: Southern California Rental Housing Association BOOTH NUMBER (s):

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (     ) \_\_\_\_\_ DATE: \_\_\_\_\_

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If your company plans to use a firm other than **CARDEN CONVENTION SERVICE COMPANY** to erect or dismantle your exhibit, this form must be filled out completely and returned to Carden **NO LATER THAN THIRTY (30) DAYS** prior to show opening. **THIS FORM MUST BE RECEIVED BY MARCH 23 , 2020. THERE WILL BE NO EXCEPTIONS.**

**DEFINITION:** An Exhibitor-Appointed Contractor is any company, other than Carden Convention Services, that an exhibitor wishes to use to set up their exhibit and which will require access to the exhibit hall before, during, or after the show. No permission will be given to an Exhibitor-Appointed Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning and catering.

EXHIBITING COMPANY CONTACT AT SHOW: \_\_\_\_\_

NON-OFFICIAL SERVICE FIRM: \_\_\_\_\_

SERVICE FIRM CONTACT AT SHOW: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

24 HOUR PHONE CONTACT # OF SERVICE FIRM: \_\_\_\_\_

- NOTE:**
- 1. Please inform your Exhibitor Appointed Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least thirty (30) days prior to show date or they will not be permitted to service your exhibit.**
  - 2. They MUST comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.**
  - 3. It is the responsibility of the exhibiting company to see that each representative of Exhibitor Appointed Contractors abide by the official rules and regulations of this event.**

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 03/31/20



The Power People

## ELECTRICAL EXHIBITION SERVICES

1844 Imperial Ave., San Diego, CA 92102  
Phone: (619) 696-6625 Fax: (619) 696-7762  
sandiego@edlen.com

|            |  |         |          |
|------------|--|---------|----------|
| EXHIBITOR: |  | BTH #   |          |
| EVENT:     | SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION |         |          |
| FACILITY:  | SAN DIEGO CONVENTION CENTER                    |         |          |
| DATES:     | APRIL 21, 2020                                 | EVENT # | 040019SD |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

A. Electrical Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.



# METHOD OF PAYMENT

**Advance Payment Deadline Date: 03/31/20**



The Power People

## ELECTRICAL EXHIBITION SERVICES

1844 Imperial Ave., San Diego, CA 92102  
 Phone: (619) 696-6625 Fax: (619) 696-7762  
 sandiego@edlen.com

|                   |   |                        |  |
|-------------------|---|------------------------|--|
| <b>EXHIBITOR:</b> |   | <b>BTH #</b>           |  |
| <b>EVENT:</b>     | <b>SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION</b> |                        |  |
| <b>FACILITY:</b>  | <b>SAN DIEGO CONVENTION CENTER</b>                    |                        |  |
| <b>DATES:</b>     | <b>APRIL 21, 2020</b>                                 | <b>EVENT #040019SD</b> |  |

### FINANCIALLY RESPONSIBLE COMPANY

|                      |                |               |  |
|----------------------|----------------|---------------|--|
| <b>COMPANY NAME:</b> |                | <b>PHONE:</b> |  |
| <b>ADDRESS:</b>      |                | <b>FAX:</b>   |  |
| <b>CITY:</b>         | <b>ST:</b>     | <b>ZIP:</b>   |  |
| <b>COUNTRY:</b>      | <b>CELL #:</b> |               |  |
| <b>EMAIL:</b>        |                |               |  |

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
**Wire Transfer:**  
 ABA#: 121000248 Acct: 4122636046  
**International Wire Transfer:**  
 Swift Code: WFBIUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

**\* \$50 processing fee MUST be included with transfer.**

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA  MASTERCARD  AMEX  DISCOVER

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

### CHECK AND CREDIT CARD INFORMATION

|                                       |  |  |  |  |  |  |  |                    |  |  |  |                  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--------------------|--|--|--|------------------|--|--|--|
| <b>COMPANY NAME:</b>                  |  |  |  |  |  |  |  |                    |  |  |  |                  |  |  |  |
| <b>CHECK #:</b>                       |  |  |  |  |  |  |  |                    |  |  |  |                  |  |  |  |
| <b>CREDIT CARD NUMBER:</b>            |  |  |  |  |  |  |  |                    |  |  |  | <b>EXP DATE:</b> |  |  |  |
| <b>CARD HOLDER SIGN:</b>              |  |  |  |  |  |  |  | <b>PRINT NAME:</b> |  |  |  |                  |  |  |  |
| <b>EMAIL:</b>                         |  |  |  |  |  |  |  |                    |  |  |  |                  |  |  |  |
| <b>THIRD PARTY PAYMENT? YES or NO</b> |  |  |  |  |  |  |  |                    |  |  |  |                  |  |  |  |

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

|                 |              |            |             |
|-----------------|--------------|------------|-------------|
| <b>ADDRESS:</b> | <b>CITY:</b> | <b>ST:</b> | <b>ZIP:</b> |
|-----------------|--------------|------------|-------------|

### SERVICE TOTALS

|                                      |  |
|--------------------------------------|--|
| 1. BANK WIRE TRANSFER PROCESSING FEE |  |
| 2. ELECTRICAL ORDER                  |  |
| 3. ESTIMATED LABOR                   |  |
| 4. LIGHTING ORDER                    |  |
| 5. PLUMBING ORDER                    |  |
| <b>TOTAL DUE</b>                     |  |

### AUTHORIZATION

|  |  |                    |
|--|--|--------------------|
| AUTHORIZED SIGNATURE ABOVE<br><br>PRINT NAME ABOVE |  | TODAY'S DATE ABOVE |
|--|--|--------------------|

**By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.**

# ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

1844 Imperial Ave., San Diego, CA 92102  
 Phone: (619) 696-6625 Fax: (619) 696-7762  
 sandiego@edlen.com

E  M

**Advance Payment Deadline Date: 03/31/20**

|                   |   |                        |  |
|-------------------|---|------------------------|--|
| <b>EXHIBITOR:</b> |   | <b>BTH #</b>           |  |
| <b>EVENT:</b>     | <b>SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION</b> |                        |  |
| <b>FACILITY:</b>  | <b>SAN DIEGO CONVENTION CENTER</b>                    |                        |  |
| <b>DATES:</b>     | <b>APRIL 21, 2020</b>                                 | <b>EVENT #040019SD</b> |  |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

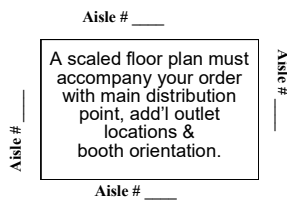
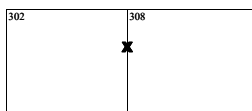
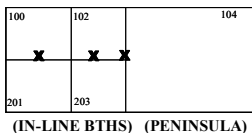
| ORDER INSTRUCTIONS  | ELECTRICAL OUTLETS <small>Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event</small> |                            |                |                |              |
|---|---|----------------------------|----------------|----------------|--------------|
| <p><b>INLINE AND PENINSULA DELIVERY</b></p> <p>The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>   | <b>QTY</b>  | <b>QTY</b>                 | <b>ADVANCE</b> | <b>REGULAR</b> | <b>TOTAL</b> |
|   | <small>Show</small>   | <small>24hrs/day</small>   | <b>PAYMENT</b> | <b>PAYMENT</b> | <b>COST</b>  |
|   | <small>Hours</small>  | <small>Double rate</small> | <b>PRICE</b>   | <b>PRICE</b>   | <b></b>      |
| <p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b></p> <p>Island booths that only need power delivered to one location incur (1) hour labor charge for installation &amp; removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>   | <b>120 VOLT</b>   |                            |                |                |              |
|   | 500 WATTS (5 AMPS)  | _____                      | _____          | 135.00         | 203.00       |
|   | 1000 WATTS (10 AMPS)  | _____                      | _____          | 237.00         | 356.00       |
|   | 1500 WATTS (15 AMPS)  | _____                      | _____          | 287.00         | 431.00       |
|   | 2000 WATTS (20 AMPS)  | _____                      | _____          | 304.00         | 456.00       |
| <p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b></p> <p>Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p> | <b>MISC. REQUIREMENTS</b>   |                            |                |                |              |
| <p><b>24 HOUR SERVICES</b></p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>  | Please call for information on any services you require that are not listed here.                     |                            |                |                |              |
| <p><b>CANCELLATIONS</b></p> <p>Credits will not be issued for services delivered and not used. See #13, 19 &amp; 20 on back of form for additional details.</p>   | <b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>                   |                            |                |                |              |
|   | 15' EXTENSION CORD  | _____                      | _____          | 27.00          | 27.00        |
|   | POWER STRIP   | _____                      | _____          | 27.00          | 27.00        |
| <p><b>TERMS &amp; CONDITIONS</b></p> <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>   | <b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>   |                            |                | <b>TOTAL</b>   |              |
|   | PRINT NAME:   |                            |                |                |              |
|   | EMAIL:  |                            |                | PHONE:         |              |

**TERMS & CONDITIONS**

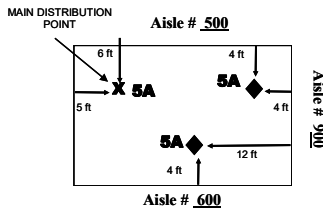
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- For a dedicated outlet, order a 20 amp outlet.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?**

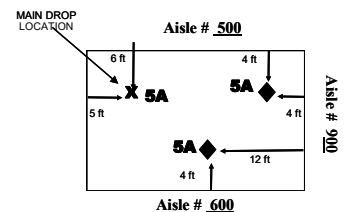
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 03/31/20



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
1844 Imperial Ave., San Diego, CA 92102  
Phone: (619) 696-6625 Fax: (619) 696-7762  
sandiego@edlen.com

|                   |   |                        |  |
|-------------------|---|------------------------|--|
| <b>EXHIBITOR:</b> |   | <b>BTH #</b>           |  |
| <b>EVENT:</b>     | <b>SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION</b> |                        |  |
| <b>FACILITY:</b>  | <b>SAN DIEGO CONVENTION CENTER</b>                    |                        |  |
| <b>DATES:</b>     | <b>APRIL 21, 2020</b>                                 | <b>EVENT #040019SD</b> |  |

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

**Advance Payment Deadline Date: 03/31/20**



The Power People

## ELECTRICAL EXHIBITION SERVICES

1844 Imperial Ave., San Diego, CA 92102  
 Phone: (619) 696-6625 Fax: (619) 696-7762  
 sandiego@edlen.com

|                   |   |                        |  |
|-------------------|---|------------------------|--|
| <b>EXHIBITOR:</b> |   | <b>BTH #</b>           |  |
| <b>EVENT:</b>     | <b>SOUTHERN CALIFORNIA RENTAL HOUSING ASSOCIATION</b> |                        |  |
| <b>FACILITY:</b>  | <b>SAN DIEGO CONVENTION CENTER</b>                    |                        |  |
| <b>DATES:</b>     | <b>APRIL 21, 2020</b>                                 | <b>EVENT #040019SD</b> |  |

### ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
  - A. The electrical layout must indicate each power outlet and its location with exact measurements.
  - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
  - A. Date: \_\_\_\_\_ Time: \_\_\_\_\_
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - A. Describe flooring: \_\_\_\_\_
  - B. Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
4. Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

| LABOR RATES AND HOURS |  | DISTRIBUTION LABOR ESTIMATE |             |              |
|-----------------------|--|-----------------------------|-------------|--------------|
| <b>Labor Minimums</b> | Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time. | <b>MAN HRS</b>              | <b>RATE</b> | <b>TOTAL</b> |
| <b>Straight Time</b>  | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.   | ST                          | \$145.00    | _____        |
| <b>Overtime</b>       | Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.  | OT                          | \$290.00    | _____        |
| <b>LIFT RENTAL</b>    |  |                             |             |              |
|                       |  | <b>HOURS</b>                | <b>RATE</b> | <b>TOTAL</b> |
|                       |  |                             | \$270.00    | _____        |

|  |                 |  |
|--|-----------------|--|
| TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM | ESTIMATED TOTAL |  |
|--|-----------------|--|

### AUTHORIZATION

|             |       |
|-------------|-------|
| PRINT NAME: | DATE: |
|-------------|-------|





# EXHIBITOR CLEANING INFORMATION

**SHOW:** Southern CA Rental Housing Association 2020

**DISCOUNT DEADLINE:** 04/06/2020

## HOW TO ORDER

Exhibitors can register their booth and purchase booth cleaning services using our booth cleaning application: <https://boothcleaning.sdccc.org>

Questions? Visit the service desk or contact us at 619.525.5459 or [boothcleaning@visitsandiego.com](mailto:boothcleaning@visitsandiego.com).

## PRICING

|   | DISCOUNT PRICE | REGULAR PRICE |
|---|----------------|---------------|
| <b>Vacuum Per Day</b> (per sq. ft. per day) | \$0.44         | \$0.66        |

### Porter Service: 2-Hour Increments

SDCCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering are required to order porter service. Calculated by total booth size.

|                              |          |          |
|------------------------------|----------|----------|
| 0-500 sq. ft. booth size     | \$110.00 | \$144.00 |
| 501-1500 sq. ft. booth size  | \$121.00 | \$174.00 |
| 1501-3000 sq. ft. booth size | \$145.00 | \$209.00 |

### Porter Service: Dedicated Labor

Continuous labor presence in booth charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

|                  |         |         |
|------------------|---------|---------|
| Continuous labor | \$56.00 | \$84.00 |
|------------------|---------|---------|

### Additional Services

Additional services, including shampoo, dry mopping, wet polishing and carpet stain spotting can be ordered at the service desk on the first day of exhibitor move-in.

Please note: The San Diego Convention Center Corporation (SDCCC) is the exclusive cleaning contractor.

Exhibitor Appointed Contractors (EACs) are not permitted to provide this service. Discount available for services ordered fourteen (14) days before first day of move in. Cost of Cleaning Services will be invoiced on the total area of your booth. Due to material and labor costs, orders canceled before move-in will be charged 50% of original price. Similarly, orders canceled after move-in will be charged 100%.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the service desk. SDCCC will be unable to adjust invoices after the close of the show.



## SAN DIEGO CONVENTION CENTER

### Term and Conditions/Payment Policy

1. **San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services.** This includes but is not limited to Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing and Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
  - a. **Exemptions:** Typical wiping/cleaning of booth displays, equipment, fixtures, display cases and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors (“EAC”) or General Service Contractors (“GSC”).
2. **Discount Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **On-Line orders placed within 14 days of move-in or on-site after show move-in will be priced at the on-site rate.**
3. **Conditions for processing service order form for on-time service:** (a) Full payment for service (s) must be made at time of order. (b) Booth number(s) must be identified at time of order. (c) Orders for requested service must be completed on-line or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request can’t be accomplished then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
4. Exhibitor has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or GSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move in will be charged **100%**.
6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.
7. Credit will not be given for services already completed.
8. Order form prices are based upon current rates and are subject to change without notice.
9. SDCC accepts payments in US dollars with the following Credit Cards; (AmEx, MasterCard, Visa).
10. Any refunds due in the amount of \$10.00 or less will not be refunded.

### LIMITATION OF LIABILITY

**Limited Warranty.** SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services (“the Services”). In the event that the Services are not performed in accordance with this warranty you agree to inform SDCC of such fact, by written notice prior to close of the Show/Event, and, as Customer’s sole and exclusive remedy, SDCC will either: (a) replace the Services to correct any defects in performance without any additional charges to you, or (b) in the event that such replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SDCC for the services hereunder with respect to such calendar year.



The foregoing warranties will not apply to the extent that: (a) the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

**DISCLAIMER OF WARRANTY.** THE FOREGOING CONSTITUTE SDCC'S ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**Indemnification.**

Customer agrees to indemnify, defend, and hold harmless SDCC, The City of San Diego, The San Diego Unified Port District and its current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorney's fees) brought by a third party arising out of, or in connection with a breach of Customer's representations, warranties, covenants and agreements set forth in the Customer Contract to the extent attributable to Customer's negligence or willful misconduct.

In claiming any indemnification hereunder, The SDCC shall promptly provide Customer with written notice of any claim which SDCC believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so chooses, provided that SDCC may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC shall not be final without SDCC's written consent, which shall not be unreasonably withheld.

The terms of these provisions shall survive the expiration or termination of the Customer Contract.

**LIMITATION OF LIABILITY.** EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCC'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES OF UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THOSE DEFICIENT SERVICES.

THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.