



Carden Convention Services

15953 Avenida Villaha #51, San Diego, CA 92128

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

EXHIBITOR SERVICE KIT

46TH ANNUAL INNOVATIONS IN RENTAL HOUSING EDUCATION CONFERENCE & EXPO

TOWN AND COUNTRY HOTEL - GOLDEN STATE BALLROOM

**THURSDAY
SEPTEMBER 16TH, 2021**

Carden Convention Services has assembled this Exhibitor Service Kit with the objective of making your participation in this year's INNOVATIONS IN 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 **WEDNESDAY, SEPTEMBER 1ST, 2021**, IN ORDER TO RECEIVE THE DISCOUNT PRICE.

Advance Warehouse Freight must be received by **WEDNESDAY, SEPTEMBER 8TH, 2021**

WHAT COMES IN MY BOOTH?

The Standard 10' X 10' Booth will include:

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

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 BALLROOM IS CARPETED. PLEASE ORDER BOOTH CARPET, IF NEEDED, FROM THE ENCLOSED FORM.

WHEN CAN I SET UP?

WEDNESDAY, SEPTEMBER 15TH 2:00PM - 7:00PM

IMPORTANT NOTICE: The show has moved to the Town and Country Hotel from the San Diego Convention Center. The move-in and move-out procedures will be very different as the dock space is very limited. A Teamster will collect your contact information when you arrive. You will be called as a space becomes available to unload and move your car immediately. Unfortunately, you will not be able to leave your vehicle in the dock area while you move into the show. It will be a longer move-in process this year, please plan accordingly. If you have ANY questions about this, please call Sabrina Shields at Carden Convention Services, 619/247-3467.

WHEN IS THE SHOW OPEN?

THURSDAY, SEPTEMBER 16TH 9:00AM – 4:00PM

WHEN CAN I TEAR DOWN?

THURSDAY, SEPTEMBER 16TH 4:05PM – 8:00PM

**THE EXHIBIT AREA MUST BE CLEARED BY 8:00PM, FREIGHT BY 7:00PM ON THURSDAY, SEPTEMBER 16TH, 2021.
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 AUGUST 11TH AND SEPTEMBER 8TH, 2021, ship to the ADVANCE WAREHOUSE ADDRESS.

If your materials will be arriving ONLY ON WEDNESDAY, SEPTEMBER 15TH, 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 TOWN AND COUNTRY HOTEL DOES NOT have facilities for storage of Advance Shipments.**

Carden will accept shipments at the showsite ONLY on WEDNESDAY, SEPTEMBER 15TH. Shipments arriving before WEDNESDAY, SEPTEMBER 15TH, 2021, must be shipped to the Advance Warehouse by WEDNESDAY, SEPTEMBER 8TH, 2021.

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 Thursday, September 16th. 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 THURSDAY, SEPTEMBER 16TH, 2021, 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 SEPTEMBER!
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

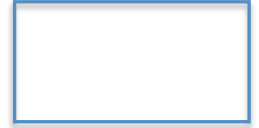
EVENT or SHOW NAME: Southern California Rental Housing Association BOOTH NUMBER (s): _____

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

SEPT.1ST

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 (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	
	4' long - UNDRAPED	50.00	65.00			File Cabinet-4 Drawer	200.00	250.00	
	6' long - UNDRAPED	55.00	70.00			Bag Stand	63.00	82.00	
	8' long - UNDRAPED	63.00	80.00			Wastebasket	19.00	24.00	
42" high DISPLAY COUNTERS 24" wide (Draped Counter Tops are covered in white vinyl)						Chrome Aisle Stanchion	35.00	42.00	
						White Plastic Chain	5.00 ft.	6.00 ft.	
	4' long - DRAPED 4 Sides	110.00	140.00			Aluminum Easel	40.00	50.00	
	6' long - DRAPED 3 Sides	125.00	165.00			22"x28" Sign Holder	45.00	59.00	
	8' long - DRAPED 3 Sides	149.00	193.00			Raffle Ticket Drum	80.00	pre-order	
	4th Side Draped	51.00	67.00			Secretarial Chair	99.00	129.00	
	4' long - UNDRAPED	57.00	71.00			4' x 6' Cork Tack Board	75.00	89.00	
	6' long - UNDRAPED	69.00	86.00			4' x 8' Cork Tack Board	85.00	114.00	
	8' long - UNDRAPED	80.00	100.00			6' Glass Showcase	325.00	399.00	
Check TABLE OR COUNTER drapery color here: Black _____ Gold _____ Red _____ Blue _____ Teal _____ White _____ Burgundy _____ Silver _____ Emerald Green _____						White Grid Wall Panels	75.00	95.00	
						2' wide x 6' High			
	3' Drape	14.00lf	18.00			Grid Wall Shelf	35.00	45.00	
	8' Drape	15.00lf	19.00			White Literature Rack	130.00	165.00	
	30" Round Pedestal Tbl -30" high	156.00	202.00		TABLE-TOP RISERS				
	30" Round Pedestal Tbl -42" high	177.00	230.00			4' Single Step	48.00	56.00	
	Fish Bowl	40.00	50.00			4' Double Step	66.00	79.00	
	Ballot Box	60.00	80.00			6' Single Step	60.00	72.00	
						6' Double Step	73.00	89.00	
						8' Single Step	76.00	93.00	
						8' Double Step	96.00	119.00	

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.

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

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 Service Company, Inc.
 15953 Avenida Villaha #51 * San Diego, CA 92128
 Phone # (619) 639-1910 * Fax # (619) 639-1910
 Email: cardenconvention4@auct.com

DISCOUNT DEADLINE
SEPT. 1ST

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 \$
	9' X 10'	130.00	170.00	
	9' X 20'	260.00	340.00	
	9' X 30'	390.00	516.00	
	9' X 40'	500.00	650.00	

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	TOTAL \$
	9' X 10'	75.00	95.00	
	9' X 20'	105.00	130.00	
	9' X 30'	145.00	175.00	
	9' 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

CHARGES ARE BASED ON NUMBER OF 10' X 10' BOOTH SPACES
VACUUMING AND CLEANING OF WASTEBASKETS:

ONE TIME ONLY CLEANING: \$40.00 PER _____ BOOTH SPACE

DAILY CLEANING: \$30.00 PER _____ BOOTH SPACE

OF 10' X 10' Booth Spaces _____ X # of Days _____

X \$ _____ = TOTAL \$ _____

CARPET TOTAL: \$ _____

CLEANING TOTAL: \$ _____
 (NON-TAXABLE)

_____ sq.yds **VISQUEEN:** \$ _____
 (NON-TAXABLE)

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

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

SEPT. 1ST

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: TOWN AND COUNTRY HOTEL - GOLDEN STATE BALLROOM
500 HOTEL CIRCLE NORTH
SAN DIEGO, CA 92108

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 AUGUST 11TH - SEPT. 8TH

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.

\$96.00 per 100lbs
\$192.00 Minimum

Show-Site Shipment Rates: Shipments may arrive on WEDNESDAY, SEPT. 15TH, 2021

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.

\$96.00 per 100lbs
\$192.00 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)

\$30.00 per 100lbs
\$60.00 Minimum

Late Shipments, Overtime Inbound Shipments and Overtime Outbound Shipments

This ADDITIONAL rate applies to shipments arriving to the warehouse after SEPT. 8TH 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.

\$30.00 per 100lbs
\$60.00 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.

\$25.00 per 100lbs
\$125.00 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 SEPTEMBER 8TH, 2021

WAREHOUSE

TO: _____ **(Exhibitor)**

CARDEN CONVENTION SERVICES

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 SEPTEMBER 8TH, 2021

WAREHOUSE

TO: _____ **(Exhibitor)**

CARDEN CONVENTION SERVICES

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 WEDNESDAY, SEPT. 15TH, 2021

SHOWSITE

TO: _____ **(Exhibitor)**

**C/O: CARDEN CONVENTION SERVICES
TOWN AND COUNTRY HOTEL - GOLDEN STATE BALLROOM
500 HOTEL CIRCLE NORTH
SAN DIEGO, CA 92108**

ATTN: SCRHA **Booth #**_____

_____ **OF** _____ **PIECES**



Carden Convention Service Company, Inc.

DO NOT DELAY

Must arrive ONLY on WEDNESDAY, SEPT. 15TH, 2021

SHOWSITE

TO: _____ **(Exhibitor)**

**C/O: CARDEN CONVENTION SERVICES
TOWN AND COUNTRY HOTEL - GOLDEN STATE BALLROOM
500 HOTEL CIRCLE NORTH
SAN DIEGO, CA 92108**

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.



DRAYAGE LIMITS OF LIABILITY

Carden Convention Services

15953 Avenida Villaha #51 * San Diego, CA 92128

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

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.
-

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 Southern California Rental Housing Association 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

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

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ORDERED BY: _____ PHONE #: () _____ DATE: _____

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 AUGUST 15TH, 2021. 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.**

Southern California Rental Housing Association

September 16, 2021

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