



**2014 Annual Convention**  
**October 24-25, 2014**  
**Oakland Marriott City Center**  
**Oakland, California**

**CURTIN**  
 Convention & Exposition Services, Inc.

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
[www.curtinconvention.com](http://www.curtinconvention.com)

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**CPTA**

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## WELCOME LETTER (Page 2)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
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Dear Exhibitor:

We are pleased to be serving as the Official General Service Contractor for the upcoming:

**California Physical Therapy Association  
2014 Annual Convention  
October 24-25, 2014  
Oakland Marriott City Center  
Oakland, California**

Enclosed please find our Order Forms for various Service and Equipment needs for this convention.

Please make note of the Advance Order Deadline **(October 1, 2014)** in order to ensure you qualify for discounted pricing. Please note that all Order Forms for suppliers other than Curtin need to be sent directly to the specific supplier.

We welcome the opportunity to blend our experience with your thoughts to develop a custom look and theme for your exhibit space. Please contact us for any additional services you may need.

We look forward to working with you to make this convention most successful for you.

Cordially,

Curtin Convention & Exposition Services, Inc.

## **CPTA 2014 Annual Conference**

### **Important Dates to Remember**

First date freight can arrive at the warehouse ....Monday, September 22, 2014  
Last day to receive Advance Price on  
Furniture, Posterboards and Signs.....Wednesday, October 1, 2014  
Advance Freight Paperwork and Payment due....Tuesday, October 21, 2014  
Last day freight can arrive at the warehouse .....Tuesday, October 21, 2014  
Display Labor cancellation date.....Tuesday, October 21, 2014  
Exhibit setup times .....7:00 am to 11:00 am, Friday, October 24, 2014  
Exhibits are open.....11:30 am to 4:30 pm, Friday, October 24, 2014  
9:00 am to 4:30 pm, Saturday, October 25, 2014  
Exhibit teardown times .....4:30 pm to 6:30 pm, Saturday, October 25, 2014  
Earliest that freight can be picked up.....4:30 pm, Saturday, October 25, 2014  
Show floor must be clear by.....6:30 pm, Saturday, October 25, 2014

### **Exhibit Space Information**

#### **About Your Booth**

- Exhibits are located in the West Hall. The Floor is Carpeted.
- Booths will be set with 8' high **Blue** back drapes and 3' high **Blue** side drapes.
- Each 10' deep x 10' wide Booth Space includes (1) 7" x 44" Identification Sign. No Substitutions or Credits are allowed.
- Furniture is **NOT** included in your booth space. Please refer to the Furniture Rental Order form on Page 12, enclosed in this ESK for selection and pricing.

**IMPORTANT:** The exhibit area must be cleared by 6:30 pm, Saturday, October 25, 2014.  
Curtin will not be responsible for material left on the show floor.

#### **Advance Pricing of Furniture**

Furniture and/or Services may be ordered through Curtin at Advance Prices through Wednesday, October 1, 2014.

Any orders received after Wednesday, October 1, 2014 will be charged at Regular Prices. Please see enclosed Furniture Rental Order Form.

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Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

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## **CPTA 2014 Annual Conference**

### **Freight**

#### **Advance Shipments**

Advance Shipments may begin arriving to the warehouse on **Monday, September 22, 2014**.

Advance Freight Paperwork and Payment due by **Tuesday, October 21, 2014**. If Freight Paperwork and Payment are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is **Tuesday, October 21, 2014, by 2pm**.

Shipments received after **Tuesday, October 21, 2014** will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to Facility. Transit Charges will be determined at the time of the receipt of Late Freight.

#### **Advance Warehouse Freight Address**

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)  
FOR: CPTA 2014 Annual Conference  
C/O: YRC FREIGHT/Curtin Convention  
201 Haskins Way  
South San Francisco, California 94080

#### **Advance Warehouse Hours of Operation**

- **Open 7am to 3pm, Monday – Friday \*No appointments needed.**
- **Closed Saturday and Sunday**
- **Closed all Holidays**

DO NOT **ADVANCE** SHIP directly to Facility. Your shipment will be returned. This is PROHIBITED! Please refer to the Freight Order for Service forms enclosed. **\*Please contact Dianna Curtin at (415) 883-7818 or [dianna@curtinconvention.com](mailto:dianna@curtinconvention.com) if you have any questions or concerns.**

**Important:** Please see the enclosed Material Handling Order forms and Curtin's Limits of Liability page. Curtin must receive these completed forms if you are shipping.

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Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

## **CPTA 2014 Annual Conference**

### **Freight (continued)**

#### **Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into Facility.

All Private Vehicles and Third Party Carriers will be unloaded/loaded at the Facility's Loading Dock (Area) during the listed Set up and Tear Down date/times. ***\*Use of the Loading Dock (Area) is EXCLUSIVE to Union unloading and loading your materials.***

- **Hand Carry** - If an Exhibitor can carry the **full contents of his/her booth materials in one trip by one person without the use of a handtruck, dolly, or wheels**, he/she is free to hand carry the items in, at No Charge. The loading area is under Union Jurisdiction, and Exhibitors will be required to self-park and then bring in their materials through the main entrance of the Exhibit Hall. ***\*Multiple trips are not permitted.***
- **Unloading Service by Weight** – If the full contents of an Exhibitor's booth materials **EXCEED the Hand Carry option**; the Exhibitor's full contents must be weighed in at the loading area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All Private vehicles and Third Party Carriers will be unloaded/loaded at a charge of \$141.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Convention. Please refer to the Material Handling Order Forms enclosed in this Exhibitor Service Kit for rates and description.
- **Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Facility's West Hall's Loading Dock located between 10<sup>th</sup> Street and 11<sup>th</sup> Street during published move-in and move-out hours. DRIVER CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and Pick ups. Any Questions prior to October 21st, please contact CURTIN at (415) 883-7818.**

#### **Outbound Shipping**

OUTBOUND SHIPPING IS NOT AUTOMATIC.

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

YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Bills of Lading and Labels will be provided to those exhibitors shipping outbound via YRC FREIGHT.

Exhibitors not using YRC FREIGHT need to arrange with a carrier to pick up materials at Facility, after 4:30 pm, Saturday, October 25, 2014, and all Materials must be off the show floor by 6:30 pm, Saturday, October 25, 2014. ***\*Arrange to have your carrier's driver check in at the CURTIN Service Desk prior to pickup. All Booth Representatives must turn in a Bill of Lading to the CURTIN Service Desk, prior to leaving Show Floor. \*Please make sure all Drivers have our Teamster Foreman's name and cell number; Greg Pacheco/Cell (408) 674-8470.***

**IMPORTANT:** Any materials left on the show floor after 6:30 pm, Saturday, October 25, 2014, will be shipped out via YRC FREIGHT at the exhibitor's expense.

## **Payment Policy**

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior to show installation.

Payment may be made by:

Company or Personal Check

Credit Card - By filling out the enclosed Credit Card Charge Authorization Form

VISA, MasterCard and American Express accepted.

**NOTE:** If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

**CANCELLATION POLICY FOR DISPLAY LABOR:** No Refunds or credits will be issued after date printed on Display Labor Order Form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

## **Union Regulations**

To assist you in planning for your participation in this Trade Show, 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 of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**SIGN, DISPLAY AND ALLIED CRAFTS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of 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.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

## **Safety**

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

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## **CPTA 2014 Annual Conference**

### **Limits of Liability & Responsibility**

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

Continued on page 2.



## **Curtin Limits of Liability & Responsibility (Page 8) - CPTA 2014 Annual Conference**

8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN 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, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name and Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# **ATTENTION**

## **PETROLEUM SURCHARGE INFORMATION**

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.



# COMPUTATION OF CHARGES (Page 10)

2269 Chestnut Street, Suite 628  
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Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

Event/Convention CPTA 2014 Annual Conference			Booth Number(s)	
Company Name			Order Date	
Address		City	State	Zip
Email Address	Name		Phone Number	

## Forms, Payment, and Shipping

- CURTIN order forms and payment should be mailed or faxed directly to CURTIN.
- ALL OTHER order form and payments should be mailed or faxed directly *to the appropriate company*.
- The SHIPMENT of your Exhibit should be sent to:  
TO: (Name of Company and Booth Number)  
FOR: CPTA 2014 Annual Conference  
C/O: YRC FREIGHT/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080
- Please see PAYMENT POLICY ENCLOSED

## Recap of Payment

For CURTIN Order Forms only

FURNITURE	\$ _____
POSTERBOARDS	\$ _____
CLEANING	\$ _____
DISPLAY LABOR	\$ _____
SIGNS*	\$ _____
FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<i>SALES TAX</i>	\$ _____
*(Note: 8.75% Sales Tax applicable on Signs ONLY)	
<b>TOTAL (U.S Funds)</b>	\$ _____

### Formula for Computing Freight Charges:

Minimum freight charge of 200 lbs. Round up all weights to next hundred lbs. (CWT)

Number of Pounds \_\_\_\_\_ divided by 100 = \_\_\_\_\_ x \$ \_\_\_\_\_ per 100 lbs. = \$ \_\_\_\_\_



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# CREDIT CARD CHARGE AUTHORIZATION (PAGE 11)

Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders\*\*

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755.

Payment Options:    ☐ American Express    ☐ VISA    ☐ MasterCard  
Indicate:    ☐ Company Credit Card    ☐ Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 or 4 digit Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please print clearly the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

\*\*For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling. Please advise us, if you do not want this service.

# FURNITURE RENTAL FORM (Page 12)

To view pictures of the "Standard Furniture" listed on this Order Form; please log on to our Website at [http://www.curtinconvention.com/standard\\_furnishings.htm](http://www.curtinconvention.com/standard_furnishings.htm).

Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

<b>CHAIRS:</b>		<u>Advance</u>	<u>Regular</u>	<b>DISPLAY TABLES:</b>		<u>Advance</u>	<u>Regular</u>
Side Chair, Plastic, Grey or Black		\$71.00	\$91.00	(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)			
Arm Chair Padded, Grey		\$96.00	\$126.00	4' X 2' Display Table		\$122.00	\$132.00
Stool, Padded, Grey or Black		\$94.00	\$109.00	6' X 2' Display Table		\$141.00	\$152.00
				8' X 2' Display Table		\$162.00	\$172.00
				4th side draped (additional)		\$46.00	\$51.00
				*Undraped Tables will be charged less \$10.00 off above prices.			
<b>CARPET:</b>				<b>DISPLAY COUNTERS:</b>			
10' Booth Carpet		\$205.00	\$260.00	(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)			
20' Booth Carpet		\$305.00	\$360.00	4' X 2' Display Counter		\$138.00	\$148.00
30' Booth Carpet		\$405.00	\$460.00	6' X 2' Display Counter		\$161.00	\$171.00
*Larger sizes available upon request.				8' X 2' Display Counter		\$183.00	\$193.00
				4th side draped (additional)		\$46.00	\$56.00
				*Undraped Counters will be charged less \$10.00 off above prices.			
<b>BOOTH ACCESSORIES:</b>				<b>ROUND TABLES: (Tablecloth is included; indicate White or Black)</b>			
Wastebasket		\$20.00	\$24.00	36" diameter X 30" high		\$180.00	N/A on site
Easel		\$63.00	\$83.00	30" diameter X 42" high		\$180.00	N/A on site
Bag Rack		\$151.00	N/A on site				
Evaluation Box		\$76.00	N/A on site				
Literature Rack		\$160.00	N/A on site				
<b>RISERS:</b>				<b>COFFEE TABLE:</b>			
(Covered with White Vinyl)				15" high X 36" long X 18" wide		\$50.00	\$60.00
4' Long x 10" High x 8" Deep		\$52.00	\$65.00				
6' Long X 10" High X 8" Deep		\$62.00	\$73.00				
8' Long x 10" High x 8" Deep		\$72.00	\$83.00				

## SPECIALTY FURNITURE/ITEMS:

For Specialty Furniture and Items not listed on this Furniture Order Form; please log on to our Website at [http://www.curtinconvention.com/specialty\\_furnishings.htm](http://www.curtinconvention.com/specialty_furnishings.htm). This section will provide you with a complete catalog and pricing. To order any Specialty Furniture/Items, please write in your selection/price in the Description Section on this Furniture Order Form.

## PLACE ORDER HERE (Please Print Clearly)

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

☐ Blue ☐ Red ☐ Gold ☐ Grey ☐ White ☐ Burgundy ☐ Black ☐ 4<sup>th</sup> Side Drape ☐ Undraped

Carpet Color (Grey will be provided if no color is indicated): ☐ Blue ☐ Red ☐ Grey ☐ Black

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = \_\_\_\_\_

**Payment Policy:** To obtain the advance price, full payment must be included with your order. All orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in begins will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **To receive the Advance Price, payment and orders must be received by Wednesday, October 1, 2014.**

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Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

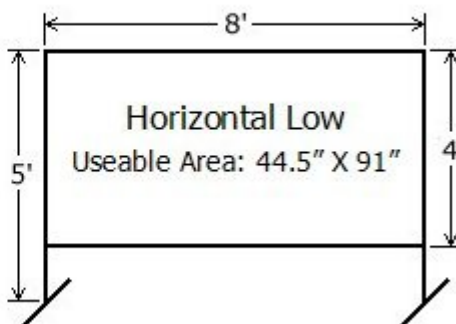
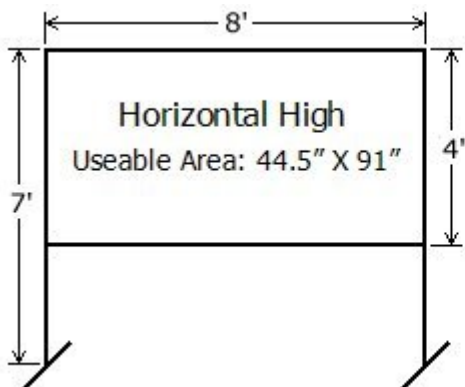
Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide. \*Horizontal High stands 7' and Horizontal Low stands 5'

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

Quantity	Item	Advance Price	Show Price	Total
_____	Horizontal High	\$ 154.00	\$ 194.00	= _____
_____	Horizontal Low	\$ 154.00	\$ 194.00	= _____
TOTAL THIS PAGE = _____				

(U.S. FUNDS)



**To receive the Advance Price, payment and orders must be received by Wednesday, October 1, 2014.**



# BOOTH CLEANING ORDER FORM (Page 14)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths, emptying of wastebaskets, **ARE NOT INCLUDED** in your space rental for this Convention.

If you would like this service, please complete this form and return to Curtin.

We require the following service:

	PRICE PER DAY PER BOOTH	X # DAYS	X BOOTHS*	= \$ TOTAL
<input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.	\$40.00	_____	_____	= _____
<input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.	\$40.00	_____	_____	= _____

TOTAL THIS PAGE = \_\_\_\_\_  
(U.S. FUNDS)

Detail special instructions:

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# DISPLAY LABOR ORDER FORM (Page 15)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**SET UP:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

**DISMANTLE:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

THE EXHIBIT CONSISTS OF \_\_\_\_\_ SHIPPING CASES (OR CRATES)  
(Please do not include cartons of literature or other items)

- ☐ Drawings, blue prints and photos are enclosed in case # \_\_\_\_\_.
- ☐ Drawings, blue prints and photos are enclosed with this order.

Please select one of the following installation choices:

☐ **YOU MAY PROCEED TO INSTALL:** Our representative will arrive later. If you direct us to proceed, we will attempt to start the set up of your exhibit as soon as it arrives at your booth space, and supervise its installation. \*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

☐ **APPROXIMATE STARTING TIME:** Do not proceed until our representative calls at the Curtin Service Desk at the show for labor at approximately:

Installation approximately Start Time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

☐ **DEFINITE STARTING TIME:** If you select a definite starting time, we will have the display persons available at the Curtin Service Desk. Labor charges will start at that time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Installation Starting time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

**Rates:** (One-hour minimum per display person. All labor subject to union contract changes.)

**Straight Time:** 8:00 AM to 4:30 PM weekdays

- Advance Price: \$124.00/hr. – Regular Price: \$149.00/hr.

**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays

- Advance Price: \$163.00/hr. – Regular Price: \$196.00/hr.

**Doubletime:** 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays

- Advance Price: \$202.00/hr. – Regular Price: \$242.00/hr.

\*Special instructions from the exhibitor: \_\_\_\_\_

TOTAL this page = \_\_\_\_\_ (US Funds)

**\*Advance price deadline: Wednesday, October 1, 2014 and Cancellation Policy: No Refunds or Credits issued after Tuesday, October 21, 2014.**

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Event/Convention CPTA 2014 Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs (too many words) most often are not read. People will NOT stand there to read a sign with heavy copy. Your message should ONLY include "highlight" wording to obtain interest.

The rates below are for signs prepared during the hours of 8:00 AM – 4:30 PM, Monday through Friday, excluding holidays. Prices are for signs with 10 words or less; additional copy will be charged at the rate of .75 cents per word. Cardboard easel backs are \$2.00 each. Banners/Logos/Multicolored will be quoted.

**SPECIAL NOTE:** Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

HORIZONTAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 10.55	\$ 12.80
	_____	22" X 28"	\$ 31.00	\$ 38.00
	_____	24" X 30"	\$ 38.00	\$ 46.50
	_____	28" X 44"	\$ 61.00	\$ 75.25

HORIZONTAL

VERTICAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 10.55	\$ 12.80
	_____	22" X 28"	\$ 31.00	\$ 38.00
	_____	24" X 30"	\$ 38.00	\$ 46.50
	_____	28" X 44"	\$ 61.00	\$ 75.25

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TOTAL this page = \_\_\_\_\_ (US Funds)

All signs are on white showcard. Please indicate the color of the letters:

☐ Blue    ☐ Red    ☐ Black    ☐ Easel Back

COPY: (Please print) \_\_\_\_\_

**\*To receive the Advance Price, payment and orders must be received by Wednesday October 1, 2014.  
Cancellation Policy:** No cancellations or refunds after the signage have been produced.

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Advance Shipments may begin arriving to the warehouse on **Monday, September 22, 2014**.

The **Material Handling Services Order Form and Payment** are due by **Tuesday, October 21, 2014**.  
If the **Material Handling Services Order Form and Payment** are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is **Tuesday, October 21, 2014, by 2pm**.

Shipments received after **Tuesday, October 21, 2014** will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to the Facility. Transit Charges will be determined at the time of the receipt of Late Freight.

### **Advance Warehouse Shipping Address**

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)  
FOR: CPTA 2014 Annual Conference  
C/O: YRC FREIGHT/Curtin Convention  
201 Haskins Way  
South San Francisco, California 94080

- DO NOT ADVANCE SHIP directly to the Facility prior to the show move-in date. Prior to this date, Curtin will not be available on-site to receive your shipment. Your shipment will be returned.
- All shipments should be insured by the Exhibitor from the time they leave his/her firm until they are returned from the show.
- Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments.
- Curtin will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. In all instances, Curtin's maximum limit of liability will be \$.30 per pound per article.
- Services such as erection, uncrating, unskidding, dismantling, crating, or skidding in booth, the following rates apply at a (1) hour minimum:

Material Handler:	\$149/per hour-Straight Time	\$163/per hour-Overtime
Forklift with Operator up to 4000lbs:	\$145/per hour-Straight Time	\$190/per hour-Overtime
Forklift with Operator up to 10,000lbs:	\$165/per hour-Straight Time	\$210/per hour-Overtime
Banding Steel:	Steel \$.60 per linear foot plus labor	

**Straight Time:** Monday through Friday 8 AM – 4:30 PM

**Overtime:** Monday through Friday, 8 AM, after 4:30 PM

**Double Time:** Any time Saturday, Sunday and Holidays.

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### **SERVICES INCLUDED IN RATES**

- Labor and equipment to unload shipment
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

### **RATE INSTRUCTIONS**

- For more cost-effective material handling, consider shipping all your materials in one shipment either crated or as a shrink-wrapped pallet.
- Advance Warehouse and Show-Site Shipments are offered at the same rate. Advance Warehouse shipments are recommended if time allows.
- 200 lb. minimum charge per shipment
- Weight is based on the incoming weight only and all weights are rounded up to the next CWT.
- Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached.
- No credits will be issued.
- Stated Rates apply to both Advance Warehouse and Show Site Shipments
- Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Facility Loading Dock during published move-in hours and move-out hours. CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and for Pick ups. Any Questions prior to move-in date, please contact CURTIN at (415) 883-7818.

Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate <b>\$141.00/cwt. roundtrip rate</b>	<b>REGULAR SHIPMENTS</b> rates apply to <u>crated</u> shipments arriving to Warehouse and/or Show Site via common carrier and requiring no special handling.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate <b>\$171.00/cwt. roundtrip rate</b>	<b>SPECIAL SHIPMENTS or SPECIAL CARRIER</b> – Rates apply to uncrated, unskidded, or wrapped shipments arriving to Warehouse and/or Show Site via common carrier and requiring special handling. Rates also apply to shipments arriving to the Warehouse and/or Show Site via special carrier which include FedEx, UPS, DHL, etc. due to their delivery procedures and documentation.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b>	<b>LATE SHIPMENTS</b> Shipments received at the warehouse after <u>Tuesday, October 21, 2014</u> will be charged a 25% surcharge plus a Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b>	<b>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT</b> Shipments received without the completed material handling services order form and payment will be charged at 25% surcharge.



# MATERIAL HANDLING SERVICES ORDER FORM (Page 19)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

<b>Convention Name: CPTA 2014 Annual Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Phone # of Local Representative:</b>	<b>No. of Total Pieces:</b>

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated shipments via common carrier to the advance warehouse.	\$141.00/cwt x _____lbs.	\$
<b>REGULAR SHIPMENTS TO SHOW SITE</b> Crated shipments via common carrier to the show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$141.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$171.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$171.00/cwt x _____lbs.	\$
<b>LATE SHIPMENTS</b> Shipments received at the warehouse after Tuesday, October 21, 2014. Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
-----------------------	-------------------



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# REFORWARDING INSTRUCTIONS – ORDER FORM (Page 20)

<b>Convention Name: CPTA 2014 Annual Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

## Reforwarding Instructions at End of Show

### OUTBOUND SHIPPING IS NOT AUTOMATIC

#### PLEASE READ THE INFORMATION BELOW AND COMPLETE THE FORM

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT.
- Exhibitors not using YRC FREIGHT must to arrange with a carrier to pickup materials at the Facility's Loading Area after **4:30 pm, Saturday, October 25, 2014.**
- All materials must be off the show floor by **6:30 pm, Saturday, October 25, 2014.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **6:30 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- CURTIN will count and ship pieces as we find the shipment in the booth upon removal.
- CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after they have been delivered to the booth or before we have picked up for loading out of exhibit area.
- At the close of the Show, where carriers fails to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.
- Method of Outbound Shipment (check one)

<b>YRC Freight</b> [ ]	<b>Air</b> [ ]	<b>Van Line</b> [ ]	<b>Other</b> _____	<b>Private Vehicle</b> [ ]
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>		<b>Number of Outbound Pieces:</b>		





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# SHIPPING LABELS FOR THE ADVANCE WAREHOUSE (Page 21)

- These labels are for your own convenience. Feel free to use your own shipping labels.

## Important Shipping Date for the Advance Warehouse:

- First Date Freight can arrive to the Advance Warehouse: **Monday, September 22, 2014**
- Last Date Freight can arrive to the Advance Warehouse: **Tuesday, October 21, 2014, by 2pm.**

## Instructions for using the shipping labels provided below:

- On the shipping label(s) in the area where "TO:" is indicated, write in your **Company Name and Booth #.**
- For your reference, make of copy of the completed shipping label(s).
- Cut the completed shipping label(s) out and securely affix the label(s) to your freight.

**TO:**

**Booth #:**

**FOR: CPTA 2014 Annual Conference  
C/O: YRC FREIGHT/Curtin Convention  
201 Haskins Way  
South San Francisco, California 94080**

**TO:**

**Booth #:**

**FOR: CPTA 2014 Annual Conference  
C/O: YRC FREIGHT/Curtin Convention  
201 Haskins Way  
South San Francisco, California 94080**



# EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM (Page 22)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
[www.curtinconvention.com](http://www.curtinconvention.com)

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## CPTA 2014 Annual Conference

If your company plans to use a sub-contractor other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be filled out completely and returned to Curtin no later than **14 days prior** to show opening date. Failure to do so will result in the inability of the contractor to serve your exhibit.

In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation, with coverage of \$1,000,000 valid in the city where the show will be held, to Curtin Convention & Exposition Services, Inc. **14 days prior to show opening.**

These requirements will be strictly enforced.

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibitor Contact (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sub-Contractor / Display House \_\_\_\_\_

Type of Work to Be Performed \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Emergency 24-Hour Telephone Number \_\_\_\_\_

Estimated Number of Workers \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_

Return this page completed, via fax to (415) 883-1755 or scan/email to [dianna@curtinconvention.com](mailto:dianna@curtinconvention.com).

### NOTES:

- No permission will be given to an Exhibitor Appointed Contractor for the performance of the following services: Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor Appointed Contractors must comply with Union Regulations and hire Union Personnel from the appropriate union that has jurisdiction in the Exhibit Area.

It is the responsibility of the Exhibiting Company to see that each representative of Exhibitor Appointed Contractors abides by the Official Rules and Regulations of the Event.

## Move-out Notice for Shipping



We get your show on the *Road* or in the *Air*

### YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground**, **Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

#### YRC Freight's Services Advantages:

##### **Time Critical - Any Need, Any Speed, Guaranteed.**

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

**Standard Ground** – The most reliable standard ground service in the Exhibit industry

**Caravan Service** – Conveniently transports your exhibit materials from show to show

**Any Size Shipment** – We have the ability to move everything from small packages to full truckloads at competitive prices

**Sealed Exhibit** – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

**World Class Customer Service** – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

**Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!**

Contact us at 1- 800-531-EXPO (3976), [yrcfreight.com](http://yrcfreight.com) or [exhibit.services@yrcfreight.com](mailto:exhibit.services@yrcfreight.com)



IS PROUD TO SERVE AS YOUR OFFICIAL AUDIO VISUAL PROVIDER FOR THE:  
2014 California Physical Therapy Association Annual Conference  
October 24 - 25, 2014 | Oakland Convention Center & Marriott Hotel | Oakland, CA



EXHIBITING COMPANY NAME:		BOOTH NUMBER:		BOOTH SIZE:	
EXHIBITING COMPANY ADDRESS:		(STREET ADDRESS)		(CITY)	(STATE) (ZIP CODE)
PRINT NAME:	SIGNATURE:		EMAIL ADDRESS:		
PHONE NUMBER:	EXTENSION:		FAX NUMBER:		
ON-SITE CONTACT NAME:			ON-SITE CONTACT CELL PHONE NUMBER:		
INSTALLATION DATE:	INSTALLATION TIME: 8AM – 10AM <input type="checkbox"/>		10AM – 12PM <input type="checkbox"/>	1PM – 3PM <input type="checkbox"/>	3PM – 5PM <input type="checkbox"/>
REMOVAL DATE:		REMOVAL TIME:			

METHOD OF PAYMENT

YOUR SIGNATURE BELOW WILL SIGNIFY ACCEPTANCE OF PRODUCTION STRATEGIES' TERMS AND CONDITIONS.

☐ CREDIT CARD Please complete the information requested below. ☐ American Express ☐ Visa ☐ MasterCard ☐ Discover ☐ COMPANY CHECK: Checks must be in U.S. denomination.  
Production Strategies Incorporated will use this authorization form to charge your credit card account before any work is actually performed.

ACCOUNT NUMBER:	EXP. DATE:	CVV NUMBER:	AUTHORIZED SIGNATURE:
CARD HOLDER NAME: (PLEASE PRINT)	CARD HOLDER E-MAIL ADDRESS:	CARD HOLDER PHONE NUMBER:	
CARD HOLDER BILLING ADDRESS:	(STREET ADDRESS)	(CITY)	(STATE) (ZIP CODE)

PAYMENT TERMS & CONDITIONS

**DEFINITIONS:** For purposes of this Contract, "PSI" means Production Strategies Incorporated. PSI and its respective employees, directors, officers, agents, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor and its respective employees, directors, officers, agents, affiliated companies, related entities, representatives and any Exhibitor Appointed Contractors ("EAC").

**PAYMENT TERMS:** Full payment is due at the time the order is placed, including any and all applicable taxes. All payments must be in U.S. funds and all checks must be drawn from a U.S. bank account. Orders received without advance payment or after the deadline date will incur additional After Deadline charges. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of PSI except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply to only Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery or electrical services. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to PSI's property. Exhibitor will notify PSI immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to the Exhibitor. If the Show or Event is canceled because of reasons beyond PSI's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. PSI will not issue refunds or concessions to the Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the staff of PSI, with any problems with any orders and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. For International Exhibitors, PSI requires a 100% prepayment on advance orders and any order or services placed at the show site must be paid at the show. Purchase orders are not considered payment. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA. In the event of any dispute between the Exhibitor and PSI relative to any loss, damage, or claim, the Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to PSI for its services, as an offset against the amount of any alleged loss or damage. PSI reserves the right to charge the Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that PSI may be obligated to pay on behalf of Exhibitor, including and without limitation to any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, PSI hereby provides notice that it reserves the right and Exhibitor authorizes PSI to continue to attempt to secure payment through that credit card for as long as there is an unpaid balance on the Exhibitor's account.

**INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless and defend PSI from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by PSI, but supervised by the Exhibitor. Furthermore, the Exhibitor's indemnification of PSI includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by the Facility or Show Management, and/or directing labor provided by PSI to work in a manner that violates any of the above rules, regulations, and/or ordinances.

**CANCELLATION POLICY:** The cancellation of rental equipment and services must be received in writing by PSI within a minimum of seventy-two (72) hours prior to delivery. If equipment and services have already been provided at the time of cancellation or the cancellation is within the seventy-two (72) hours of said delivery, no refund or concession will be issued by PSI to the Exhibiting Company named above.

**EARLY ORDER RATE:** Orders received and confirmed before the deadline will receive the show rate. The show rate is subject to a 20% increase on all equipment ordered after October 10, 2014 and will be considered an after deadline charge.

**COMPANY PRESENCE:** A representative from the company named above, must be in your booth to sign for delivery and the proper functionality of all equipment installed.

**VENUE CHARGES (if applicable):** Union Charges, carpenters, electricians, electrical charges, etc. will be billed and charged directly to Exhibiting Company. Electrical services are not included in equipment pricing.

Official Supplier for the California Physical Therapy Association's 2014 Annual Conference

EARLY ORDER DEADLINE DATE IS: October 10, 2014

NAME OF SHOW:

COMPANY NAME:

BOOTH NUMBER:



VIDEO EQUIPMENT & ACCESSORIES				CALCULATING YOUR ORDER	
Equipment & Description	Quantity	Show Rate	Total		
Dual-Post Black Monitor Stand w/ Shelf		\$100.00		Equipment Charge .....	
22" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Other: _____		\$150.00		Labor Charge ..... <b>\$100.00</b> (Includes: Delivery, Installation, Proper Operation, On-Site Support, Dismantle & Removal)	
27" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Other: _____		\$250.00		Additional Labor required for 60" Monitors and larger. (\$50) .....	
32" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/>		\$300.00		Total Charges .....	
40" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/>		\$400.00			
46" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/>		\$550.00			
60" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/>		\$650.00			
65" LED Monitor (16:9 / 1920 x 1080 Resolution) How will you be mounting this monitor? Table Top <input type="checkbox"/> Wall <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/>		\$900.00			
<b>VIDEO PLAYBACK SOURCE</b>					
DVD Player w/ Automatic Repeat		\$ 55.00			
Blu-Ray Player (Professional Grade w/ HDMI Output)		\$ 75.00			
<b>COMPUTER EQUIPMENT &amp; PERIPHERALS</b>					
HP Desktop Computer w/ Wired Keyboard, Mouse & 20" Screen (Specifications: 3.0 GHz, Windows XP, 2 GB RAM, 2 USB Ports, Built In CD/DVD-RW Drive.)		\$175.00			
HP ProBook Laptop (Specifications: Dual Core 3.1 GHz, 14" Screen, Windows 7, 4 GB RAM, VGA & HDMI Output, USB 2.0 & 3.0)		\$175.00			
Mac Mini Computer w/ Wired Keyboard, Mouse & 27" HD Screen (Specifications: 2.0 GHz Quad-Core Intel® i7 Processor, Lion OS, 8GB RAM, FireWire 800, 4 USB Ports, HDMI Output.)		\$275.00			
HP LaserJet Pro Printer (Monochrome) (Includes all cabling and one (1) ream of paper and replacement toner.)		\$65.00			
HP Color LaserJet Printer (Includes all cabling and one (1) ream of paper and replacement toner.)		\$85.00			
Wireless Keyboard & Mouse		\$50.00			
USB Keyboard & Mouse		\$30.00			
Desktop Speakers (Pair)		\$40.00			
<b>PRESENTATION EQUIPMENT</b>					
Tripod Screen w/ Black Skirt (Select one) 6' Width <input type="checkbox"/> 8' Width <input type="checkbox"/>		\$40.00			
3000 Lumen Projector (1024 x 768 Resolution)		\$225.00			
AV Cart w/ Black Skirt (Select one) 34" Height <input type="checkbox"/> 54" Height <input type="checkbox"/>		\$30.00			
<b>Quoted Additional Equipment</b>					



970 F. Street, Suite 20 | West Sacramento, CA | 95605

Phone: 916.457.6987 | Fax: 916.290.0431

**Please Submit Your Orders To:**[boothorder@productionstrategies.biz](mailto:boothorder@productionstrategies.biz) or**FAX your order to 916.290.0431****ATTN: Exhibitor Services****Your order will be processed and you will receive an order confirmation within two (2) business days.****PLEASE NOTE:**

\*Additional equipment and accessories are available upon request.

\* Equipment rentals are based on the full exhibiting dates and all payments must be made in advance in U.S. Funds.

\*PSI is NOT responsible for attaching the mounting hardware to the booth structure.

\*If you have any questions, concerns, or require further information about equipment not listed or need assistance in completing your order, please call an Exhibitor Services Representative at 916-457-6987.

**We look forward to serving you, your staff and your company at the event.****Official Supplier for the California Physical Therapy Association's 2014 Annual Conference****EARLY ORDER DEADLINE DATE IS: October 10, 2014**



## POP-UP REQUEST FORM



ITEM	PRICE	QTY	DAYS
Flipchart package with sticky pad	\$85.00		
Whiteboard Flipchart	\$75.00		
Projection support package	\$175.00		
Projection package including 4000 lumen projector	\$725.00		
60" Flat panel display	\$625.00		
Laptop	\$275.00		
Wireless slide advancer	\$60.00		
Wired microphone package including two speakers	\$410.00		
Wireless microphone package including two speakers	\$500.00		
Small computer speakers for a small meeting room	\$50.00		
Conference Telephone	\$350.00		
Extension cord and power-strip	\$35.00		
<b>***GuestTech Wireless internet connection</b>	<b>\$50.00</b>		
<b>***GuestTech Wired internet line</b>	<b>\$75.00</b>		
Black velour drape (per 10' panel)	\$180.00		
DVD/Blu-ray player	\$95.00		
16 channel audio mixer+ DELIVERY	\$250.00		
Digital Audio Recorder+ DELIVERY	\$350.00		

**\*\* THESE PRICES DO NOT INCLUDE LABOR/DELIVERY COSTS\*\***

All items subject to availability

Items requested onsite may be subject to additional charges due to labor/equipment availability

\*\*\*Internet service onsite is provided by Guesttek Services and is designed for basic email/web browsing. Any network customization including/but not limited to vlan creation, bandwidth allocation, private network access will require a minimum of 2 weeks notice.

ADD REQUESTED EQUIPMENT TO EXISTING AVMS ORDER:

ROOM NAME: \_\_\_\_\_ DATE \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

☐

YES

☐

NO

☐☐☐

TOTAL PRICE:

\_\_\_\_\_

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

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

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_





### Equipment Rental and Services Agreement (Form 1 of 2)

Items required	Description	Rental Cost	Total per Item (Items x Cost)
	225 amps, 3 phase (East/West Halls and Grand Ballroom only)	\$1,350.00/day	\$
	100 amp, 3 phase (Grand A, B, C, F, G, H only)	\$ 600.00/day	\$
	30 amps, single-phase (East/West Halls and Grand Ballroom only)	\$ 60.00/day	\$
	25' Extension Cord rental/(not returned)	\$ 5.00/\$10.00	\$
	50' Extension cord rental/(not returned)	\$ 7.00/\$15.00	\$
	Power Strip/(not returned)	\$ 10.00/\$15.00	\$
	Installing and taping cords (1 hour minimum)	\$ 45.00/hour	\$
	Adjusting Track Lighting (1 hour minimum)	\$ 45.00/hour	\$
	Hanging Banners	\$ 50.00/banner	\$
	Engineer assistance or consultation (1 hour minimum)	\$ 45.00/hour	\$
	Lock Change Out/Re-key Room	\$ 125.00/lock	\$
	Key deposit	\$ 50.00/key	\$
	Fire Extinguisher Rental (not returned)	\$ 25.00/\$100.00	\$
	Subtotal:		\$
	Service Charge:	23% (Taxable)	\$
	Sales Tax:	9%	\$
	Total:		\$

**\*\*All prices are subject to a 23% service charge and 9% California Sales Tax.**

**\*\* Please complete attached form along with credit card authorization form (form 2 of 2) for equipment rental charges.**

**\*\* Please email equipment rental information 14 days prior to the event.**

The Oakland Marriott City Center Hotel is pleased to provide you with the above equipment and/or services.  
Please sign below to indicate that you understand and agree that the above services have been rendered.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Name of Renter (Please Print)

\_\_\_\_\_  
Group Name/Company Name/Contact Phone Number

\_\_\_\_\_  
Booth Number/ Date of Rental

A signature below by an Oakland Marriott City Center Hotel Engineer will indicate that the equipment has been returned and/or services rendered.

\_\_\_\_\_  
Signature of Engineer/Date

\_\_\_\_\_  
Name of Engineer (Please Print)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please email forms to [palston@oaklandmarriott.com](mailto:palston@oaklandmarriott.com) or fax to 510-839-0677 Attention to Patrice Alston (CSM)**



**Oakland Marriott Convention Center Exhibit Form**

I, \_\_\_\_\_ will require use of a power drop during for my exhibitor booth during the California Physical Therapy Association show taking place October 23<sup>rd</sup> – 26<sup>th</sup> at the Oakland Marriott Convention Center. The starting price per power drop, per day is \$60.00++ (plus service and tax). Should multiple exhibitors require use of the same power drop, that exhibitor and myself will split the cost of the \$60.00++ per day.

Company Name: \_\_\_\_\_  
Exhibitor Booth: \_\_\_\_\_

(Form of payment must be received along form. CPTA to forward to Oakland Marriott Convention Center 3 weeks prior to start of show)

Please forward back to the attention of:  
Patrice Alston, Convention Services Manager, (510-466-6422)  
Oakland Marriott City Center  
1001 Broadway, Oakland, CA. 94607

**Note: Charges for room/tax or group deposits will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

**Hotel Use Only** – Deposit to be immediately charged for room/tax or group event: \$\_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card up to the "Maximum Amount" indicated above. You further acknowledge that all guest/group related charges (less Deposit) will be charged to the above credit card at the time of check-out or event conclusion.

Cardholder Signature:

Date:

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