



2015 KeHE Natural Fall Show  
September 9-10, 2015  
Long Beach Convention and Entertainment Center  
Long Beach, CA

Dear 2015 KeHE Natural Fall Show Exhibitor,

Thank you for joining us at the 2015 KeHE Natural Fall Show! The following is your Exhibitor Services Manual which includes all the necessary forms and information needed to ensure your successful participation in Long Beach, CA. As the main contact for this exhibiting company, you are the **sole representative** receiving the Exhibitor Services Manual. Please forward this manual to everyone on your team that may benefit from this information.

Please take the time to review this information and **pay special attention to the deadlines on the various order forms**. Ordering early will save you time and money. For your reference, each tabletop comes with the following furnishings:

**Full Tabletop Package**

- Company identification sign- 11"x 17" (All Caps)
- (1) 8' skirted table in champagne
- (2) chairs
- (1) wastebasket
- 24 hour Exhibit Hall security
- Please note that the Exhibit Hall will be carpeted in pepper carpet.

**Half Tabletop Package**

- Company identification sign- 11"x 17" (All Caps)
- (1) ½ - 8' skirted table (4' of space) in champagne
- (1) chair
- (1) wastebasket
- 24 hour Exhibit Hall security
- Please note that the Exhibit Hall will be carpeted in pepper carpet.

As the KeHE Show Management Team, we are here to assist you as you prepare for the 2015 KeHE Natural Fall Show. If you have any questions please feel free to call or email us for additional assistance. We look forward to seeing you in September!

Sincerely,

Laura Bott  
Exhibits Coordinator  
KeHE Show Management  
(800) 261-1599  
[NaturalShows@KeHE.com](mailto:NaturalShows@KeHE.com)



### Exhibit Hall Colors

Aisle carpet color: Pepper

**Aisle and booth carpet is provided and is pepper**

### Booth Package

Booth Package Includes:

- (1) 8'x30" Champagne Draped Table
- (1) Wastebasket
- (2) Slimline Chairs
- (1) 7" x 44" Booth ID Sign

### Exhibit Hall Hours

#### Exhibitor Move-In

Wednesday September 9, 2015 11:00 am - 5:00 pm

#### Show Hours

Thursday September 10, 2015 9:30 am - 4:30 pm

#### Exhibitor Move-Out

Thursday September 10, 2015 4:30 pm - 7:00 pm

### Dismantle

All Booths must be dismantled by Thursday, September 10, 2015 by 5:00 pm.

All carriers other than the official show carriers must check in at the freight desk by 5:30 pm on Thursday, September 10, 2015, otherwise exhibitor shipments will be subject to rerouting.

### Important Dates

#### Expedite Fees

*Graphics*

50% Expedite Fee if ordered after August 19, 2015.

100% Expedite Fee if ordered after August 26, 2015.

#### Cancellation Dates

*Graphics*

A 50% penalty is charged for cancellations after August 10, 2015 and prior to August 26, 2015.

*All Remaining Services* - Received on and after September 2, 2015 are subject to a charge of 50% or 100% of the order total depending on the service.



### Shipping Information

#### **Advance Receiving at the Warehouse**

- Shipments will be accepted between Monday, August 10, 2015 through Friday, September 4, 2015.
- Materials arriving between August 25, 2015 and September 4, 2015 will be received at the warehouse with an additional surcharge.
- Warehouse hours are 9:00 am - 3:00 pm Monday through Friday.
- Shipping labels are included in this service manual.

#### **Direct Shipment to Long Beach Convention Center**

Direct shipments must arrive at show-site beginning at 11:00 am on Wednesday, September 9, 2015 through Thursday, September 10, 2015. Shipping labels are included in this exhibitor service manual.

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

#### **Show Carrier:**

Common Carrier:

YRC Freight



## Important Dates

<input type="checkbox"/> Intent to Use EAC Notification Form	August 10, 2015
<input type="checkbox"/> The Expo Group Discount Deadline for All Order Forms	August 10, 2015
<input type="checkbox"/> Housing Deadline	August 11, 2015
<input type="checkbox"/> Sampling, Cooking, & Heating Form <b>*REQUIRED*</b>	August 15, 2015
<input type="checkbox"/> Registration Deadline	September 4, 2015

## Order services early and **SAVE!**

Complete & Submit Order Forms listed below before the Discount Deadline Date to take advantage of Advance Pricing.

### The Expo Group Order Forms

<input type="checkbox"/> Credit Card Authorization	<b>SUBMIT WITH FIRST ORDER</b>
<input type="checkbox"/> Terms and Conditions	<b>SUBMIT WITH FIRST ORDER</b>
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Furniture & Accessories	\$ _____
<input type="checkbox"/> Custom Furniture	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> TEG Supervised Labor	\$ _____
<input type="checkbox"/> Electrical Service	\$ _____

**Total Amount Due:** \$ \_\_\_\_\_



2015 KeHE Natural Fall Show  
September 9-10, 2015  
Long Beach Convention and Entertainment Center  
Long Beach, CA  
Schedule of Events

**Wednesday, September 9, 2015**

11:00 a.m. – 5:00 p.m.	Registration Open	Long Beach Convention Center
11:00 a.m. – 5:00 p.m.	Exhibits Set Up	Long Beach Convention Center
3:00 p.m. – 6:00 p.m.	Enhanced Educational Seminars	Long Beach Convention Center
6:30 p.m. - 8:00 p.m.	Retailer Appreciation Reception	Long Beach Convention Center

**Thursday, September 10, 2015**

7:00 a.m. – 4:00 p.m.	Registration Open	Long Beach Convention Center
7:00 a.m. – 5:00 p.m.	Luggage Storage	Long Beach Convention Center
7:30 a.m. – 9:00 a.m.	Breakfast	Long Beach Convention Center
8:30 a.m. – 9:15 a.m.	Featured Speaker: Bob Scowcroft	Long Beach Convention Center
9:30 a.m. – 4:30 p.m.	Exhibit Hall Open	Long Beach Convention Center
4:30 p.m. – 7:00 p.m.	Exhibits Tear Down	Long Beach Convention Center



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# **BADGE REGISTRATION NOTICE**

In order to enter the Exhibit Hall, you will have to register for badges. Please register ahead of time to decrease your wait at the Registration Desk onsite.

Exhibitors: <https://www.exhibitorresources.net/KEHE1509/>

Brokers: <https://www.showreg.net/KEHE1509/broker/login.asp>

Please note you will need your password to register. If you have any questions or concerns when registering, please email:  
[KeHE@showcare.com](mailto:KeHE@showcare.com) or [NaturalShows@KeHE.com](mailto:NaturalShows@KeHE.com)

**The Deadline for Badge Registration is**  
**Friday, September 4, 2015.**



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# **HOUSING NOTICE**

KeHE has just opened a block of exhibitor rooms at the headquarters hotel, **the Hyatt Regency Long Beach** at a special, discounted rate of **\$165.00 per night(+)**. Please [click here](#) to make your room reservations or call (888) 421-1442 and mention the KeHE Natural Fall Show to receive the discounted rate.

Additionally, exhibitors and brokers still have the option to stay at the **Renaissance Long Beach Hotel** at a special, discounted rate of **\$169.00 per night(+)**. *Please note that there is very limited availability at this property.* Please [click here](#) to make your room reservations or call 562-437-5900 and mention the KeHE Natural Fall Show to receive the discounted rate.

If you have any questions or concerns when booking your housing, please email [KeHEshowhousing@KeHE.com](mailto:KeHEshowhousing@KeHE.com).

**The Deadline to book your hotel reservations is**  
**Tuesday, August 18, 2015.**



### Choice of Destination

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

### Why Ship to the Warehouse?

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

### What do I Need to do To Ship to The Warehouse?

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

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

### Why Ship Direct?

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

### What to do for Direct Shipments?

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

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

### Outbound Shipments

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

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





### Shipping Information

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

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

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

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

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

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

### Weight Verification

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

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

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

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

Where certified weight tickets are not provided, receivers estimates of weight will prevail.

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

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

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
Log on to **cyberservices™** at [www.theexpogroup.com](http://www.theexpogroup.com)

### Advance Shipments to Warehouse

Advance Shipments Deadline Date:  
September 4, 2015

**To: (exhibiting company name and booth #)**

**For: 2015 KeHE Natural Fall Show**

**c/o: The Expo Group**

**YRC**

**15400 S. Main Street**

**Gardena, CA 90248**

### • Receiving Information

Advance shipments are accepted from:

- August 10, 2015 to September 4, 2015
- Any shipment arriving prior to August 10, 2015 will be charged an additional fee.  
(see Material Handling rates)
- Any shipment arriving after August 24, 2015 will be subject to a surcharge (please refer to Material Handling Rates for these fees).

### Direct Shipments to Show Site

First Day of Direct Shipments: September 9, 2015

**To: (exhibiting company name and booth #)**

**For: KeHE Natural Fall Show**

**c/o: The Expo Group**

**Long Beach Convention Center - Hall B**

**300 E. Ocean Blvd.**

**Long Beach, CA 90802**

### • Receiving Information

Direct shipments will be accepted from:

- September 9, 2015 beginning at 11:00am to September 10, 2015
- Unfortunately, early shipments cannot be accepted.

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

<b>Company Information</b>	Exhibiting Company: _____ Booth Number: _____
	Contact Name at Exhibiting Company: _____
	Telephone Number: (____) _____ - _____ Fax Number: (____) _____ - _____
	Corporate Name: _____
	What are the least number of work days to erect your booth? _____

<b>Shipping Information</b>	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where material will be shipped)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: (____) _____ - _____
	Date Shipment being sent: ____/____/____ Intended/Expected arrival date: ____/____/____
	Material being shipped to: <i>(Circle one)</i> Warehouse Direct to Convention facility
	If using a Customs or International forwarder, please print name: _____
	Phone Number: _____ Fax Number: _____

<b>Transportation</b>	Shipped via: <i>(Circle one)</i> Common Carrier Van Line Private Vehicle Air Freight Other: _____
	Mobile Units _____
	List Carrier Name(s): _____ _____ _____
	<b>Number of Pieces to be shipped:</b> _____
	<b>Largest Piece:</b> Size _____ Weight _____
	<b>Type of Packing:</b> Crated _____ Uncrated _____
	Machinery _____ Misc. _____
	<b>Estimated Total Weight of Booth</b> _____

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

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

THE **EXPO** GROUP

**Warehouse Shipments**  
***EXHIBIT MATERIAL***

To: \_\_\_\_\_  
(EXHIBITOR)  
\_\_\_\_\_  
(BOOTH #)

c/o THE EXPO GROUP  
YRC  
15400 S. Main St.  
Gardena, CA 90248

Name of Convention:  
**2015 KeHE Natural Fall Show**  
  
**Must Arrive by September 4, 2015**

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after August 24, 2015  
will be subject to a surcharge.**

THE **EXPO** GROUP

**Warehouse Shipments**  
***EXHIBIT MATERIAL***

To: \_\_\_\_\_  
(EXHIBITOR)  
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(BOOTH #)

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THE **EXPO** GROUP

**Warehouse Shipments**  
***FROZEN ITEMS***

***EXHIBIT MATERIAL***

---

c/o THE EXPO GROUP  
YRC  
15400 S. Main Street  
Gardena, CA 90248

Name of Convention:  
KeHE Natural Fall Show 2015  
  
Must Arrive September 8, 2015

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

Refrigerated and Frozen materials being shipped to  
the advanced warehouse must arrive on  
September 8, 2015.

THE **EXPO** GROUP

**Warehouse Shipments**  
***FROZEN ITEMS***

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THE **EXPO** GROUP

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***REFRIGERATED ITEMS***  
***EXHIBIT MATERIAL***

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\_\_\_\_\_  
(BOOTH #)  
Long Beach Convention Center - Hall B  
c/o THE EXPO GROUP  
300 E. Ocean Blvd.  
Long Beach, CA 90802

Name of Convention:

2015 KeHE Natural Fall Show

Do Not Deliver Prior to September 9, 2015

Carrier: \_\_\_\_\_ No Pieces: \_\_\_\_\_

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**Exhibit Services**  
Reliable trade show shipping services





### The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered.®**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





2015 KeHE Natural Fall Show  
September 9-10, 2015  
Long Beach Convention and Entertainment Center  
Long Beach, CA

# **FOOD SAMPLING NOTICE**

Sample Sizes on the show floor must not exceed 2 oz.  
Cooking and heating on the show floor will be permitted,  
as long as it does not create smoke.

**All Exhibitors who plan to sample any food item  
MUST fill out the KeHE Sampling/Cooking & Heating  
Form**

**\* Due: Wednesday, August 12**

**\*This form is NOT just for exhibitors who are  
cooking or heating product in the Exhibit Hall,  
this is required for all exhibitors who plan on  
sampling food or beverages.**

For specific inquiries, please contact Show Management- **Lauren Alexander**  
([LAlexander@SmithBucklin.com](mailto:LAlexander@SmithBucklin.com)).

## **Guidelines for Food and Beverage Sampling**

### **Long Beach Convention Center**

Catering Services  
300 E Ocean Blvd  
Long Beach, Ca 90802

#### **Food and NA Beverage Sampling Terms:**

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All Items are limited to sample size and must be distributed from exhibit location
  - a. Beverage samples are limited to a maximum of two fluid ounces of product
  - b. Food Items are limited to "Bite Size" portions of 1 oz.
  - c. Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) must be purchased through Catering Services.
  - d. Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger portions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
  - e. Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
3. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and naming SAVOR, the City of Long Beach and the Long Beach Convention Center as additional Insured.
4. Exhibiting firm or show management must also obtain a Health Permit from the Health Department.
5. Exhibiting firms are not authorized to sell any food or beverage items.

#### **Alcohol Sampling Terms:**

1. All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm.
2. Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a California Licensed Distributor.
3. Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any leftover product will be inventoried to figure total consumption.
4. Exhibiting firms dispensing alcohol must contract a Catering Service Bartender. Catering Services Bartenders are required to pour all alcoholic beverages.
5. Alcohol Sample sizes are limited to the following:
  - a. Liquor: 1/2oz
  - b. Wine: 1oz
  - c. Beer: 2oz
6. Corkage Fees (*based on consumption*):
  - a. Wine 750ml: \$15.00++ per bottle
  - b. Beer 12oz: \$ 4.50++ per bottle
  - c. Beer Keg: \$475.00++ per keg
  - d. Liquor 750ml: \$100.00++per bottle
  - e. Liquor 1 Liter: \$125.00++ per bottle
7. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and

- naming SAVOR, the City of Long Beach and the Long Beach Convention Center as additional Insured.
8. Exhibiting firm or show management must also obtain a Health Permit from Health Department.
  9. Exhibiting firms are not authorized to sell any food or beverage items

### **Food and Beverage Sampling Shipping and Storage Guidelines:**

1. All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
2. All Alcoholic Beverages must be delivered and picked up by a California Licensed Distributor.
3. Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
  - a. Exhibiting Firms must make storage arrangements with Catering Services at least 30 days prior to event in order to ensure space availability.
  - b. All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
  - c. Catering Services warehouse hours are Monday through Friday 8am-4pm.
  - d. Catering Services Warehouse Address:

**SAVOR at the Long Beach Convention Center**  
**300 E. Ocean Blvd**  
**Long Beach, Ca 90802**  
**ATTN: (sales manager's name)**

- e. When shipping product to the Catering Services Warehouse, please include the following information on all boxes:
  - i. Item Description
  - ii. Dry, Refrigerated, or Freezer Storage
  - iii. Name of Show and Exhibiting Firm
  - iv. Catering Services Sales Managers name
  - v. Number of total boxes (i.e., 1 of 10)
- f. Prior to shipping your product, please inform your sales manager of the following:
  - i. What date you expect your shipment to arrive at the Long Beach Convention Center.
  - ii. How many total boxes are you shipping, and what size are they?
  - iii. How many total pallets?
  - iv. How are we to store your product? Dry, Refrigerated, or Freezer.

### **Kitchen Prep Guidelines:**

Catering Services can provide Kitchen preparation services to assist exhibiting firm's food and beverage sampling needs. Kitchen preparation needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.

1. The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.
  - a. Complete recipe list submitted in writing to Catering Services Sales Office. Your recipe notes must include:
    - i. Complete recipe and preparation instructions, calculated into institutional sizes.
    - ii. Quantity of product to be prepared by Catering Services
    - iii. A list/quantity of all products from recipe that the exhibiting firm will be providing. (*Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.*)
    - iv. A list/quantity of all Catering Services provided items.
    - v. Time(s) and quantities for the kitchen prepared product to be sent to a booth?

*(a \$50.00+ delivery fee will apply for each delivery)*

vi. A description of any special instructions that may be needed. (i.e., how should product be served/displayed, portioned, etc)

vii. A list of all miscellaneous serving supplies Catering Services has to provide. (i.e., utensils, chafers, bowls, plates, etc. See Booth Supplies/Rental Equipment for pricing). *Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*

### **Food and Beverage Sampling/Kitchen Prep Fee's**

- Storage/Handling Fees *(product shipped in lesser quantities will be pro rated based on the following fees):* \$250.00+ per pallet, per day: dry storage
- \$375.00+ per pallet, per day: refrigerated storage
- \$500.00+ per pallet, per day: freezer storage

### **Labor Fee's:**

- Delivery fee: \$50.00++, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: \$160.00+ (4 hour minimum)/ \$40.00++ each additional hour
- Chef Attendant/Kitchen Prep Fee: \$160.00+(4 hour minimum)/ \$40.00++ each additional hour
- Chef Consultation Fee: \$200.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: \$160.00+ (4 hour minimum)/ \$40.00++ each additional hour

**TEMPORARY FOOD BOOTHS AND/OR FOOD SAMPLING INVOLVING PREPARATION:** A copy of Long Beach Health Permit is required along with the signed Agreement. *You may contact Claro Rufo at (562)-570-4142 to obtain a temporary health permit for this event.* PLEASE NOTE THAT THIS IS REQUIRED FROM ALL EXHIBITORS THAT WILL BE DISTRIBUTING FOOD SAMPLES IN AN EVENT OR SHOW THAT IS OPEN TO THE PUBLIC

SAMPLE ITEMS AND DESCRIPTION:

ELECTRICAL REQUIREMENTS:

Please consult show decorators regarding your electrical requirements associated with your equipment.

### **HOLD HARMLESS – INDEMNIFICATION:**

\_\_\_\_\_ agrees to indemnify, defend and hold SMG Food and Beverage, LLC harmless against all claims, actions or causes of action, liabilities, including attorney's fees and costs arising from the defense of any claim, action, cause of action or liabilities arising out of or resulting from any act taken or committed by \_\_\_\_\_ pursuant to performance of each party's obligations hereunder.

**DATES:** This agreement is valid only for \_\_\_\_\_

**LOCATION:** Limited Area of Service \_\_\_\_\_

\_\_\_\_\_  
**Signed (Client) Date**

**Business Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_



2015 KeHE Natural Fall Show  
September 9-10, 2015  
Long Beach Convention and Entertainment Center  
Long Beach, CA

**2015 KEHE NATURAL FALL SHOW**  
**FOOD COOKING/HEATING FORM**

**Return form to Laura Bott, fax: 312.644.0575 email: [NaturalShows@KeHE.com](mailto:NaturalShows@KeHE.com) or [LBott@SmithBucklin.com](mailto:LBott@SmithBucklin.com).**

**DEADLINE DATE: Wednesday, August 19**

Company (Booth Sign Name): \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**COOKING, HEATING OR ELECTRICAL EQUIPMENT SPECIFICATIONS:**

**Please list what food/beverage items you will be cooking/heating below:**

\_\_\_\_\_  
Please list equipment to be used below:

**\* Note: Due to building regulations, no open flames are allowed. Sterno flames are NOT considered open flame.**

What food item will you be cooking or heating? \_\_\_\_\_

Will you be frying any food? (Circle one)      Yes      No

If 'Yes', please provide exact quantities of oil used in your preparations for each piece of equipment:

**\*Note: You will be required to dispose of used oil every day and clean your cooking equipment at the show clean-up area.**

This form will be forwarded to the Long Beach, CA Fire Marshal for equipment approval. Should a problem or other special need arise, Show Management will notify you of the problem, provided that Show Management receives notification of it from the Long Beach Fire Marshal or Health Department's office.

**KEHE SHOW MANAGEMENT RESERVES THE RIGHT TO REMOVE OR ALTER ANY EXHIBIT WHICH DOES NOT COMPLY WITH THE COOKING REGULATIONS.**

**\*\*Fire Safety Regulations**

The exhibitor assumes all responsibility for compliance with local, city and state safety, fire and health ordinances covering installation and operation of equipment. All display or exhibit materials and equipment must be properly located and protected by safety barriers and fireproofed to prevent fire hazards or personal accidents to spectators.

**\*\*Cooking Regulations**

- No combustible oils, bottled gases, or open flames of any kind will be allowed in the Exhibit Hall. Sternos are permitted.
- Any exhibitor using heat-producing equipment must provide ventilation, safety equipment, proper insulation and utility connections meeting all local fire regulations. The Fire Marshal and Show Management will check each booth that is cooking for proper fire regulations.
- Fire regulations prohibit the use of paper, crepe paper, corrugated paper, oil cloth, tar paper, nylon, plastic, un-coated cardboard, untreated wood and any other combustible or flammable materials for the decorating of an exhibit space.
- No cooking or heating appliances which are in use may be left unattended in an exhibit booth for any period of time.
- A minimum of two (2') feet must be kept between all cooking devices and all combustible materials.
- **Please note that all exhibitors using cooking equipment will be required to obtain a rider on their insurance, and will be required to show proof of insurance before set-up. To be named on the rider: KeHE Distributors, SmithBucklin (Show Management), The Expo Group and The Long Beach Convention & Entertainment Center.**

**\*\*KeHE Show Management reserves the right to remove or alter any exhibit that does not comply with the above regulations.**



Exhibitor:	Event Name:
Mailing Address:	Booth Number:
City, State, Zip:	Date of Service: Time:
Phone: Cell:	Contact Person:
Fax:	Email Address:

Please complete and return via fax to 562.499.7532. Filling out a separate form for each date of service is requested. A 15% Late Order Fee will be applied to all orders within 10 days of the show. A \$50.00 labor charge will be assessed to any orders less than \$550.00. No outside food and beverage permitted.  
All prices subject to change.

<u>Item</u>	<u>Quantity</u>		<u>Price</u>		<u>Total</u>
<b><u>Breakfast Items</u></b>					
Assorted Breads and Pastries	_____	dz. x	\$38.00	=	_____
Bagels & Cream Cheese	_____	dz. x	\$40.00	=	_____
Assorted Muffins	_____	dz. x	\$36.00	=	_____
Large Butter Croissants	_____	dz. x	\$38.00	=	_____
Assorted Doughnuts	_____	dz. x	\$36.00	=	_____
Assorted Biscotti	_____	dz. x	\$32.00	=	_____
Fruit and Yogurt Parfait	_____	ea. x	\$5.75	=	_____
Breakfast Sandwiches	_____	ea. x	\$8.75	=	_____
Baja Breakfast Burritos	_____	ea. x	\$8.75	=	_____
<b><u>Express Boxed Lunch</u></b>					
Chicken Caesar Wrap	_____	ea. x	\$23.00	=	_____
California Strawberry Grilled Chicken Breast Salad	_____	ea. x	\$26.00	=	_____
Deli Selection (Turkey, Ham, Roast Beef, Chicken Salad, Veggie)	_____	ea. x	\$22.00	=	_____
Mediterranean Greek Salad	_____	ea. x	\$18.00	=	_____
Turkey Club	_____	ea. x	\$25.00	=	_____
<b><u>Specialty Platters (Serves 50 People)</u></b>					
Imported & Domestic Cheese Display	_____	ea. x	\$325.00	=	_____
Farmers Market Fresh Sliced Fruit	_____	ea. x	\$300.00	=	_____
Charcuterie Board	_____	ea. x	\$300.00	=	_____
Grilled Vegetable Display	_____	ea. x	\$300.00	=	_____
Deluxe Crudite Assortment	_____	ea. x	\$300.00	=	_____
<b><u>Beverage &amp; Snack Equipment</u></b>					
*Antique Popcorn Machine (125 Servings)	_____	ea. x	\$390.00	=	_____
Popcorn - Additional 125 Servings	_____	ea. x	\$200.00	=	_____
Extended Service	_____	hr. x	\$31.25	=	_____

**Crowd Favorites**

Gourmet Soft Pretzels	_____	dz.	x	\$46.00	=	_____
Chocolate Covered Strawberries	_____	dz.	x	\$45.00	=	_____
Ice Cream Bars (125 servings)	_____		x	\$500.00	=	_____
20 lb Bag of Ice	_____	ea.	x	\$20.00	=	_____

**Beverages**

Assorted Canned Pepsi Drinks (Reg & Diet )	_____	ea.	x	\$3.50	=	_____
Dasani Bottled Water	_____	ea.	x	\$4.00	=	_____
Bottled Mineral Water	_____	ea.	x	\$4.00	=	_____
Assorted Fruit Juice	_____	ea.	x	\$4.00	=	_____
Energy Drinks (Rockstar)	_____	ea.	x	\$5.00	=	_____
Starbucks Coffee (Reg or Decaf)	_____	gal.	x	\$59.00	=	_____
Tazo Tea by Starbucks	_____	gal.	x	\$59.00	=	_____
Freshly squeezed Orange or Grapefruit Juice	_____	gal.	x	\$45.00	=	_____
Fruit Punch	_____	gal.	x	\$40.00	=	_____
Iced Tea or Lemonade	_____	gal.	x	\$40.00	=	_____
Ambient Spring Water Kit (5 gallons)	_____	ea.	x	\$95.00	=	_____
Hot and Cold Spring Water Kit (5 gallons)	_____	ea.	x	\$125.00	=	_____
Show Special: Water Kit and Coffee	_____	ea.	x	\$230.00	=	_____
Show Special: Water Kit and Refill	_____	ea.	x	\$185.00	=	_____

**Bar**

Domestic Beer by the Case						
Brand: _____	_____	cs.	x	\$132.00	=	_____
Imported Beer by the Case						
Brand: _____	_____	cs.	x	\$156.00	=	_____
Domestic Beer Keg						
Brand: _____	_____	cs.	x	\$750.00	=	_____
Imported Beer Keg						
Brand: _____	_____	cs.	x	\$950.00	=	_____

**Services and Fees**

Bartender Fee	_____	cs.	x	\$160.00	=	_____
Delivery Fee	_____	cs.	x	\$50.00	=	_____
*Requires an Attendant for 4 Hours of Service	_____	ea.	x	\$160.00	=	_____

***All orders for alcohol require a Bartender Fee.***

Subtotal = \_\_\_\_\_

**Special Notes:**

*All items are subject to a 22% taxable service charge and applicable sales tax. After receipt of this form, a Food Beverage Contract and Sales Order (s) will be sent for a signature to confirm your catering requirements*

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**Payment Information**

Please circle type of card:                      Visa                      Mastercard                      American Express

Card Number:

3 or 4 Digit Security Code:                      Exp. Date:

Name on Card:

Signature:

Billing Address:

Amount :

**Please Note:**

I UNDERSTAND THAT MY CREDIT CARD WILL BE CHARGED IN FULL

Payment by credit card for Event charges in excess of \$25,000 will be subjected to a 3% convenience fee

Cardholder's Signature:

Date:

3/3/2015

## TIME IS MONEY.

## SAVE TIME...SAVE MONEY

The Expo Group *Cyberservices™* makes it even easier to order exhibitor services. Save time by doing it online – our secure e-commerce site helps you stay organized without piles of paper forms to fill in manually. *Cyberservices™* is a real-time informational resource where you can place and review service orders around the clock.



### ON THEEXPOGROUP.COM YOU CAN:

- Order all exhibit services
- Check status of freight shipments
- View the current show floorplan
- See an account summary of all services ordered
- Review important dates and deadlines
- Connect to your Personal Account Manager

### GET STARTED NOW!

Log on to [www.theexpogroup.com/cyberservices](http://www.theexpogroup.com/cyberservices) with the show ID and password you received via email.

Dear Exhibitor:

The Expo Group is proud to be the general service contractor for the 2015 KeHE Natural Fall Show. We are your Single Source Solution® for all services you will need to exhibit. This means that you have One Contact, One Discount Deadline, and One Invoice for your show!

You are welcome to order via mail, fax or online. Our secure e-commerce website, *cyberservices™*, is easy to use and contains useful tools throughout the exhibition process such as contact information and Instant Freight Updates. All services can be ordered online in one place, and because it is an online application, you can access your account 24/7 from any Internet-enabled device.

You also will be assigned one personal contact, your Customer Account Manager, to work with before, during and after the show.

Please add the deadline date for advance pricing, **August 10, 2015**, to your calendar so you can take advantage of the savings afforded to you only by The Expo Group.

All of us look forward to working with you on a successful and enjoyable show. Please contact me if you have any questions or would like additional guidance in ordering.

Lexi Littleton  
Team Leader  
972-580-9000 ext. 1420  
alittleton@theexpogroup.com



### Exhibit Hall Colors

Aisle carpet color: Pepper

**Aisle and booth carpet is provided and is pepper**

### Booth Package

Booth Package Includes:

- (1) 8'x30" Champagne Draped Table
- (1) Wastebasket
- (2) Slimline Chairs
- (1) 7" x 44" Booth ID Sign

### Exhibit Hall Hours

#### Exhibitor Move-In

Wednesday September 9, 2015 11:00 am - 5:00 pm

#### Show Hours

Thursday September 10, 2015 9:30 am - 4:30 pm

#### Exhibitor Move-Out

Thursday September 10, 2015 4:30 pm - 7:00 pm

### Dismantle

All Booths must be dismantled by Thursday, September 10, 2015 by 5:00 pm.

All carriers other than the official show carriers must check in at the freight desk by 5:30 pm on Thursday, September 10, 2015, otherwise exhibitor shipments will be subject to rerouting.

### Important Dates

#### Expedite Fees

*Graphics*

50% Expedite Fee if ordered after August 19, 2015.

100% Expedite Fee if ordered after August 26, 2015.

#### Cancellation Dates

*Graphics*

A 50% penalty is charged for cancellations after August 10, 2015 and prior to August 26, 2015.

*All Remaining Services* - Received on and after September 2, 2015 are subject to a charge of 50% or 100% of the order total depending on the service.



### Shipping Information

#### **Advance Receiving at the Warehouse**

- Shipments will be accepted between Monday, August 10, 2015 through Friday, September 4, 2015.
- Materials arriving between August 25, 2015 and September 4, 2015 will be received at the warehouse with an additional surcharge.
- Warehouse hours are 9:00 am - 3:00 pm Monday through Friday.
- Shipping labels are included in this service manual.

#### **Direct Shipment to Long Beach Convention Center**

Direct shipments must arrive at show-site beginning at 11:00 am on Wednesday, September 9, 2015 through Thursday, September 10, 2015. Shipping labels are included in this exhibitor service manual.

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

#### **Show Carrier:**

Common Carrier:

YRC Freight



## Order services early and SAVE!

Complete & Submit the Order Forms listed below before the Discount Deadline Date to take advantage of Advance Pricing.

### The Expo Group Order Forms

Form Name	Order Total
<input type="checkbox"/> Exhibitor Data	<b>SUBMIT WITH FIRST ORDER</b>
<input type="checkbox"/> Credit Card Authorization	<b>SUBMIT WITH FIRST ORDER</b>
<input type="checkbox"/> Terms and Conditions	<b>SUBMIT WITH FIRST ORDER</b>
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Furniture & Accessories	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> TEG Supervised Labor	\$ _____
<input type="checkbox"/> Electrical Service	\$ _____

**Total Amount Due:** \$ \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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

### Your Booth

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

### In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.
- Donate booth materials to local charities or schools. Some organizers have show-wide programs for this effort.

### Shipping Your Booth

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



5931 West Campus Circle Drive, Irving, Texas 75063  
 Phone: (972) 580-9000 Fax: (972) 465-1144  
 Log on to **cyberservices™** at **www.theexpogroup.com**

2015 KeHE Natural Fall Show  
 September 10, 2015  
 Long Beach Convention Center  
 Long Beach, CA

**Discount Deadline:**  
**August 10, 2015**

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

### Company Information

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Website: \_\_\_\_\_

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

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

### Personal Information

#### Pre-Show

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Cell Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### On-Site

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Cell Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Onsite Contact Person's Hotel: \_\_\_\_\_  
 Date of Arrival: \_\_\_\_\_  
 Date of Departure: \_\_\_\_\_

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

### Booth Information

Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet.

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
Log on to **cyberservices™** at **www.theexpogroup.com**

2015 KeHE Natural Fall Show  
September 10, 2015  
Long Beach Convention Center  
Long Beach, CA

**Discount Deadline:**  
**August 10, 2015**

### Payment Options

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

#### • Payment by Credit Card

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

#### • Payment by Company Check

Please mail your check along with your order forms to The Expo Group. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

#### • Payment by Wire Transfer

Please contact The Expo Group directly for wire payment details.

#### • Payment by Third Party

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

#### • International Exhibitors

International exhibitors must make payment to The Expo Group for all amounts due in U.S. funds prior to show closing.

### Payment Policy

#### • General

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

#### • Tax Exempt Status

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

#### • Credits for Billing Discrepancies

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

#### • Advance Pricing

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

#### • Standard Pricing

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

#### • Cancellations of Items or Services

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

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

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

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

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



**Required-please submit with first order**

### Exhibiting Company Information

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

### Credit Card Payment

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

### Credit Card Authorization

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

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

#### Card Type

☐ American Express ☐ Visa ® ☐ MasterCard ® ☐ Discover ® ☐ Debit Card

#### Credit Card Number

--	--	--	--

#### Expiration Date

--

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE EMAIL

( )

**PLEASE SIGN**

X \_\_\_\_\_



## 2015 KeHE Natural Fall Show September 10, 2015 Long Beach Convention Center Long Beach, CA

## Terms & Conditions

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
Log on to **cyberservices™** at **www.theexpogroup.com**

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

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

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

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

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

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

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

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

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

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be

waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

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

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

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

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

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

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

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

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

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

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

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

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

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

Authorizer's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





Submit by Discount Deadline Date

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
**Third Party Info:** Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 Website: \_\_\_\_\_

### Third Party Payment Policy

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

### Services to be invoiced to Third Party

- ☐ All The Expo Group Services
 ☐ Furniture/Carpet
 ☐ Forklift Labor
 ☐ Booth Labor
 ☐ Material Handling  
☐ Hanging Signs Labor
 ☐ Air Freight Services
 ☐ Ground Transport
 ☐ International Services
 ☐ Booth Cleaning/Porter  
☐ Other \_\_\_\_\_

### Card Type

- ☐ American Express
 ☐ Visa®
 ☐ MasterCard®
 ☐ Discover®
 ☐ Debit Card

### Credit Card Number

### Expiration Date

--	--	--	--	--

Third Party Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Card Holder's Name  
(Please Print)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**PLEASE SIGN**

X \_\_\_\_\_

### Acknowledgement by Exhibiting Company

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

**PLEASE SIGN**

X \_\_\_\_\_



2015 KeHE Natural Fall Show  
September 10, 2015  
Long Beach Convention Center  
Long Beach, CA

## EAC Requirements

5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
Log on to **cyberservices™** at **www.theexpogroup.com**

**Submit by Discount Deadline Date**

EAC Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

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

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

Official Show Contractors:

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

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

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

The contractor hired by the exhibitor must:

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

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form. INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

**Acknowledged and agreed to by:**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_  
Service to be Performed: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contractor Telephone: (\_\_\_\_) \_\_\_\_\_ Contractor Fax: (\_\_\_\_) \_\_\_\_\_

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

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Submit by Discount Deadline Date

**Exhibitor Appointed Contractor (EAC) Access to the Show Floor.** Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization Form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance.** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group L.P.**

**ORGANIZER**

**FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)**

The insurance form must list as the Certificate Holder:

The Expo Group L.P.

5931 West Campus Circle Drive, Irving, Texas 75063

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

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

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group L.P.**

**ORGANIZER**

**FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)**

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

**Workers' Compensation Insurance.** Each EAC shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease – Each Employee \$1,000,000

Disease – Policy Limit \$1,000,000

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

Combined Single Limit \$1,000,000

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

Name of Exhibitor Appointed Contractor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

By (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



<b>CERTIFICATE OF LIABILITY INSURANCE</b>						<b>DATE (MM/DD/YYYY)</b> 00/00/0000	
PRODUCER (000) 000-0000 FAX <b>AGENTS NAME</b> <b>AGENTS ADDRESS</b>				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <b>INSURERS AFFORDING COVERAGE</b> <b>NAIC #</b>			
<b>INSURED YOUR COMPANY NAME</b> <b>YOUR COMPANY ADDRESS</b>  <b>EAC FOR:</b>				INSURER A:			
				INSURER B:			
				INSURER C:			
				INSURER D:			
				INSURER E:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE      \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 500,000 MED EXP (Any one person)      \$ 5,000 PERSONAL & ADV INJURY      \$ 1,000,000 GENERAL AGGREGATE      \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000	
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Ea accident)      \$ 1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$	
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION      \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE      \$ 1,000,000 AGGREGATE      \$ 1,000,000 \$ \$ \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?  If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	X	WC STATU- TORY LIMITS      OTH \$ ER E.L. EACH ACCIDENT      \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE      \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS <b>ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:</b>							

<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>	
The Expo Group 5931 West Campus Circle Dr. Irving, TX 75063		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
		AUTHORIZED REPRESENTATIVE	



Submit by Discount Deadline Date

## Exhibitor Appointed Contractor (EAC) Work Authorization Form

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

**NOTE: Exhibitor will be charged \$0.18 per square foot to cover additional expenses incurred. These fees will be waived if TEG provides the labor.**

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

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

Electrical	Booth Cleaning	Plumbing	Material Handling	Telecommunications	Suspended Signs	Rigging
<b>Services:</b>						
<input type="checkbox"/>	Installation & Dismantle			<input type="checkbox"/>	Installation & Dismantle - Supervision Only	
<input type="checkbox"/>	Photography			<input type="checkbox"/>	Security	
<input type="checkbox"/>	Personnel/Models			<input type="checkbox"/>	Other (please identify): _____	
			_____			
<b>Products:</b>						
<input type="checkbox"/>	Flooring/Carpet Rental			<input type="checkbox"/>	Audio Visual - Rental/Production/Lighting	
<input type="checkbox"/>	Furniture/Signs/Accessories			<input type="checkbox"/>	Computer Rental	
<input type="checkbox"/>	Floral			<input type="checkbox"/>	Other (please identify): _____	

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

**\*\*Note Other Product/Service Here** \_\_\_\_\_

### Please Type or Print

#### Exhibitor Information:

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Exhibitor E-mail: \_\_\_\_\_ Exhibitor Phone: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### EAC Information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Contact Phone/Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Product/Service Description: \_\_\_\_\_

### Create a great first impression with quality rental furniture ordered directly from The Expo Group.

No other furniture provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

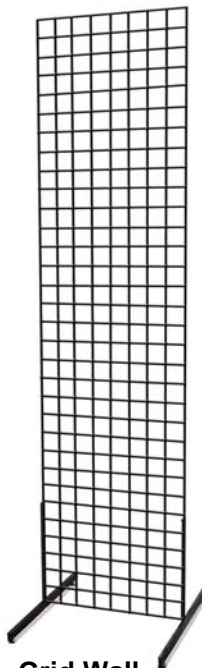
Please make your selections on the corresponding order form.  
Actual furniture styles and carpet colors may vary.



**Metal Literature Stand**



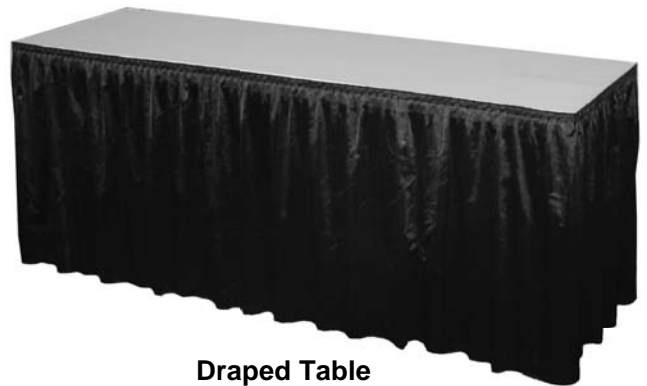
**Bag Rack**



**Grid Wall**



**Round Tables**



**Draped Table**



**Wastebasket**



**Easel**



**Padded Barstool**



**Arm Chair**



**Side Chair**



**Slimline Chair**

**Booth comes with (1) 8' x 30" Champagne Draped Table, (2) Slimline Chairs, (1) Wastebasket, Booth ID Sign, Carpet**

Furniture	Qty.	Advance Price	Standard Price	Total
Arm Chair	x	\$152.05	\$217.21	= \$
Side Chair	x	\$128.45	\$183.50	= \$
Slimline Chair	x	\$ 92.65	\$132.36	= \$
Barstool	x	\$158.15	\$225.93	= \$
30" Round, 30" High Pedestal Table	x	\$247.80	\$354.00	= \$
30" Round, 42" High Pedestal Table	x	\$265.30	\$379.00	= \$
Bag Rack	x	\$ 99.05	\$141.50	= \$
Wastebasket	x	\$ 28.75	\$ 41.07	= \$
Tripod Easel	x	\$ 68.10	\$ 97.29	= \$
Literature Stand	x	\$188.90	\$269.86	= \$

Tables	Draping includes white vinyl top and taffeta skirting on 3 sides. <b>Please circle the color of your choice.</b> white black red teal blue gray burgundy green				Qty.	Advance Price	Standard Price	Total
4' Long x 2' x 30"					x	\$149.00	\$212.86	= \$
6' Long x 2' x 30"					x	\$166.40	\$237.71	= \$
8' Long x 2' x 30"					x	\$184.95	\$264.21	= \$
4' Long x 2' x 42"					x	\$170.65	\$243.79	= \$
6' Long x 2' x 42"					x	\$198.30	\$283.29	= \$
8' Long x 2' x 42"					x	\$225.15	\$321.64	= \$
4th Side Draping for 6' & 8' Items Only: 30"					x	\$ 61.30	\$ 87.57	= \$
4th Side Draping for 6' & 8' Items Only: 42"					x	\$ 74.85	\$106.93	= \$

Special Drapery	<b>ORDER WITH SHOW MANAGEMENT PERMISSION ONLY</b> <b>Please circle the color of your choice: gray teal red black blue white</b>				Qty.	Advance Price	Standard Price	Total
8' high drape (4' minimum)					x	\$ 22.60	\$ 32.29	= \$
3' high drape					x	\$ 20.00	\$ 28.57	= \$

Accessories	Qty.	Advance Price	Standard Price	Total
Free-Standing Tackboard				
4' x 8' Horizontal	x	\$264.70	\$378.14	= \$
4' x 8' Vertical	x	\$264.70	\$378.14	= \$

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

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 9% of the Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# How should I send my artwork?

These guidelines are vital so we ensure your graphics look the very best!

1. All logos must be in a vector format, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted - this includes .jpg, .png or .gif files copied directly from a website.
2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. Sorry, Internet images will not be used.
  - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
  - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

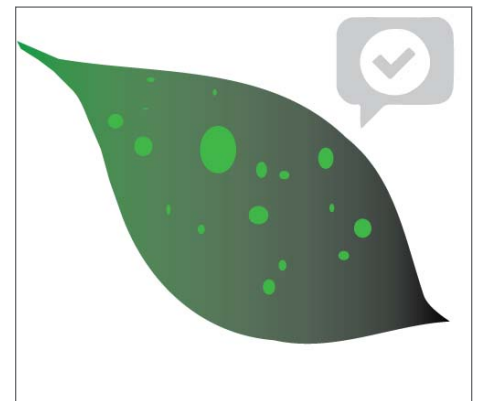
Good quality photo  
clean edges



Low resolution photo  
jagged edges



Vector Art  
Art that can be scaled up or  
down without losing quality



### Thank you perfect!

.ai - Adobe Illustrator  
.eps - Encapsulated Post Script  
.tiff or tif ( refer to #3 )  
.jpg ( refer to #3 )  
.doc - Word Document - text only  
.psd - Photoshop Document  
.zip - Windows Compression Format

### Sorry these will not work.

.ind - In Design  
.qxd - QuarkXpress  
.ppt - PowerPoint  
.art - AOL compressed image or clip art file  
.gif - Graphic Interchange Format  
.vsd - Vision Drawing File  
.png - Portable Network Graphics

Watch your booth come to life with digital graphics created in-house by The Expo Group. Send us any graphical elements you want included or work with our expert team to create a stunning sales atmosphere using custom graphics. Visit [theexpogroup.com/graphics](http://theexpogroup.com/graphics) to upload images



### Graphic Panels and Headers

Let your booth graphics convey information to attendees, create interest among potential clients, enhance your standing in your industry and help close deals. Standard Graphic Panels fit any of our Modular Rental Exhibits and Custom Panels can be built to accommodate unique layouts. Backlit Panels and Custom Headers are also available.



### Banners

A wide banner across your booth's threshold, or perhaps in a sponsored conference room, is another effective way to promote your company, products or services. Vinyl and foam core banners can be ordered from The Expo Group.



### Signs

The Expo Group creates signs in any size, for any purpose. Order an eye-catching sign to promote your latest product, announce a giveaway or invite show attendees to a demonstration. Popular easel-displayed sizes are 22" x 28" and 28" x 44". Smaller 7" x 11" signs are ideal for creating a tabletop. We produce large signs and cut-outs too!



5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
Log on to **cyberservices™** at [www.theexpogroup.com](http://www.theexpogroup.com)

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

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

A digital set-up fee of \$125.00 is charged for all graphics.

Digital Graphics and Signs	Qty.	Price	Total	SPECIFY COPY AND LAYOUT BELOW
7" x 11"	_____	x \$ 62.60	= _____	
11" x 14"	_____	x \$ 76.95	= _____	
14" x 22"	_____	x \$ 78.95	= _____	
22" x 28"	_____	x \$ 98.91	= _____	
28" x 44"	_____	x \$119.60	= _____	
40" x 60"	_____	x \$192.55	= _____	
Banner per sq. ft.	_____	x \$ 14.95	= _____	
Easel Back	_____	x \$ 9.95	= _____	
Double Stick Back	_____	x \$ 9.95	= _____	
Additional Design Time	_____	x \$ 75.00/hr	= _____	
Sign Options	<i>Please choose one:</i> Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			
Artwork	Please visit: <a href="http://www.theexpogroup.com/graphicformats">www.theexpogroup.com/graphicformats</a> for details on how to format your graphics and send via FTP. <b>Final approval for graphics must be received by the deadline date or expedite fees will apply.</b>			

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

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Digital Set up Fee <b>\$125.00</b>
	Subtotal _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor move-in _____
	100% Expedite Fee if ordered after 2 weeks prior to 1st day of Exhibitor move-in _____
	Subtotal _____
	Taxes and Fees Multiplied by 9% of Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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

### EMPTY REMOVAL INSTRUCTIONS

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

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

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

### CERTIFIED WEIGHT TICKETS

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

### OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 2:30 pm does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

### INSURANCE

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

### INBOUND SHIPMENT(S)

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

### OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded.

If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.





### LIABILITY

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

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

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



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

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

**What is a Small Package?** (25lbs.maximum per package) Letters or small packages received at show-site **during show days only**.

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

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

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

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

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

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

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

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

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

**What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

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

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

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

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

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

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



**You will receive a 10% credit on the rates listed below if you prepay for this service by the Discount Deadline Date and ship your freight roundtrip on the official show carriers. Credit will be applied to the balance of this service after the final audit of the show.**

FOR DEFINITIONS, PLEASE SEE 11c

**STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm **OVERTIME:** Monday-Friday, 4:30pm-8:00am, All Day Saturday, Sunday and Holidays

**WAREHOUSE HOURS:** Monday-Friday, 9:00am-3:00pm

**Please note the following:**

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved in to or out of Show Site on overtime due to scheduling beyond TEG's control.

**Rate Classifications:**

Price Per CWT      200lb. Minimum

**•Advance Shipments to Warehouse Dates: August 10, 2015 to September 4, 2015**

Crated ST.....	\$ 89.40/ CWT	\$178.80
Additional Handling ST.....	\$116.25/ CWT	\$232.50
Crated Inbound One Way Overtime .....	\$114.30/ CWT	\$228.30
Additional Handling One Way Overtime .....	\$147.30/ CWT	\$294.60
Crated Outbound Overtime Surcharge .....	\$ 24.90/ CWT	\$ 49.80
Additional Handling Outbound Overtime Surcharge .....	\$ 31.10/ CWT	\$ 62.20

*Uncrated shipments will NOT be accepted at the Advance Warehouse*

**•Additional Surcharges**

Early Shipments to Warehouse *(before August 10, 2015).....	\$ 26.85/ CWT	\$53.70
Late to Warehouse after August 24, 2015.....	\$ 28.85/ CWT	\$ 57.70
Shipments Returned to Warehouse * (2500 lb. minimum).....	\$ 50.00/ CWT	\$1,250.00

*\* In addition to above charges.*

**•Direct Shipments to Show Site (200 lb. minimum) - First day of Direct Freight Acceptance: September 9, 2015**

Crated ST.....	\$ 91.30/ CWT	\$182.60
Additional Handling ST.....	\$118.70/ CWT	\$237.40
Crated Inbound One Way Overtime .....	\$117.45/ CWT	\$234.90
Additional Handling One Way Overtime .....	\$151.40/ CWT	\$302.80
Crated Outbound Overtime Surcharge .....	\$ 26.15/ CWT	\$ 52.30
Additional Handling Outbound Overtime Surcharge .....	\$ 32.70/ CWT	\$ 65.40

**•Additional Surcharges**

Off-Target Fee * .....	\$ 27.40/ CWT	\$54.80
Late to Warehouse delivery fee *after September 4, 2015. Delivered to Show Site .....	\$28.65/CWT+\$75.00	
Shipments Returned to Warehouse *(2500 lb. minimum).....	\$50.00/ CWT	\$1,250.00
Small Packages *(show days only) ( 25lb. each piece) .....	\$52.70/piece	
Hand carry empty storage fee .....	\$50.00/per container	

*\* In addition to above charges.*

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

3 Separate Shipments

54 lbs. charged @ 200 lbs. \$178.80

59 lbs. charges @ 200 lbs. \$178.80

72 lbs. charges @ 200 lbs. \$178.80

**Total: 185 lbs. Total Cost: \$536.40**

1 Consolidated Shipment

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$178.80

**Total Savings: \$357.60**

Number of CWT's (100 lbs.)	x	Applicable Rate	=	Amount
	x		=	
	x		=	

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

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

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Exhibitor must sign up for accessible storage at The Expo Group Desk onsite.**

**Accessible storage is unsecured.**

### FAQ

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

**Where are my Items Stored?** Our on site freight personnel will reserve a designated area at show site.

### Set-Up Fee

There is a one-time set-up fee of \$105.00

### Storage Fee

**Based upon square footage required for storage:**

Up to 25 square feet	.....	\$105.00 per day
26 to 50 square feet	.....	\$155.00 per day
51 to 100 square feet	.....	\$205.00 per day
101 to 150 square feet	.....	\$255.00 per day
151 to 200 square feet	.....	\$305.00 per day

### Labor

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

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

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



5931 West Campus Circle Drive, Irving, Texas 75063  
 Phone: (972) 580-9000 Fax: (972) 465-1144  
 Log on to **cyberservices™** at **www.theexpogroup.com**

2015 KeHE Natural Fall Show  
 September 10, 2015  
 Long Beach Convention Center  
 Long Beach, CA

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

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

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 500lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

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

ONE WAY CART SERVICE - \$ 75.00 x \_\_\_\_\_ = \_\_\_\_\_ (subtotal)  
 (number of cart loads)

ROUND TRIP CART SERVICE - \$150.00 x \_\_\_\_\_ = \_\_\_\_\_ (subtotal)  
 (number of cart loads)

### Hand Carry/POV

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

### CALCULATING YOUR TOTAL

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



5931 West Campus Circle Drive, Irving, Texas 75063  
Phone: (972) 580-9000 Fax: (972) 465-1144  
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To assist you in planning for your participation in the forth-coming convention, 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 read the following.

### DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of 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 ½ hour without the use of tools.

If your exhibit preparation, installation or dismantling required more than one-half hour you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

### TEAMSTERS UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

### ELECTRICAL UNION

Members of IBEW claim jurisdiction of hardwiring ordered outlets to the line side of the exhibitor's equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitor's equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs. 120 volts to their ordered outlets.

### SAFETY

Standing on chairs, tables, or other rental furniture is strictly prohibited. The furniture is not engineered to support your standing weight. The Expo Group (TEG) is not responsible for injuries caused by improper use of the furniture.

### TIPPING

The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all TEG employees.



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

### LABOR RATES - EXHIBITOR SUPERVISED

	ADVANCE	ON-SITE	
Straight Time	\$ 123.00 /Hour	\$ 175.71 /Hour	<b>Straight Time: Monday-Friday, 8:00am-4:30pm</b>
Overtime	\$ 218.00 /Hour	\$ 311.43 /Hour	<b>Overtime: Monday-Friday, 4:30pm-8:00am</b>
			<b>All Day Saturday, Sunday and Holidays</b>

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

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

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

### TERMS AND CONDITIONS

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

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

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Want to Save Time and Money?

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

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

### LABOR RATES - THE EXPO GROUP SUPERVISED

	ADVANCE	ON-SITE	
Straight Time	\$ 156.70 /Hour	\$ 223.86 /Hour	<b>Straight Time: Monday-Friday, 8:00am-4:30pm</b>
Overtime	\$ 277.80 /Hour	\$ 396.86 /Hour	<b>Overtime: Monday-Friday, 4:30pm-8:00am</b>
			<b>All Day Saturday, Sunday and Holidays</b>

Name of Company Representative to call for questions and confirm completion of booth set up: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Special Equipment Request: \_\_\_\_\_

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

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

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

### TERMS AND CONDITIONS

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

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

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

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

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**Complete only if ordering The Expo Group Supervised Labor.**

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

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

<b>Outbound Shipping Information</b>	A Total of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination. Ship To: _____ _____ _____
	Telephone (_____) _____ - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Carrier Phone: (_____) _____ - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____ _____
	Phone Number: (_____) _____ - _____
	<b>NOTE:</b> The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor. Company Name: _____ Booth #: _____ Emergency Contact Name: _____ Phone #: (_____) _____ - _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Item Description	Qty	x	Advanced	Standard	=	Total
<b>120V Lighting &amp; Utility Outlets</b>						
500 Watts or 5 Amps			\$ 140.75	\$ 201.07		
1000 Watt or 10 Amps			\$ 252.90	\$ 361.29		
2000 Watt or 20 Amps			\$ 354.30	\$ 506.14		
<b>Material Rental</b>						
25' Extension Cord			\$ 28.60	\$ 40.86		
50' Extension Cord			\$ 42.90	\$ 61.29		
100' Extension Cord			\$ 85.75	\$ 112.50		
Plug Strip			\$ 42.90	\$ 61.29		
Cube Taps			\$ 14.30	\$ 20.43		
Cable, flat - #6/5 (per foot)			\$ 5.00	\$ 7.14		
Cable, flat - #12/5 (per foot)			\$ 2.90	\$ 4.14		
Cord Cap - 20 Amp, 5 wire			\$ 42.90	\$ 61.29		
<b>Electrical Labor</b>						
ST (Monday - Friday , 8:00 am - 4:30 pm)			\$ 128.60	\$ 183.71		
OT (before 8:00 am and after 4:30 pm, and Saturday, Sunday, and Holidays)			\$ 257.15	\$ 367.36		

### TERMS AND CONDITION

Convention Technical Services/TEG is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS/TEG will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by installation, connection, or plugging in of any electrical outlet by person other than a CTS technician.

### IMPORTANT:

Dedicated Circuits and 24 Hour Services will be doubled the listed price and require a 20 amp Outlet. Please double the rates.

Electricity will be turned on within 30 minutes of the show opening and off within 30 minutes after show closing.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Power sharing is not permitted between exhibitors

### OUTLET LOCATION & DISTRIBUTION

All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis.

### CTS JURISDICTION:

- All under - carpet distribution of electrical wiring
- All motor and equipment hook-ups requiring wiring connections
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.
- Labor is required to inspect equipment pre-wired to plug into our system
- Installation of electrical motors and electrical apparatus to be energized

### **Cancellation Policy:**

Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 100%. No credit for services installed and not used.

### **ADDITIONAL INFORMATION**

**An electrical location must be provided with this order. See Form 16b.**

Is it: \_\_\_\_\_ **Attached**  
 \_\_\_\_\_ **To Follow**  
 \_\_\_\_\_ **Use Standard Location**

### **CALCULATING YOUR TOTAL**

Subtotal \_\_\_\_\_  
 Taxes and Fees Multiplied by 9% \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Return this information sheet with the Electrical Service Order form**

**Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers, and describe service required.**

**Booth Size:** \_\_\_\_\_ x \_\_\_\_\_

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

**Aisle** \_\_\_\_\_ **(Back of Booth)**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
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5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

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

**Feet  
Back** ↑

→ **Feet over**

**Aisle** \_\_\_\_\_ **(Front of Booth)**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# **Bio-Terrorism Act of 2002**

Show Managers who produce food shows, or whose exhibitors may be importing food products, are making exhibitors aware of the new rules being implemented by the Food and Drug Administration (FDA).

The new rules stem from the Bio-Terrorism Act of 2002 and require all food importers involved in the manufacturing, processing, packaging or distributing of food and beverage products to register with the FDA by December 12, 2003. The regulations also apply to goods being imported for display only.

If shippers are not registered, under no circumstances should they attempt to arrange air freight or ocean freight because a prior notice to the FDA must be given for their shipments. (air freight 4 hours prior to arrival, ocean freight 8 hours prior to arrival). The FDA might impose penalties for disobedience of their regulations and the products will most likely be destroyed at the shipper's expense.

Clarification on the above information can be found at the FDA's website or by calling them directly.

Link: [www.fda.gov/oc/bioterrorism/bioact.html](http://www.fda.gov/oc/bioterrorism/bioact.html)

Contact: FDA, 1-888-INFO-FDA.

# Smart City Wireless Services • Long Beach Convention Center

## Wi-Fi Quick Access Guide

Wireless services are now a self-service option you may purchase at any time.



- ❧ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❧ You should see a page resembling the graphic shown.\*
- ❧ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❧ If you have already created an account and are returning for an additional session click LOGIN.
- ❧ Please note User Name and Password are Case Sensitive.

\*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet" or "Free Internet".

## Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

- ❧ **Exhibitor Internet** - Available in *Exhibit Halls only*. Not available in lobby or restaurant areas. Price is \$99.95 per 24 clock hours per computer (up to 512k up/1.54Mbps down).
- ❧ **Instant Internet** - Available in *Meeting Rooms, Promenade Lobby, Arena, Dressing rooms, Terrace & Center Theater Lobbies*. Not available in Exhibit Halls. Price is \$12.95 per 24 clock hours per computer (up to 256k up/512k down).
- ❧ **Free Internet** - Available in *Promenade Lobby, Arena Lobby, Terrace & Center Theater Lobbies*. Not available in Exhibit Halls or Meeting Rooms. (up to 128k up/256k down).



Questions? Please call Smart City at  
**888-446-6911**

**Also Available from Smart City:  
Wired Internet and Telephone Services**



# PROJECTION

## RENTAL PRICE SCHEDULE

Audio-Visual, Video and Computer Services



300 East Ocean Boulevard  
Long Beach, CA 90802  
Phone: (562) 499-7546  
Fax: (562) 499-7683  
[www.projection.com](http://www.projection.com)



# Video & Data Display Equipment



## VIDEO PLAYERS-RECORDERS

BETACAM SP or DVCAM Player .....	\$250.00
BETACAM SP or DVCAM Recorder .....	\$350.00
DVD Player .....	\$50.00
DVD Player - Code Free .....	\$125.00
DVD Recorder .....	\$250.00

## DATA PROJECTORS

LCD Projector (XGA) 1024x768 (3300 Lumen) .....	\$375.00
LCD Projector (XGA) 1024x768 (7700 Lumen) .....	\$900.00
High resolution projectors for 16:9 and high-definition applications.	
Most makes & models available, including Barco & Digital .....	
Specialty Lens .....	\$125.00

## VIDEO/DATA MONITORS

8" Preview Monitor .....	\$75.00
27" Video Monitor .....	\$110.00
17" LCD Flat Panel Monitor .....	\$75.00
21" LCD Flat Panel Monitor .....	\$175.00
23" LCD Flat Panel Monitor (16:9 Ratio) .....	\$225.00
32" LCD Flat Panel Monitor (16:9 Ratio) .....	\$350.00
42" Plasma Monitor (1024x768) 16:9 Ratio .....	\$450.00
50" Plasma Monitor (1024x768) 16:9 Ratio .....	\$550.00
60" Plasma Monitor (1024x768) 16:9 Ratio .....	\$750.00
Available with wall mount brackets or table & floor stands .....	
20" Monitor/DVD Combo .....	\$125.00

## VIDEO ACCESSORIES

Video Distribution Amplifier .....	\$50.00
Video Switcher (6x1 Active) .....	\$75.00

## DATA ACCESSORIES

Wireless Presentation Remote .....	\$50.00
RGB Switcher (6x1, 8x1, 10x1) .....	\$90.00
VGA Switcher (4x1) .....	\$90.00
RGB Distribution Amplifier (1x3) .....	\$90.00

Hi-Resolution RGB Distribution Amplifier (1x6) .....	\$125.00
Seamless Data Switchers .....	CALL
VGA Distribution Amplifier (P2DA4) (1x4) .....	\$60.00
RGB Harness Cables .....	\$.50/linear foot
Scan Converter .....	\$250.00
Projector Stacker/Hanging Brackets .....	CALL
LCD Support Package (Small Room)	
Includes Cart/VGA Cable & Power .....	\$75.00
Projector Riser/Scaffolding (per section) .....	\$75.00

## VIDEO TRIPODS

Video Tripod (Camcorder) .....	\$25.00
Fluid Head Video Tripod .....	\$100.00
Fluid Head Video Tripo (Broadcast) .....	\$150.00
Sachtler Heavy Duty Tripod for Long Lens Applications .....	\$250.00

## VIDEO LIGHTING

Lowell Omni 3-point Lighting Kit .....	\$125.00
Leko Podium Lighting Kit .....	\$250.00
Stage Wash and Automated Lighting Packages & Rigging .....	CALL

## VIDEO CAMERAS

DV Cam SD Video Camera .....	\$350.00
HD Video Camero (16:9) .....	\$650.00
Broadcast Color Video Camera .....	\$550.00
Digital Video Color Camera .....	\$550.00
Studio Lens Configuration .....	\$175.00
33x, 55x, or 70x Long Lens .....	CALL

## VIDEO CONVERSION EQUIPMENT

Visualizer Video Copy Stand .....	\$350.00
Folsom Presentation Pro .....	\$350.00
Folsom Image Pro .....	\$450.00
Folsom Screen Pro .....	\$750.00

# Projection Equipment



## OVERHEAD PROJECTORS

Overhead Transparency Projector w/Dual Lamp .....	\$35.00
Hi-Intensity Overhead Projector .....	\$150.00

## PROJECTION CARTS/STANDS

34", 42", or 54" Projection Cart w/Drape .....	\$35.00
56" Safelock Stand .....	\$30.00

## PRESENTATION ACCESSORIES

Laser Pointer .....	\$35.00
3 Light Speaker Timer .....	\$75.00
Hardback Flipchart Easel .....	\$40.00
Pipe and Drape (10'w x 16'h) .....	\$120.00
Pipe and Drape (10'w x 20'h) .....	\$175.00

*Pipe and drape is recommended for a professional appearance with rear screen projection.*

## PROJECTION SCREENS

	Front	Rear
5', 6', 7', 8' Tripod Screens .....	\$40.00	N/A
10' x 10' Mod-C, Cradle Screen .....	\$90.00	N/A
12' x 12' Mod-C, Cradle Screen .....	\$100.00	N/A
7' 11" x 14' Truss Screen (16:9) .....	\$200.00	\$250.00
7.5' x 10' Truss Screen .....	\$125.00	\$175.00
9' x 12' Truss Screen .....	\$150.00	\$200.00
9' x 16' Truss Screen (16:9) .....	\$275.00	\$325.00
10.5' x 14' Truss Screen .....	\$200.00	\$250.00
12' x 16' Truss Screen .....	\$300.00	\$350.00
15' x 20' Truss Screen .....	\$350.00	\$450.00

*Full dress kits available for the additional price equal to the screen rate.*



# Microphones & Audio Systems



## MICROPHONES

Shure Dynamic Microphones .....	\$40.00
Lavalier Microphone .....	\$45.00
Headset Microphone .....	\$50.00
Professional Gooseneck Microphone .....	\$50.00
UHF Wireless Lapel Microphone .....	\$150.00
UHF Wireless Hand Microphone .....	\$150.00
UHF Wireless Headset Microphone .....	\$175.00
UHF Wireless Distribution Amp .....	\$150.00
Specialty Performance Microphone .....	CALL
Push to Talk Conference Microphone Systems .....	CALL

## MIXERS

4-Channel Microphone Mixer .....	\$40.00
*8-Channel Microphone Mixer .....	\$120.00
*12-Channel Microphone Mixer .....	\$150.00
*16-Channel Microphone Mixer .....	\$200.00
*24-48-Channel Microphone Mixer .....	CALL

## HOUSE SOUND SYSTEMS

Arena/Exhibit Hall Paging System (Includes 1 wired mic) .....	\$150.00
Each additional Hall with Paging .....	\$35.00
Meeting Rooms Built-In House Sound Systems (per room) .....	\$50.00
Meeting Rooms 101-308 and Ballrooms (includes 1 wired mic) Audio & Video Recording Access Fee (per room) \$25.00	

*\*Requires Professional Operator*

## EFFECTS/AMPLIFIERS

DBX 60 Limiter/Compressor .....	\$90.00
Triple Tap Delay Processor .....	\$125.00
1/3 Octave Equalizer .....	\$125.00
500w Professional Stereo Amplifier .....	\$100.00

## SPEAKERS/SOUND SYSTEMS

Stereo Headphones .....	\$20.00
Full Range Self-Powered 100w Speaker System w/Stands .....	\$150.00
Apogee AE-12 Subwoofer System w/Processor & Amp .....	\$450.00
Apogee AE-5 Sound System w/Mixer, Amp, 2-Speakers .....	\$300.00
EAW JF-80 Sound System w/Mixer, Amp, 2-Speakers .....	\$300.00
<i>Full complement of Professional Apogee &amp; Meyer Concert Sound Systems Available-Please Call for Pricing</i>	

## COMPACT DISC PLAYERS-RECORDER

Compact Disc Player .....	\$50.00
Multi-Compact Disc Player. ....	\$75.00
Compact Disc Player/Recorder .....	\$200.00

## MISCELLANEOUS

A/C Extension Cord (Rental) .....	\$10.00
A/C Pluf Strip (Rental) .....	\$15.00

# Computers, Printers & Peripherals

## PC COMPUTER SYSTEMS

All systems come with Windows XP Professional, Office 2003 Professional and Norton Anti-Virus Corporate Edition. (Please call for specific configurations)

Core 2 Duo 2.16 Ghz, 2GB RAM, 17" LCD Display .....	\$450.00 per week / \$250 per day
Pentium 4, 3 Ghz, 1GB RAM, 17" LCD Display .....	\$350.00 per week/ \$200 per day
Laptop Computer, Pentium "M" 1.8 GB RAM, 15" LCD .....	\$450.00 per week / \$225 per day

## MACINTOSH COMPUTER SYSTEMS

Please call with your specifications

## COMPUTER MONITORS

17" LCD Flat Panel Monitor .....	\$110.00/day
21" LCD Flat Panel Monitor .....	\$175.00/day
23" LCD Flat Panel Monitor .....	\$225.00/day

All Rentals are on a per day per room basis. Rental Prices do not include Set, Strike, and Operating Labor.

Requests made less than one business day can be subject to being billed at full price.

Any equipment or technician cancelled within one business day of function's start will be billed at full price.

All Rentals are Subject to a 8.25% CA Sales Tax. Prices are subject to change without notice due to availability and market conditions.

## PRINTERS

Hewlett Packard LaserJet 4200N Printer ( 8.5 x 11) .....	\$250.00/week
Hewlett Packard LaserJet 5100 Printer ( 11 x 17) .....	\$400.00/week
Network Color Laser Printer .....	CALL

## PERIPHERALS

8 Port Ethernet switches 10/100 .....	\$30.00/week
24 Port Ethernet hub 10/100 .....	\$50.00/week
Presentation Remote .....	\$50.00/day
Wireless USB Mouse .....	\$25.00/week
Computer Speakers (Pair) .....	\$25.00/week
Computer Speakers with Subwoofer (Pair) .....	\$50.00/week
External Keyboard/Mouse PS2/USB (Black Available) .....	\$25.00/week

## WEBCASTING

Media Encoder/Server .....	\$750.00/week
E-Mu Audio Interface .....	\$75.00/day
Behringer Digital Signal Processor .....	\$50.00/day

# Labor

All technicians subject to a four hour minimum call.

	<u>Audio-Visual Technicians</u>	<u>Audio, Video &amp; Lighting Engineers</u>	<u>Computer &amp; Multi-Image Engineer</u>
8am- 5pm - Monday through Friday	\$65.00/hour	\$75.00/hour	\$80.00/hour
5pm - 8am - Monday - Sunday	\$97.50/hour	\$112.50/hour	\$120.00/hour
Holidays	\$130.00/hour	\$150.00/hour	\$160.00/hour

Labor Charges are NOT subject to Sales Tax.

## Audience Response System, Webcasting, Simultaneous Interpretation

### Audience Response System

Don't leave full minds empty handed. Keep your audience engaged and involved with Wireless Audience Response Systems.

Meeting attendees respond to questions from the meeting facilitator by pressing the appropriate key on individual wireless keypads. Charts and result graphics are then projected instantly on large screens for further discussion. Responses can be tracked for each audience member (up to 4,000), allowing for individual answers, team answers, and a variety of demographic comparisons.

From sales rep trivia to boardroom strategy sessions, Audience Response is the perfect tool for a variety of data gathering opportunities.

The Audience Response System is priced per event. Information needed to provide a price quote is:

- Number of Audience Response System keypads needed for event
- Number of usage days
- Location of event
- Date(s) of event

### Webcasting

We can deliver your presentations to an expanded audience either live or on-demand. Archiving your live meeting event using webcast technology allows your organization the ability to repackage and re-purpose content over and over as the need arises.

Since sessions can be delivered via CD-ROM or on the internet, viewers can conveniently move at their own pace, navigating backward and forward for maximum understanding and impact. The uses for enduring material solutions are endless.

### Conference CD-ROM development

We can digitize your show handouts including session descriptions, speaker bios, session handouts, abstracts, presentation materials and include them on a CD-ROM or online. Delivery options include; having the disks waiting for you at the show, hosting and delivering the content for web delivery; or even handling the complete fulfillment (duplication and mailing) to attendees.

*Samples available. Call for Quote!*

#### Possibilities include:

- Member sessions, annual meetings, Continuing Education, medical symposia
- Client education, product releases and training, recruitment
- Sales meetings, corporate communications, product introductions.

*Samples available. Call for Quote!*

### Simultaneous Interpretation

Getting your message across in more than one language calls for the best equipment and support. We offer wireless infrared systems for simultaneous interpretation for up to 14 languages. Let Global Interpretation Systems equip you for your next international event. We provide:

- State-of-the-art interpretation equipment
- Push to talk conference microphone systems
- Wireless infrared systems
- Coordination of interpreters
- Portable equipment for small groups or tours
- Fully enclosed soundproof booths

We've also simplified the search for qualified interpreters. Our database of experienced language professionals lets us deliver the total solution for your interpretation needs. Interpreters must convey not just the

words, but the speakers' thoughts and ideas in another language. We hire interpreters who hold certifications from the State Department, The American Association of Language Specialists and/or the International Association of Conference Interpreters.

Interpretation systems and interpreters are priced per event. Information needed to provide a quote is:

- Will you require both equipment and interpreters?
- How many languages and what are they?
- What is the topic? (general, medical or technical)
- Is interpretation one-way or bi-directional?
- How many attendees?
- What days, times and how many rooms?
- What city and facility?

*Call for a Meeting Planners Guide to Simultaneous Interpretation*

# Recommended Equipment

DATA/VIDEO/LCD						
ROOM	DIMENSIONS	CEILING	3000L	7700L	10,000L+	SCREEN
<b>Prom Level</b>						
Room 101	81' x 59' 3"	13' 8"	*			10' x 10'
Room 101 A	59' 3" x 40' 2"	13' 8"	*			8' x 8'
Room 101 B	59' 3" x 40' 1"	13' 8"	*			8' x 8'
Room 102	80' 11" x 59' 3"	13' 8"	*			10' x 10'
Room 102 A	59' 3" x 26' 4"	13' 8"	*			8' x 8'
Room 102 B	59' 3' x 27' 8"	13' 8"	*			8' x 8'
Room 102 C	59' 3" x 26' 4"	13' 8"	*			8' x 8'
Room 102 AB	59' 3" x 54' 4"	13' 8"	*			10' x 10'
Room 102 BC	59' 3" x 54' 3"	13' 8"	*			10' x 10'
Room 103	80' 11" x 59' 3"	13' 8"	*			10' x 10'
Room 103 A	59' 3" x 26' 4"	13' 8"	*			8' x 8'
Room 103 B	59' 3" x 27' 8"	13' 8"	*			8' x 8'
Room 103 C	59' 3" x 26' 4"	13' 8"	*			8' x 8'
Room 103 AB	59' 3' x 54' 4"	13' 8"	*			10' x 10'
Room 103 BC	59' 3' x 54' 4"	13' 8"	*			10' x 10'
Room 104 (Prom Ballroom)	177' x 75' 3"	13' 11"		*	*	7.5' x10', 9' x 12'
Room 104 A	75' 3" x 58' 5"	13' 11"		*	*	7.5' x10', 9' x 12'
Room 104 B	75' 3" x 59' 8"	13' 11"		*	*	7.5' x10', 9' x 12'
Room 104 C	75'3" x 58' 5"	13' 11"		*	*	7.5' x10', 9' x 12'
Room 104 AB	118' 4" x 75' 3"	13' 11"		*	*	7.5' x10', 9' x 12'
Room 104 BC	118' 4" x 75' 3"	13' 11"		*	*	7.5' x10', 9' x 12'
<b>Grand Ballroom Level</b>						
Room 201	80' 10" x 51' 9"	13' 4 "	*			10' x 10'
Room 201 A	51' 9" x 40' 5"	13' 4 "	*			8' x 8'
Room 201 B	51' 9" x 40' 3"	13' 4 "	*			8' x 8'
Room 202	80' 11" x 51' 10"	13' 4 "	*			10' x 10'
Room 202 A	51' 10" x 26' 5"	13' 4 "	*			8' x 8'
Room 202 B	51' 10" x 27' 8"	13' 4 "	*			8' x 8'
Room 202 C	51' 10" x 26' 5"	13' 4 "	*			8' x 8'
Room 202 AB	54' 7" x 51' 10"	13' 4 "	*			10' x 10'
Room 202 BC	54' 5" x 51' 10"	13' 4 "	*			10' x 10'
Room 203	81" x 51' 10"	13' 4 "	*			10' x 10'
Room 203 A	51' 10" x 25' 10"	13' 4 "	*			8' x 8'
Room 203 B	51' 10" x 28' 6"	13' 4 "	*			8' x 8'
Room 203 C	51' 10" x 26' 2"	13' 4 "	*			8' x 8'
Room 203 AB	54' 5' x 51' 10"	13' 4 "	*			10' x 10'
Room 203 BC	54' 2" x 51' 10"	13' 4 "	*			10' x 10'
Room 204	51' 7" x 44' 3"	13' 4 "	*			8' x 8'
Grand Ballroom	163' 7" x 147' 3"	21'			*	9' x 12', 10.5' x 14'
Grand Ballroom A	147' 3" x 83' 9"	21'		*	*	7.5' x 10', 9' x 12'
Grand Ballroom B	147' 3" x 79' 10"	21'		*	*	7.5' x 10', 9' x 12'
<b>Seaside Meeting Rooms</b>						
Seaside Lobby	85' x 53' 3"	16' 9"	*	*		8' or 10'
Seaside Ballroom (full)	96' 9" x 66' 4"	13' 8"		*	*	7.5' x 10'
Seaside Ballroom A	66' 4" x 59' 9'	13' 8"		*	*	10' x 10'
Seaside Ballroom B	66' 4" x 36' 7"	13' 8"		*	*	10' x 10'
Room 301	71' x 37"	8'	*			7' x 7'
Room 302	71' x 36' 11"	8'	*			7' x 7'

DATA/VIDEO/LCD						
ROOM	DIMENSIONS	CEILING	3000L	7700L	10,000L+	SCREEN
Room 303	17' x 33' 9"	8'	*			6' x 6'
Room 304	19' 8" x 17' 3"	8'	*			6' x 6'
Room 305 (full)	38' 2" x 29' 5"	8'	*			6' x 6'
Room 305 A	29' 5" x 20' 6"	8'	*			6' x 6'
Room 305 B	29' 5" x 17' 3"	8'	*			6' x 6'
Room 306 (full)	38' 2" x 29' 6"	8'	*			6' x 6'
Room 306 A	29' 6" x 17' 3"	8'	*			6' x 6'
Room 306 B	29' 6" x 20' 8"	8'	*			6' x 6'
Seaside Board Room (307)	NA	8'	*			6' x 6'
Room 308 (full)	58' x 33' 8"	8'	*			6' x 6'
Room 308 A	33' 8" x 17' 3"	8'	*			6' x 6'
Room 308 B	40' 5" x 33' 8"	8'	*			6' x 6'
<b>Exhibit Halls</b>						
Hall A	421' 2' x 266' 10"	24' 3"			*	10.5' x 14', 15' x 20'
Hall B	351' 3" x 159'	24' 3"			*	10.5' x 14', 15' x 20'
Hall C	351' 3" x 222' 4"	24' 3"			*	10.5' x 14', 15' x 20'
Hall AB	522' x 369'	24' 3"			*	10.5' x 14', 15' x 20'
Hall BC	381' 8" x 351' 3"	24' 3"			*	10.5' x 14', 15' x 20'
Hall ABC	647' x 351' 3"	24' 3"			*	10.5' x 14', 15' x 20'
<b>Theatres</b>						
Terrace Theatre	NA	NA			*	9' x 12', 10.5' x 14'
Center Theater	NA	NA			*	9' x 12', 10.5' x 14'
Arena	46,000 sq. ft.	75'			*	10.5' x 14', 15' x 20'

### Long Beach Convention & Entertainment Center Sound System Policies

- Projection Presentation Technology is the exclusive house sound system operator at the Long Beach Convention & Entertainment Center.
- Any microphones and/or audio equipment fed to the house sound systems, along with required labor, is provided exclusively by Projection, Inc.
- Changes or additions in microphone, audio visual, or computer requirements after initial installation are subject to standard equipment and labor charges.
- Whenever three or more microphones are used at the same time, a Projection Presentation Technology audio engineer will be billed at prevailing rates with a four-hour minimum call. Depending on the nature of the event, additional labor may also be required.
- Access to the sound system "record out" feeds and the CATV access fees will be billed at \$25.00 per room per day. Additional labor and materials incurred for those connections will be billed at standard rates.

**Due to space limitations, only our most frequently requested items are listed.**

**Please call for pricing and availability on more extensive sound, lighting, video, and computer requirements.**

# PROJECTION

**The Long Beach Convention & Entertainment Center**

**300 East Ocean Boulevard  
Long Beach, CA 90802  
phone: (562) 499-7546 fax: (562) 499-7683  
www.projection.com**



Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior 1st Day Show Move-in</b>	
City, State / Country, Zip:	Phone Number: ( ) -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	Expire Date(MM/YY): <div style="border: 1px solid black; width: 50px; height: 15px;"></div> / <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

**A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=044](http://orders.smartcitynetworks.com/tc.aspx?center=044)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
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<b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	<b>Premium Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 10Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b>	<b>Basic Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 1.54Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b>
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**Important! All online orders will receive a 5% discount.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service			\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service			\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service			\$199	\$299	\$358	
d. Basic Internet Service			\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3 <sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
			SUBTOTAL			
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
Effective January 1, 2015 – December 31, 2015			Customer No: 2015 - 044 -			

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

# Network Security Declaration

Center: Long Beach CC (044) - CA

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2015 - 044 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nach, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA  
 Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2015 - 044 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

	Adjacent Booth or Aisle# _____										
Adjacent Booth or Aisle#											
	Adjacent Booth or Aisle# _____										

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



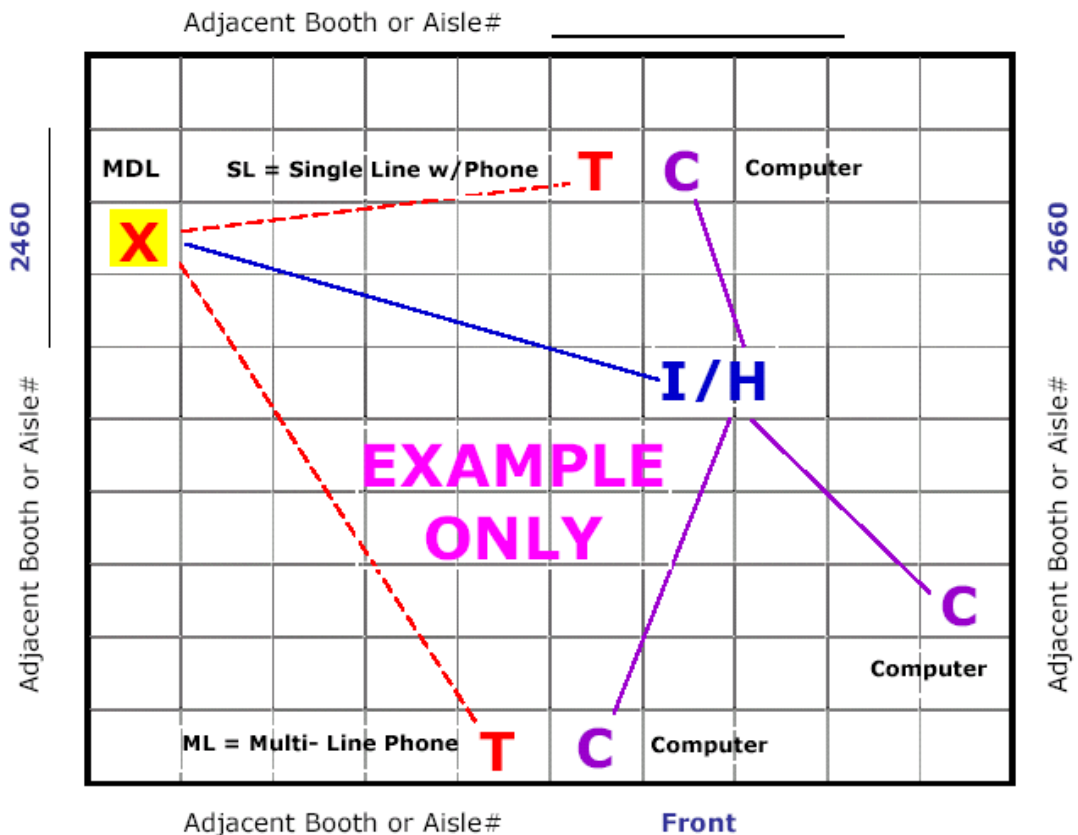
# Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1 2 3 4  
 Customer / Ref #: 2015 - 044 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



# Exhibitor Security Order Form



Event: \_\_\_\_\_

Dates: \_\_\_\_\_

STAFF PRO is pleased to offer high-quality BOOTH SECURITY SERVICE for those exhibitors who desire security for their individual booths beyond that level which has been arranged for by Show Management. Please direct inquiries and orders regarding this service to :

## STAFF PRO, INC.

300 East Ocean Boulevard  
Long Beach, California 90802  
Tel (562) 499-7593 Fax (562) 499-7594  
Attn: Eric Harvey

### EVENT NAME:

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ HALL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE : (    ) \_\_\_\_\_ FAX:(    ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

How may we contact your representative in an emergency? (Name & Telephone Number of Hotel): \_\_\_\_\_

Rates for this service depend on the timeliness of the request and the level of service requested. Please refer to the rates list below. **SPI** recognizes a four-hour minimum shift. Holiday rates (time and one half) apply on Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve & New Year's Day.

**Rates:** Booth Officer **\$27 per hour**; applied to all orders received 15 days PRIOR to first day of service or earlier.

Booth Officer **\$33 per hour**; applied to all orders received 15 days OR FEWER days to first day of service.

Booth Officer **\$42 per hour**; applied to all orders received on site.

**NOTE: PAYMENT IN FULL on the estimated total cost of service MUST be received PRIOR to acceptance of order. Payments will be accepted in the form of: Credit card, company check or money order.**

If paying by credit card, please furnish the following:

VISA

MC

AMEX

Card Holder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing address if different from above \_\_\_\_\_

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

Please indicate DAYS, DATES and TIMES booth security will be required.

**NOTE:** Should security officer remain until a company representative arrives onsite? YES NO

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Total Hours requested: \_\_\_\_\_

Applied Rate: \$ \_\_\_\_\_

Total Paid With Order: \$ \_\_\_\_\_

# Staff Pro, Inc.

## Standard Terms and Conditions Continued from the front of the Exhibitor Order Form

There shall be no charge to Client when oral notice is given directly to Staff Pro's authorized representative more than forty-eight (48) hours' notice, before the start of the event. If any event is cancelled by the Client, with less than forty-eight (48) hours notice, Client shall pay Staff Pro one-half (1/2) the amount of the estimated bill.

It is understood and agreed between Staff Pro and the Client, that Staff Pro is not an insurer and that the rates being paid to Staff Pro for services are for a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by Staff Pro are insufficient to guarantee that no loss will occur, and Staff Pro makes no such warranty, implied or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.

Client shall protect, indemnify, and hold harmless Staff Pro and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries, not due to the negligence of Staff Pro, or its agents, servants, employees or personnel. Staff Pro shall only be liable for claims and damages caused by its own negligence and the negligence of its employees, servants and agents.

It is expressly understood and agreed that under no circumstances will Staff Pro be responsible for the theft or other loss of Client's property not directly attributable to theft by Staff Pro personnel, agents, or servants. In no event shall the liability of Staff Pro for theft by their personnel exceed the total compensation paid by Client to Staff Pro for services rendered during the day of such theft.

Client should take all reasonable precautions it can to reduce exposure or loss, such as:

- Do not identify product or equipment on outside of boxes or cartons.
- Be especially alert during set-up and tear down of any exhibits.
- Do not leave valuable property unattended.
- At the end of each day cover all display equipment and tables.
- Store supplies and products with the exposition service company.

Should the actual amount due Staff Pro for services rendered exceed the estimated amount as quoted on the front of this Order Form, Client agrees to remit any such excess amount to Staff Pro within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such charges, then Client hereby authorizes Staff Pro to additionally charge the same credit card for excess amounts, and Staff Pro will so notify client along with submission of a final invoice for the actual amounts due.

This Exhibitor Order agreement shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceedings arising out of this Agreement shall be in San Diego, County, California.



## **Exhibitor Rules & Regulations**

- No signs, banners, decorations, or materials of any nature, are to be taped, tacked, secured, fastened or anchored to any building part, wall, pillar, door, or window.
- No outside food or beverage is allowed inside the facility. Please contact our in-house food and beverage provider at Ext. 565 for this service.
- No items may be thrown at any time from your booth(s).
- If your booth generates boxes or trash during show hours, porter service is recommended. This service may be ordered through your show's general contractor or by dialing Ext. 541 on a building house phone
- Please remember not to throw boxes or trash generated during show hours into the aisles.
- We recommend locking or removing valuables from your booth nightly.
- Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense.
- When loading and unloading items you must enter and exit through loading dock areas only. No carts, cases or boxes will be allowed through public entrance doors.
- The exhibition hall air walls are covered with a delicate vinyl fabric. This fabric tears easily. Please use caution when working close to them.
- No item whatsoever is to be placed in the aisles (tables, chairs, product, etc.)
- All decorations and items within your booth must be fireproof. If you have any questions please dial Ext. 514 on a house phone.

### **Exits and Aisles In Display Areas**

1. Aisles, when required, shall be a minimum of eight (8) feet in clear width.
2. A minimum of ten (10) feet in clear width shall be provided on both sides.
3. Clear access of three (3) feet shall be provided to all fire protection appliances, alarm boxes, and sprinkler valves.
4. No variance shall be permitted from these requirements unless submitted in writing and approved in writing by the Center and the Long Beach Fire Department.

5. All chairs must be included in booth size. Decorator / Licensee must allow for loose chairs, a minimum of two (2) to three (3) feet in width.

### **Obstructions**

Aisles and exits as designed on approved show plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed in the booth area into the aisles. Directional exit signs may be required when exits or exit signs are not readily visible. Electrical wiring, ropes and mechanical rods laid on the floor in aisles and exit ways shall be covered and taped down.

Fire fighting equipment, such as fire extinguishers and / or wet hose lines, shall be provided and properly maintained in accessible, easily seen locations and may be required to be posted with designation signs.

### **Combustibles**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable liquids are allowed in the building.
3. When displaying a flammable or combustible product, the display container shall be empty.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the L.B. Convention Center complex. *L.B.M.C. 868.010.*

### **Fire Department - Special Permits**

Request for permission to permit the following shall be made five (5) days in advance of the show:

1. Display and operate any heater, barbeque, heat-producing device or open flame, candles, lamps, lanterns or torches.
2. Display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
3. The use of Liquefied Petroleum Gases is prohibited throughout the L.B. Convention Center complex. *L.B.M.C. 18.48.440.*
4. Use or store flammable liquids, compressed gases or dangerous chemicals.
5. Display an operating internal combustion engine.

### **Flame-Retardant Treatment**

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to the satisfaction of the Fire Department by either a State Fire Marshal's certification of flame-retardency or the ability to pass a field flame test, however, that nothing in this section shall be held to prohibit the display of saleable goods permitted and offered for sale.

### **Carpeting On Walls Or Ceilings**

When used as interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

### **Special Finish Materials**

Any material having a brushed or nappe finish, such as but not necessarily limited to, carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy.

### **Interior Finish of Decorative Material**

**Unframed Rigid Combustible Material:** Rigid Combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens and similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

**Framed Rigid Combustible Decorative Materials:** Rigid combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens and similar applications, which are installed with all edges protected, shall conform to the following:

1. All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4 inch dimension.
2. The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed.

Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days and shall be completely flame-retardant.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary by Fire Prevention Bureau to maintain the flame-retardation effect.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exits, as determined by the authority having jurisdiction.

Non-compliance of this requirement will cause the revoking of fire permit and / or in the case of exhibits, the elimination of the booth from the show.

### **Motor Vehicle Display**

The following are the Long Beach Fire Department's minimum fire safety requirements for public display of motor vehicles assemblage occupancies:

**Fuel Tanks:** Fuel tanks, unless never having held fuel, shall be maintained between 1/4 and "full" of fuel. Caps for fuel tank fill pipes shall be of the locking type and maintained locked. If it is not practical to attach such a cap, an alternate method may be employed with permission of the Long Beach Fire Department.

**Electrical System:** The electrical system shall be de-energized. This will be one by one of the following:

1. Removing the battery.
2. Removing the battery cable.

3. Disconnecting one battery cable and covering it with electrical tape or other similar insulating material.

**Location:** Display shall be located so as not to obstruct any required aisle or exit way.

**Miscellaneous:** Operation of motor vehicles is prohibited except for late night or morning hours while setting up or taking down equipment for shows.

### **Fireworks and/or Pyrotechnics**

Listed below are the requirements for any inside fireworks display held in the City of Long Beach:

1. No fireworks display will be allowed during an open dance floor concert.
2. In a concert where seating is provided, fireworks are allowed when:
  - a. A Pyrotechnician licensed by the California State Fire Marshall has obtained a permit through Long Beach Bureau of Fire Protection office. This technician must be present for the fireworks display.
  - b. If the standby fireman present feels unsure about the proposed display, he may require the pyrotechnician to demonstrate the firework in question outside in a clear area.
3. A fire standby will be required anytime a fireworks display is planned.
4. Applications for permits shall be made in writing at least ten (10) days prior to the date of the display.
5. Only those fireworks that were approved prior to issuing the permit will be allowed during the display. Any additional unauthorized fireworks displayed during the show will result in voiding the permit and / or rejecting any future permits for events by the involved company. It may also result in revocation of license.

### **Use of Candles and Open Flames**

Contact the Long Beach Fire Department (Bureau of Fire Protection) for code requirements prior to use.

### **Standby Firemen**

Section 26.114. Whenever, in the opinion of the Chief, it is essential for public safety in any place of public assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, context of activity; the owner, agent or lessee shall employ one or more experienced firemen, as required and approved by the Chief to be on duty at such a place. Said firemen shall be subject to the Chief's orders at all times when so employed and shall be in uniform and remain on duty during the times such places are open to the public, or when such activity is being conducted and take prompt measures for the extinguishment of fires that may occur. Firemen shall not be required or permitted, while on duty, to perform any other functions than those herein specified.

**NOTE: VIOLATIONS OF THE UNIFORM FIRE CODE, WHICH INCLUDES THESE REQUIREMENTS, IS A MISDEMEANOR AND IS SUBJECT TO PROSECUTION.**

We especially direct your attention to the fact that compliance with the requirements of the Fire Department does not preclude the necessity of complying with the regulations of other authorities



and / or licensing agencies. For additional information, please contact the Bureau of Fire Prevention, Monday thru Friday 7:00 a.m. - 8:30 a.m. and 4:00 p.m. - 5:00 p.m. at (562) 570-2560.

**Pyro Insurance Requirements**  
**Article 15.9931.**

1. The certificate of insurance shall include all of the following:
  - a. The deductible, if any, cannot exceed fifteen thousand dollars (\$15,000.00)  
[19 Cal, Adm. Code 933(a)]
  - b. Limits of bodily injury of not less than fifty-thousand dollars (\$50,000.00) for one person or one hundred thousand dollars (\$100,000.00) for each occurrence annually.  
[19 Cal. Adm. Code 993(a)]
  - c. Limit of property damage liability of not less than twenty-five thousand dollars (\$25,000.00) for each occurrence as payment of damages to persons or property which may result from; or be caused by such public display of fireworks, or any negligence on the part of the licensee or his or its agents, servants, employees, or subcontractors presenting such public display.  
[Cal. Adm. Code 993(a)]
  - d. A statement that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to the California State Fire Marshall.  
[Health & Safety Code 12611 (a)]
  - e. That the state shall not be responsible for any premium or assessments on the policy.  
[Health & Safety Code 12611 (a)]
  - f. That the duly licensed pyrotechnic operator required by law to supervise and discharge the public display, acting either as an employee of the State of California, its officers, agents, employees, and servants are included as additional insured's, but only insofar as any operations under contract are concerned.  
[Health & Safety Code 12611 (a)]
  - g. Also, the certificate must include as additional insureds: "SMG and The City of Long Beach, their officers, agents and employees are listed as additional insured's." (This exact verbiage must be used.)



## Frequently Asked Questions

Please review the following items carefully. The information below will assist in accurately pre-planning for your upcoming event. Please contact your assigned Event Manager with any questions or concerns.

- **Facility Accessibility**

Please note that the Long Beach Convention & Entertainment Center does not remain accessible when no activity has been previously scheduled. All exterior doors will be locked and the interior will be in "Green" mode with no lights or HVAC control. To ensure proper access, please be sure to notify your Event Manager of specific load in/out hours as well as all activity taking place within the event program. (\*\*Accessibility effects the staffing of required Crowd Management positions. See below for specifics.)

- **Shipments**

The Long Beach Convention & Entertainment Center does not have a shipping & receiving department. This means there are no insured designated staff or secure storage area that would manage external shipments. Therefore we are unable to accept packages and/or freight on behalf of the event. Any items that arrive prior to the first contracted date of the event will be turned away for redelivery. Shipments should be arranged via the drayage agreement between the client & the general service contractor hired for the Expo. If a general service contractor is not being used, shipments can be arranged through various shipping providers. Please be sure to print the event name & specific location (ie. Hall A, Grand Ballroom, etc.) on the shipping label.

- **Damage Inspections**

To be documented by client with a pre event walk thru. Post event walk thrus are also encouraged. Please share all findings with your Event Manager ASAP to help avoid damage expenses. LBCC internal security conducts post event walk thrus to monitor for damages after each event.

- **Event Crowd Management**

Staff Pro Crowd Management is our exclusive provider for event security, ushers, badge checkers, overnight monitoring, etc. This is a required service (see the contract or Event Estimate of Expenses for other required services). Minimums are as follows:

- A guard is required to be posted in locations where the facility has been un-locked and made accessible from the exterior. This applies to move in & out hours as well as event hours. This is to ensure only the appropriate guests are entering the facility, facility policies are being upheld and for safety/emergency situations.
- A Supervisor is required to be staffed along with all posted positions. The Supervisor is responsible for briefing each position on the specifics of their duties & the event they are working. They also must relieve each post for (15) minutes every (2) hours and for (30) minutes every (4) hours. Lastly, they check in & out every shift change and roam the footprint of the event to ensure there are no security issues. One Supervisor is required for every (5) posted positions.
- Ushers are required inside the house of the theaters and/or Arena. There are various factors that affect the number of ushers required. Please consult your Event Manager for specifics.
- Please review the event estimate of expenses for hourly rates.
- (4) Hour shift minimums apply. Staff is to be scheduled 15-60 minutes prior to posted time dependent on the scale and type of event.

- **Rental Items**

Please refer to Tab 2 of the Event Estimate of Expenses for items available for rent. All items are subject to availability.

- **Included Room Sets & Changes**

- The Long Beach Convention & Entertainment Center includes a banquet, theater or classroom set with a riser (appropriately sized), head table, podium & (1-2) check in or materials table in each room. Any room set request outside these parameters may incur equipment rental charges.

**\*Note:** Classroom table dressing will not be draped with linen. They are simply topped with black vinyl. Also, we do not carry 6'x 30" tables, 8'x 30" are available within the parameters set above, or for rental.

- Change over fees are billed at 50% of the published room rental rate. Dependent on contract specifics, either one initial set per room is included for the duration of the event, or one set per day is included. However, if the room is going to/from a catered banquet or reception, there is no charge.
- All equipment requests in the exhibit halls, with the exception of banquet rounds for catering, are to be directed to your general service contractor.

- **Electrical**

Basic wall outlets are contractually included for your use. All additional power requests will require an electrical contractor. Extension cords will not be provided by the facility. Please order these through your electrical contractor or bring your own.

- **Complimentary Speaker Water**

The Long Beach Convention & Entertainment Center offers a complimentary water service to the head table or podium for use by the speakers. This service consists of a pitcher of ice water with plastic cups to be placed once in the morning and refreshed at noon. If additional water is needed, or bottled water is required, please contact your Catering Sales Manager with Savor.

- **Stagehand Services**

Stagehands are required for all events in the theater. They are also required in the Arena, Exhibit Halls & Grand Ballroom for all production items that require rigging. Lastly, they handle the “specialty” lighting built into the Grand Ballroom. This lighting package is an upgrade based upon advance request only.

- **Exhibit Hall & Registration Cleaning**

Cleaning of these spaces are to be handled by your general service contractor and/or cleaning company. Please provide your Event Manager with the company name and cleaning schedule prior to arrival.

- **Lost & Found Options**

1) Lost & found items are taken to your registration or show office and held there until the conclusion, at which time our facility security will log the items into our lost & found room and held for 30 days after the event in case anyone calls for it.

2) Lost & found items are immediately turned into facility security. In this case, attendees are not allowed to check the lost & found room as it is a secure location. They would then check with show management, who in turn would describe the item to me (or the Event Manager on duty), and we would have security check for the item.

- **Rigging Signage**

The Long Beach Convention & Entertainment Center will not be responsible for rigging any signage. In addition, we cannot provide ladders and/or lifts for others to do so due to liability restrictions.