



GOVERNOR'S INDUSTRIAL SAFETY & HEALTH CONFERENCE 2018

September 26 - 27, 2018
Spokane Convention Center
Spokane, Washington

Triumph Expo & Events Inc. is proud to be your general services contractor for GOVERNOR'S INDUSTRIAL SAFETY & HEALTH CONFERENCE 2018.

HOW TO USE THIS EXHIBITOR KIT: On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE: Click [HERE](#) and then click on the link to GOVERNOR'S INDUSTRIAL SAFETY & HEALTH CONFERENCE 2018.

(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

USERNAME: 10858

PASSWORD: Dynamic (case sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

Install & Dismantle Labor
Standard & Premium Furnishings

Shipping Services
Top-quality Graphics

Custom Booths
Personal Service

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 877-607-1010
Fax: 206-431-4846
csr@triumphexpo.com



QUICK FACTS

DEADLINES

EAC/INSURANCE:	TUESDAY SEPTEMBER 11, 2018	
DISCOUNT PRICING:	TUESDAY, SEPTEMBER 11, 2018	
ADVANCE SHIPPING:	TUESDAY, SEPTEMBER 19, 2018	8:00 AM - 4:00 PM
DIRECT SHIPPING:	TUESDAY, SEPTEMBER 25, 2018	8:00 AM - 4:00 PM

SCHEDULE

EXHIBITOR MOVE IN:	TUESDAY, SEPTEMBER 25, 2018	12:00 PM - 5:00 PM
SHOW DATES/TIMES:	WEDNESDAY, SEPTEMBER 26, 2018	7:00 AM - 3:30 PM
	THURSDAY, SEPTEMBER 27, 2018	7:00 AM - 1:30 PM
EXHIBITOR MOVE OUT:	THURSDAY, SEPTEMBER 27, 2018	1:30 PM - 5:00 PM
CARRIER CHECK-IN DEADLINE:	THURSDAY, SEPTEMBER 27, 2018	3:30 PM

Empty crates will be returned beginning at 1:30 PM on THURSDAY, SEPT. 27, 2018.

All exhibitor materials must be removed from the facility by 5:00 PM Thursday.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

INCLUDED FURNISHINGS:	10' X 10' Booth	Two Side Chairs
	Black 8' high back drape	Wastebasket
	Black 3' high side drape	One-line Exhibitor ID sign
	One 6' table skirted in silver	

EXHIBIT HALL FLOORING: The exhibit area will not be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to csr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.

VENUE: Venue electrical/AV/internet forms are at the end of this kit, if available, for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 39.50

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.29/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 124.00	Minimum Charge	\$ 162.00	Minimum Charge
\$ 0.62	each add'l pound over 200 lbs	\$0.81	each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: SEPTEMBER 19, 2018

DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 136.00	Minimum Charge	\$ 176.00	Minimum Charge
\$ 0.68	each add'l pound over 200 lbs	\$ 0.88	each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: ONLY SEPTEMBER 25, 2018

PRICES INCLUDE receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 29 cents per pound (\$174 minimum for any shipment that must be returned to the warehouse plus 29 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT DIRECT SHIPMENT

Total Estimated Weight (200 lbs minimum) _____ lbs x Rate = \$ _____

Total Estimated Fees \$ _____

TOTAL \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E'S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E'S direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E'S reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E'S liability shall be limited to the specific article in question, and in any event, TE&E'S maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:
-EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
-EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
-EXHIBITOR'S violation of Federal State, County or Local ordinances;
-EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



SHIPPING INFORMATION

**ADVANCE SHIPPING
ADDRESS:**

Company Name and Booth Number
GOVERNOR'S SAFETY & HEALTH CONFERENCE
Triumph Expo & Events
12610 Interurban Ave S.
Suite 120
Seattle, WA 98168

**ADVANCE SHIPMENTS
ACCEPTED:**

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

**ADVANCE SHIPPING
DEADLINE:**

4:00 PM on Wednesday, September 19, 2018

"Material Handling Fees" apply to all shipments. See "Material Handling" page for details.

**DIRECT SHIPPING
ADDRESS:**

Company Name and Booth Number
GOVERNOR'S SAFETY & HEALTH CONFERENCE
c/o Triumph & Spokane Convention Center
334 West Spokane Falls Blvd
Spokane, WA 99201

**DIRECT SHIPMENTS
ACCEPTED:**

Tuesday, September 25, 2018 **ONLY**

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **SEPTEMBER 19, 2018**

TO: _____
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.
12610 INTERURBAN AVE S.
SUITE 120
SEATTLE, WA 98168**

WAREHOUSE

GOVERNOR'S

BOOTH # _____ **# OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **SEPTEMBER 19, 2018**

TO: _____
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.
12610 INTERURBAN AVE S.
SUITE 120
SEATTLE, WA 98168**

WAREHOUSE

GOVERNOR'S

BOOTH # _____ **# OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **SEPTEMBER 25, 2018**

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

**SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201**

**SHOWSITE
GOVERNOR'S**

BOOTH # _____ **# OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **SEPTEMBER 25, 2018**

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

**SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201**

**SHOWSITE
GOVERNOR'S**

BOOTH # _____ **# OF PIECES** _____

CARRIER _____



OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It's that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING: Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS: Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT: A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING: Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES: Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING: All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS: Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK: If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$174 (up to 600 lbs) and 29 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?: SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?: All carriers MUST be checked in by 3:30 PM on Sept. 27, 2018. After 3:30 PM, freight will be re-routed according to the information given on the MHA/BOL.

OUTBOUND

DO NOT DELAY

**FROM: GOVERNOR'S CONFERENCE
SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201**

TO:

BOOTH # _____ **# OF PIECES** _____

CARRIER _____

OUTBOUND

DO NOT DELAY

**FROM: GOVERNOR'S CONFERENCE
SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201**

TO:

BOOTH # _____ **# OF PIECES** _____

CARRIER _____

A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING REQUEST (LO) for Triumph Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event) Minimum charges apply per shipment

PICK-UP ADDRESS:

Insurance: [] Inbound [] Outbound [] Both [] Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

[] Loading Dock [] Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: _____ am/pm Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

Table with columns: LIST EACH PIECE, DIMENSIONS IN INCHES, WT. (LBS). Includes example row: EXAMPLE: Carton, Lx 24", Wx 12", Hx 12", 135 lbs.

Are the pallets/skids stackable? YES [] NO [] If additional insurance, declared value is \$ _____

OUTBOUND (Shipping FROM the Event) Minimum charges apply per shipment

RETURN ADDRESS:

SHIPPING METHOD: [] Deferred / Ground: 3-7 Bus. Days

[] Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates [] Cartons [] Fiber Cases [] Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates: Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY) Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed Inside Delivery: Delivery including a flight of stairs or an elevator Lift Gate: Truck required when no elevated dock or forklift is available

UNION LABOR JURISDICTION



TRIUMPH
expo & events inc.

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

EXHIBIT HALL INSTALLATION & DISMANTLING:

Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

MATERIAL HANDLING / DRAYAGE:

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

TIPPING:

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.

EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

CAN I PHONE IN MY ORDER?

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?

In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?

The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$174 for up to 600 lbs and 29 cents per each additional pound.



PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name _____ Booth #(s) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

Prepared by (Print Name) _____ Date _____

Signature _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa Mastercard American Express Check Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (REQUIRED) _____

Authorized Signature _____

PAYMENT MUST ACCOMPANY ALL ORDERS
 To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Triumph Expo & Events Inc

FOR ALL CHECK ORDERS
 Credit card authorization must be provided for any additional fees incurred.

WASHINGTON STATE SALES TAX
 applies to all exhibitors including non-profit agencies within Washington State (RCW 82.04.070)

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpeting	\$ _____
Graphics and Signage	\$ _____
TRU-X Modular Exhibits	\$ _____
TRU-X Accessories	\$ _____
Installation and Dismantle Labor	\$ _____
Other	\$ _____
Subtotal	\$ _____
WA State Sales Tax @ 8.8%	\$ _____
Cleaning Services	\$ _____
Freight/Material Handling	\$ _____
TOTAL	\$ _____



PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- *WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- *WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to an administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

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

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TABLES AND COUNTERS - THE CLASSIC COLLECTION

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.



- BLACK (01)**
- WHITE (02)**
- SILVER (03)**
- BLUE (04)**
- GREEN (05)**
- RED (06)**

- TEAL (07)**
- DOVE (08)**
- BERRY (09)**
- PURPLE (10)**
- YELLOW (11)**
- WILLOW (12)**

- BURGUNDY (13)**
- CHAMPAGNE (14)**
- TERRA COTTA (15)**
- NAVY BLUE (16)**
- NEON GREEN (17)****

TABLES - 24" W x 30" H

COUNTERS - 24" W x 42" H

SKIRTED TABLES (1) - (4)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	87.40	122.40	
		6'	97.70	136.80	
		8'	113.10	158.30	
		4th Side	36.10	50.50	

SKIRTED COUNTERS (5) - (8)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	96.40	135.00	
		6'	108.50	151.90	
		8'	126.60	177.20	
		4th Side	40.70	57.00	

UNSKIRTED TABLES (1) - (4)				
Qty.	Length	Discount	Standard	Amount
	4'	51.30	71.80	
	6'	61.50	86.10	
	8'	76.90	107.70	
	Skirt	36.10	50.50	

UNSKIRTED COUNTERS (5) - (8)				
Qty.	Length	Discount	Standard	Amount
	4'	60.30	84.40	
	6'	72.30	101.20	
	8'	90.40	126.60	
	Skirt	40.70	57.00	



TABLE RISERS (11)				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	57.30	80.20	
	4' L x 13" H x 8" D	57.30	80.20	
	6' L x 7" H x 8" D	65.80	92.10	
	6' L x 13" H x 8" D	65.80	92.10	

**** Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PEDESTAL TABLES 30" DIAMETER

All pedestal tables come with a spandex cover in your choice of color. If you fail to specify a color, the show color will be given or, if show color isn't available, black will be given.



30" and 42" High Pedestal Tables



Black - 1

White - 2

Navy Blue-3

Burgundy - 4

Yellow - 5

Red - 6

Uncovered

COVERED PEDESTAL TABLES					(21)
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

SEATING - THE CLASSIC COLLECTION

(09)


**Black
Plastic Stack Chair**

**Black OR Grey
Padded Side Chair**

**Black OR Grey
Padded Arm Chair**

Black Steno Chair

**Black Executive
Chair**
STANDARD SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Black Plastic Stack Chair	38.30	53.60	
		Padded Side Chair	61.90	86.70	
		Padded Arm Chair	66.60	93.20	
		Black Steno Chair	83.70	117.20	
		Black Executive Chair	138.40	193.80	


Black Bar Stool

Black Gaslift Stool

Mimi Stool in Red or White

Cascade Stool in Black or White
RAISED SEATING

Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	76.10	106.50	
	Black Gaslift Stool	83.70	117.20	

RAISED SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	126.00	176.40	
		Cascade Stool	126.00	176.40	

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**MAKE YOUR EXHIBIT YOUR OWN!
CUSTOM SETUPS EXCLUSIVELY FROM THE TRIUMPH PREMIUM COLLECTION**



Set the scene with a theme lounge with custom graphics, simple, elegant furniture and pieces from our Illuminate Collection!

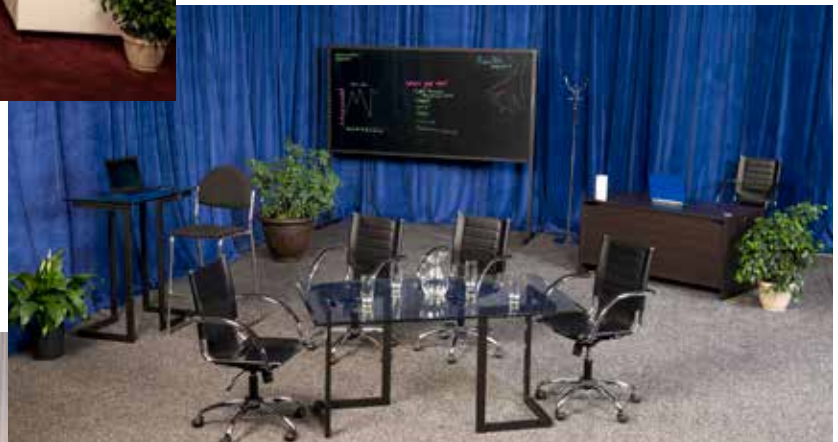
Be comfy backstage with plush furnishings, space to work and keep everything handy in a fresh and functional greenroom setup.



Bring attendees into your exhibit by sponsoring a power lounge with charging stations and furnishings with optional graphic panels!



Set up a functioning conference room in your exhibit! Triumph has computer stations, full-size desks, conference tables and accessories to fit your needs.



Create your own showroom with our full range of show cases and display pieces! Hang pictures, display items in our secure cabinets, even set up a storefront on the show floor!



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE PREMIUM COLLECTION

(13)

Styles may vary based on inventory availability


Leather Sofa in Ivory

**Leather Loveseat
in Ivory**

**Leather Arm
Chair in Ivory**

IVORY LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Ivory Sofa	393.20	550.50	
	Ivory Loveseat	328.10	459.30	
	Ivory Arm Chair	291.10	407.50	


Leather Sofa in Black

**Leather Loveseat
in Black**

**Leather Arm
Chair in Black**

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	393.20	550.50	
	Black Loveseat	328.10	459.30	
	Black Arm Chair	291.10	407.50	

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE PREMIUM COLLECTION

(13)

Coffee Tables

End Tables

**Black/
Brown**



White



**Glass/Black
(also w/
white legs)**



LED



Charging Coffee Table (in black or white)



**Cushion Swivel
Ottoman in
Black**



**Cube Ottoman in
Black**



**Cube Ottoman in
White**



**Bench Ottoman
in Black**



**Bench Ottoman
in White**



**Bench Ottoman
in Espresso**

COFFEE AND END TABLES				
Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	107.30	150.20	
	End Table - blk/brn	70.70	99.00	
	Coffee Table - white	107.30	150.20	
	End Table - white	70.70	99.00	
	Coffee Table - gls/blk	223.30	312.60	
	Coffee Table - gls/wht	223.30	312.60	
	End Table - gls/blk	173.70	243.20	
	End Table - gls/wht	173.70	243.20	
	Coffee Table - LED	314.20	439.90	
	End Table - LED	246.80	345.50	
	Charging Table - blk	292.80	409.90	
	Charging Table - wht	292.80	409.90	
	Add Graphic - Charging Table Only	344.20	481.90	

OTTOMANS				
Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	70.70	99.00	
	Cube Ottoman - blk	70.80	99.10	
	Cube Ottoman - wht	70.80	99.10	
	Bench Ottoman - blk	93.20	130.50	
	Bench Ottoman - wht	93.20	130.50	
	Bench Ottoman - esp	93.20	130.50	

LAMPS				
Qty.	Item	Discount	Standard	Amount
	Table Lamp	47.10	65.90	
	Floor Lamp	58.90	82.50	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE CUSTOM COLLECTION: ACCESSORIES

(TQ)



COMPUTER KIOSK



SHOWCASE 6' FULL-VIEW



SHOWCASE 4' QUARTER VIEW



SHOWCASE 6' UPRIGHT



SHOWCASE 6' UPRIGHT TOWER



SHOWCASE 6'X2' UPRIGHT TOWER



LED PEDESTAL SHOWCASE

KIOSK/SHOWCASES

Qty.	Item	Discount	Standard	Amount
	Computer Kiosk w/ Interchangeable Panels	240.70	337.00	
	Showcase - 6' Full-View (6'L x 38"H x 18"D)	324.70	454.60	
	Showcase - 4' Quarter-View (4'L x 42"H x 18"D)	243.20	340.50	
	Showcase - 6' Upright (6'H x 38"W x 18"D)	336.30	470.80	
	Showcase - 6' Upright Tower (6'H x 18"W x 18"D)	243.20	340.50	
	Showcase - 6'x2' Upright Tower (6'H x 24"W x 18"D)	206.40	289.00	
	Showcase - LED Pedestal (42"H x 18"W x 18"D)	336.60	471.20	



SINGLE-SIDED GONDOLA



DOUBLE-SIDED GONDOLA



1M COUNTER
(Also Available in 1.5 and 2M)



1M CURVED COUNTER
FLAT BACK



LED CURVED BAR



LED PEDESTAL

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

GONDOLAS/COUNTERS

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	240.50	336.70	
		Double Sided Gondola (38"H x 39"L x 24"D)	305.30	427.40	
		1M Counter (1M L x .5M"D x 42"H)	213.90	299.50	
		1.5M Counter (1.5M L x .5M"D x 42"H)	226.30	316.80	
		2M Counter (2M L x .5M"D x 42"H)	252.20	353.10	
		1M Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	288.80	404.30	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	371.00	519.40	
		LED Pedestal (42"H x 18"D x 18"W)	313.90	439.50	
		Cabinet Lock w/ 2 keys (can also be used for showcases)	33.60	47.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

STANDARD ACCESSORIES

(11)



Qty.	Item	Discount	Standard	Amount
	Coat Tree	34.20	47.90	
	Easel	39.70	55.60	
	Chrome Sign Holder (22" x 28")	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	59.50	83.30	
	20-Pocket Lit Rack	69.00	96.60	
	Accordion Lit Rack	64.70	90.60	
	Bag Stand - Straight	59.50	83.30	
	Bag Stand - Waterfall	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	13.70	19.20	
	Raffle Drum	49.60	69.40	
	Fish Bowl	18.40	25.80	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	34.20 56.60	47.90 79.20	
	Chrome Stanchion (Single w/ red rope)	34.20 56.60	47.90 79.20	
	Retractable Stanchion	50.90	71.30	



Qty.	Item	Discount	Standard	Amount
	Garment Rack	70.00	98.00	
	Mini Refrigerator	121.60	170.20	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE CARPET COLLECTION

STANDARD CARPET

(CA) - (CD)

 BLACK (01)	 BURGUNDY (04)	 PURPLE (07)	 SILVER (10)	 BLUEJAY (13)
 GREEN (02)	 RED (05)	 BLUE (08)	 TUXEDO (11)	
 TEAL (03)	 BERRY (06)	 LATTE (09)	 CAYENNE (12)	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	121.00	169.40	
		10x20	242.10	338.90	
		10x30	363.10	508.30	
		10x40	484.10	677.70	

CUSTOM CUT STANDARD CARPET (per SQ. FT.) (CK)














Color	Size (SQ. FEET)	Discount	Standard	Amount
		2.60	3.60	

PADDING / PROTECTIVE SHEETING (per SQ. FT.) (CK)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		1.00	1.40	
Poly Vinyl Sheeting		0.48	0.67	

28 oz. PLUSH CARPET (per SQ. FT.)







(CG)

 BLACK (01)	 WHITE (04)	 CREAM (07)	 CABERNET (10)	 WEDGEWOOD (13)
 GREY PEARL (02)	 NAVY (05)	 PINE (08)	 TOAST (11)	
 CHARCOAL (03)	 SEA BREEZE (06)	 CARDINAL (09)	 BAYWATER (12)	

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.40	4.80	

40 oz. PLUSH CARPET (per SQ. FT.)

(CH)

 BLACK (01)	 WHITE (04)
 GREY PEARL (02)	 NAVY (05)
 CHARCOAL (03)	 SEA BREEZE (06)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.30	6.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

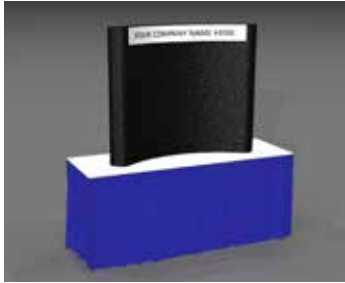
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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



POP-UP TABLE TOP

POP-UP TABLE TOP

Package Includes:

- Standard Header
- 6' Draped Table
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 492.20	\$ 689.10	\$ _____

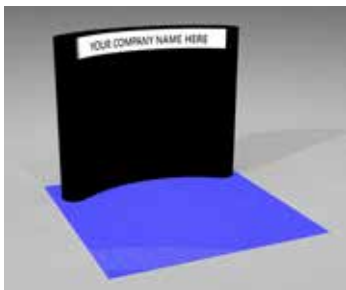
TABLE SKIRT COLOR

- Black Silver Blue Green Red
 Burgundy Teal Berry Purple

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)



POP-UP FLOOR UNIT

POP-UP FLOOR UNIT

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 695.00	\$ 973.00	\$ _____

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte
 Burgundy Teal Berry Purple Cayenne Bluejay

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



TRU-X PACKAGE A1

TRU-X PACKAGE A1

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,635.20	\$ 2,289.30	\$ _____



TRU-X PACKAGE A2

TRU-X PACKAGE A2

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,018.10	\$ 2,825.30	\$ _____



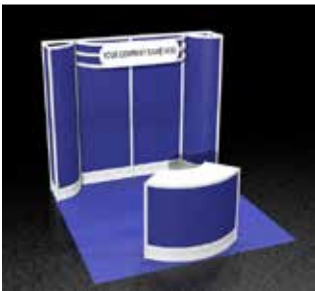
TRU-X PACKAGE A3

TRU-X PACKAGE A3

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Counter
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,750.70	\$ 2,451.00	\$ _____



TRU-X PACKAGE A4

TRU-X PACKAGE A4

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$2,033.40	\$ 2,846.80	\$ _____

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte Burgundy Teal Berry Purple Cayenne Bluejay

PANEL OPTIONS

- HARDWALL** - White Black Custom Graphic

LETTERING COLOR

- Black Blue Green Grey Red Burgundy

Standard Header Copy (please print clearly)

METAL FRAME COLOR

- Black Silver

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (Please contact exhibitor services for exact panel size & dimensions)



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



TRU-X PACKAGE B1

TRU-X PACKAGE B1

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$3,733.50 \$5,226.90 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 4 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit



TRU-X PACKAGE B2

TRU-X PACKAGE B2

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$4,066.70 \$5,693.40 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit



TRU-X PACKAGE B3

TRU-X PACKAGE B3

DISCOUNT RATE STANDARD RATE TOTAL

Package Includes:

\$4,580.80 \$6,413.10 \$ _____

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 1M Counter
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

CARPET COLOR

- Black Tuxedo Silver Blue Green Red Latte Burgundy
 Teal Berry Purple Cayenne Bluejay

PANEL OPTIONS

- HARDWALL** - White Black
 Custom Graphic

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy
(please print clearly)

METAL FRAME COLOR

- Black Silver

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (*Please contact exhibitor services for exact panel size & dimensions*)

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

GRAPHICS & SIGNAGE

SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	79.80	111.70			3'x6' Single-Sided	267.70	374.80	
	22"x28" Double-Sided	103.80	145.30			3'x6' Double-Sided	374.90	487.10	
	28" x 44" Single-Sided	107.10	149.90						
	28"x44" Double-Sided	139.20	194.90						
	24"x87" Single-Sided	272.50	381.50						
	24"x87" Double-Sided	354.30	496.00						
	38.125"x87" Single-Sided	311.50	436.10						
	38.125"x87" Double-Sided	404.90	566.90						

BANNER OPTIONS: Grommets Pole Pockets

CUSTOM BANNER & GRAPHIC	DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$16.50/sq. ft.	OR \$24.75/sq. ft.	= \$ _____

CUSTOM BANNER OPTIONS: Grommets Pole Pockets



38.125"x87"
w/ T-Base



22"x28"
Chrome Sign Holder not included

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?
 Contact our exhibitor services department at csr@triumphexpo.com or call **877-607-1010** for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to csr@triumphexpo.com. If you would like to post to our Dropbox, please send your request to csr@triumphexpo.com. Smaller files (<10MB) can be emailed directly to csr@triumphexpo.com.

SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your Account Manager with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event Account Manager. Smaller files (<10MB) can be emailed directly to your Account Manager.

*native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FORKLIFT

(27)

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

STANDARD FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				157.50	204.80		
OVERTIME - IN				196.90	256.00		
STRAIGHT TIME - OUT				157.50	204.80		
OVERTIME - OUT				196.90	256.00		

4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				206.30	268.20		
OVERTIME - IN				257.90	335.30		
STRAIGHT TIME - OUT				206.30	268.20		
OVERTIME - OUT				257.90	335.30		

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION & DISMANTLE LABOR 1 of 2

(25)

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

EXHIBITOR SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				80.80	105.00		
OVERTIME - IN				121.10	157.40		
STRAIGHT TIME - OUT				80.80	105.00		
OVERTIME - OUT				121.10	157.40		

TRIUMPH SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				105.00	136.50		
OVERTIME - IN				157.50	204.80		
STRAIGHT TIME - OUT				105.00	136.50		
OVERTIME - OUT				157.50	204.80		

COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION & DISMANTLE LABOR 2 of 2

DID YOU ORDER TRIUMPH LABOR? IF YES (please fill out this page) IF NO (please skip this page)

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached to be sent with exhibit In crate # _____

CARPET: with exhibit rented from Triumph (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached drawing with exhibit electrical under carpet

GRAPHICS: with exhibit shipped separately

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier _____ Carrier Phone _____

Shipped to: Warehouse Show Site From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

DELIVER TO:

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____



COMPANY _____ BOOTH#(S) _____

! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

Exhibitor Appointed Contractor (EAC) Approval Form

(AD)

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.**

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

(AD)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- | | |
|---|--|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> RENTAL FURNITURE AND CARPET |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> GRAPHICS |
| <input type="checkbox"/> I&D LABOR - SUPERVISION | <input type="checkbox"/> OTHER SERVICES |
| <input type="checkbox"/> MATERIAL HANDLING - IN & OUT | |

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

Dear Exhibitor:

Please follow the link below:

www.spokanecenter.com/orders

This will take you to a calendar of events. (you may need to scroll down the page about half way to find the calendar) Find your event and click on the words of the show **NOT** the calendar icon. This will redirect you to an account set up page. Please set up your account and place your order, be sure to print your order confirmation.

No Booth number, no worries. I will coordinate it with the final floor plan so your equipment is waiting for you.

IMPORTANT INTERNET INFORMATION:

We do have free wi-fi in the building limited to 5Mbps but as a caveat, if you are streaming video or using a vpn we highly suggest that you upgrade to the higher speed which is unlimited.

You may contact me directly with any questions at [sstoll@spokanepfd.org](mailto:ssstoll@spokanepfd.org) or by phone at 509-279-7005.

We look forward to seeing you very soon.

Warm Regards,

Sue Stoll

Spokane Convention Center
Spokane Public Facilities District

[sstoll@spokanepfd.org](mailto:ssstoll@spokanepfd.org)

509-279-7005

509-279-7060 (fax)