



2017 American Association of Port Authorities  
October 1-4, 2017  
Long Beach Convention Center  
Long Beach, California Discount and Advance Freight  
Deadline: September 20, 2017

## **SHOW INFORMATION**

Booth Size: 10' wide by 8' deep	1 – Skirted 6ft Table (black skirt)
Backwall Drape: 8' high	2 – Side Chairs
Sidewall Drape: 3' high	1 – Wastebasket
	1 – Two line ID sign (7"x 40") provided automatically

## **IMPORTANT DATES**

**Discount Deadline Date:** Wednesday, September 20, 2017. VEAL orders must be received with payment by this date.

### **Exhibitor Installation:**

Sunday, October 1, 2017: 1pm - 4pm

Monday, October 2, 2017: 10am – 2:30pm. **All exhibits must be set up by 3pm** (as there will be an early evening reception in Exhibit Hall)

VCS will staff an on-site Exhibitor Service Desk located in the Exhibit Hall during set-up, show, and move-out.

## **SHOW SCHEDULE (subject to change)**

Monday, October 2: Evening Reception in Exhibit Hall **5:00pm – 6:30pm**

Tuesday, October 3: Show Hours: **8:00am – 5:00pm**

Wednesday, October 4: Show Hours: **8:00am – 1:15pm**

Exhibitor Dismantle: 1:15pm – 3:00pm. All exhibits must be moved out by 3:00pm  
Please note that the business sessions will be in progress during exhibitor dismantle. Your consideration is appreciated.

Empty Container Return Begins: 1:15pm

Carrier Check-in Deadline: 3:00pm Carriers post-show must be checked in.

Facility Clear Deadline: 6:00pm. All exhibit materials must be removed.

**Carrier Pick Up Post-Show: Wednesday, October 4**, between the hours of 2:00pm-5:00pm.

Freight not picked up by 6:00pm will be forced via VCS's preferred carrier.

## **GENERAL FREIGHT HANDLING INFORMATION**

**SEE FORMS FOR DETAILS OR CALL VCS AT 1-800-844-8325 FOR ASSISTANCE OR EMAIL: [Katie@vealco.com](mailto:Katie@vealco.com)**

**SHIP EXHIBIT MATERIALS to VEAL Warehouse:** All exhibit materials must be shipped advance to VCS warehouse. Use the Shipping Labels in this Exhibitor Manual (see Page 7) to Expedite Handling.

**ADVANCE SHIPMENTS TO WAREHOUSE:** Shipments must arrive on or between: Friday, August 18, and Wednesday, September 20, 2017.

**YRC % VEAL Convention Services Inc.  
American Association of Port Authorities  
(Your Company Name & Booth Number)  
15400 S Main Street  
Gardena, CA 90248**

**ATTENTION EXHIBITORS:** All advance exhibit materials must be sent to the VCS warehouse. Direct to show-site shipments will not be accepted without prior arrangements with VCS. The showsite does not have the capacity to receive nor have adequate storage space for exhibitor materials. Any materials shipping to the showsite will be consigned to VCS and you will be billed the appropriate material handling charges by VCS.



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**Dear Exhibitor,**

We are pleased to inform you that Veal Convention Services has been selected as the official Service Contractor for:

**2017 American Association of Port Authorities**

October 1-4, 2017  
Long Beach Convention Center  
Long Beach, California

In order to assist you in selecting your additional freight handling, we are enclosing our service order forms. Ordering in advance helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be faxed to 205-328-1012 or emailed to [katie@vealco.com](mailto:katie@vealco.com). Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery for the performance of services. Veal Convention Services requires a credit card authorization on file for each exhibitor using our services or equipment.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into Veal Convention Services, for reference purposes.

**TO RECEIVE PRE-ORDER PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:**

**Wednesday, September 20, 2017**

If you have questions regarding our services or equipment or if you need additional information, please call:

**Katie Clements**  
Veal Convention Services  
800-844-8325 or 205-328-1010  
[katie@vealco.com](mailto:katie@vealco.com)

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the association sponsoring the show.

We wish you success with the convention.

Veal Convention Services, Inc.



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## PAYMENT POLICY

### **PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES**

**\*\*\*NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE\*\*\***

**PAYMENT SERVICES:** Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Further, VCS requires that you provide a credit card authorization to charge your account for services which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

**ADVANCE ORDERS:** To qualify for discount pricing, orders must be received with payment in full on or before the pre-order discount price deadline. Purchase orders do not qualify for Advance Prices.

**SHOW SITE ORDERS:** Services ordered at show site will not be processed without full payment at the time the order is placed.

**THIRD PARTY ORDERS:** If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

**METHOD OF PAYMENT:** VCS accepts Master Card, Visa, American Express, company check (no personal checks accepted) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn in a US bank. Exhibitors will be charged \$50 for each returned NSF check.

**ADJUSTMENTS / CANCELLATIONS:** No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee.

**COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD.** A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

**ORDER FORMS:** Please complete all order forms in full and return to VCS with payment in full to insure that your order is processed correctly and to avoid costly delays. **VCS REQUIRES YOUR COMPLETED CREDIT CARD CHARGE AUTHORIZATION TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.**

AUTHORIZED BY (PRINT NAME): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

FIRM: \_\_\_\_\_ PHONE #: \_\_\_\_\_

#### **CREDIT CARD PROCEDURE FORM (To be used for Veal Convention Services, Inc. ONLY)**

Charge (Check one):  Mastercard  Visa  American Express

Expiration date: \_\_\_\_/\_\_\_\_ (Signature Panel Code) \_\_\_\_

Account No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Cardholder's  
Name: \_\_\_\_\_

Cardholder's  
Billing Address: \_\_\_\_\_

Please return the completed forms to [katie@vealco.com](mailto:katie@vealco.com). You may also order online at [veal.boomerecommerce.com](http://veal.boomerecommerce.com) Page 2

## **INBOUND SHIPMENT INSTRUCTIONS**

### **Benefits of Advance Shipping to VCS Warehouse.**

Storage of materials for up to 45 days prior to your show.  
Delivery of materials directly to your booth space prior to your scheduled move-in time.  
Many convention centers and hotels do not have facilities to receive and store freight and may refuse a shipment sent to them prior to show dates.

### **How to Ship to VCS Warehouse.**

Remove old shipping and empty storage labels.  
Fill out and attach enclosed Advance Shipping Label(s).  
Complete enclosed Material Handling Form.  
Confirm receipt of your shipment prior to leaving for the show. All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.  
Certified weight tickets must accompany all shipments. Take the time to make sure your shipment(s) is properly packed. VCS is not responsible for damage that occurs during shipping.

### **How to Ship Direct to Show Site.**

Consign all domestic shipments c/o Veal Convention Services, Inc.  
Remove old shipping and empty storage labels.  
Fill out and attach enclosed Direct Shipping Labels.  
Complete enclosed Material Handling Form.  
Confirm receipt of your shipment prior to leaving for the show. All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.  
Certified weight tickets must accompany all shipments. Take the time to make sure your shipment(s) is properly packed. VCS is not responsible for damage that occurs during shipping.

**Freight Carriers.** Select a carrier with trade show experience. Make sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick up times for trade shows often fall outside of "normal" delivery hours. Make sure your carrier is committed to and capable of meeting target dates and times. Make sure to plan not only for your shipment to the show, but also for your return shipment.

**Insurance.** You may want to consider insuring your shipment, the contents of your shipment, and have sufficient coverage to compensate you for loss of business should your shipment encounter difficulty en route. Contact your insurance agent to determine the type of coverage you may need. Many companies offer "trade show" coverage that addresses these eventualities.

**Damage.** Relative to shipments consigned to VCS's warehouse, VCS will exercise all possible diligence and care in receiving, handling, and transporting your shipment. VCS shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of VCS. In any case, the liability of VCS is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in VCS's warehouse or VCS-owned and operated vehicles for delivery to show-site.

**Estimated Material Handling Charges.** Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 pounds and are rounded up to the nearest hundred. There is a minimum of 200 lbs. on many shipments. Please refer to the Material Handling Estimate Sheet for pricing details. Crated and

uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified and charged at the uncrated / special handling rate. Crated Materials are materials that are skidded, crated or are in any type of container that can be unloaded at dock level with no additional handling required. Uncrated / Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks. Off Target Surcharges may apply to shipments that arrive before or after the Advance Delivery dates or before or after the Direct Delivery dates and times. Off Target Surcharges may also apply to shipments that arrive with incomplete or inaccurate documentation, including Bills of Lading, certified weight certificates, incorrect consignee information, improper booth number, etc.

**Shipping Charges.** Please prepay all shipping charges. VCS reserves the right to refuse or to receive Collect Shipments. In cases where VCS elects to receive collect shipments, VCS will add an additional twenty five percent (25%) charge to the amount of the collect freight bill for handling and processing. A \$10 minimum fee will apply for this service. The responsible exhibitor or shipper will be notified and full payment of all charges due must be made within 24 hours.

**Consignment.** All shipments must be consigned C/O Veal Convention Services to enable us to accept them for handling. The convention complex will not accept direct shipments for lack of facilities for receiving or storing freight.

**Bills of Lading.** Bill of lading or delivery documentation should accompany all shipments. Upon shipping, send bill of lading with weight, number of pieces and content to VCS and your on-site representative. All shipments must have certified weight receipts, as handling charges are based on the weight of the shipment. If no weight is attached, charges will be based on an estimated weight and no adjustments will be made.

**Unloading Equipment and Labor.** Labor and equipment for receiving your freight is included in the freight handling charge. Labor and equipment for uncrating, assembling, installing, dismantling and repacking is available to exhibitors. Please see the "Installation and Dismantling Labor Order Form" to place your order.

**Shipments Requiring Special Handling** will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) The standard material handling applies to shipments that can be readily handed off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck from the ground. VCS and its subcontractors shall not be liable for ordinary wear and tear in handling of freight, or any damage incurred during the handling of freight requiring special devices to properly load, place or reload unless a ten day advance notice has been given to VCS in time to obtain the proper equipment.



**VEALCONVENTION**  
S E R V I C E S  
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## **FREIGHT HANDLING SERVICE ORDER FORM**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply only to shipments that meet the pre-order deadline.

**STRAIGHT TIME RATE: \$95 per 100 lbs. - 200 lb. minimum**

### **SERVICE B - DIRECT SHIPMENT TO SHOWSITE**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - See definition above in Service A.

**STRAIGHT TIME RATE: \$123.50 per 100 lbs. - 200 lb. minimum**

### **SERVICE C - SMALL PACKAGE SERVICE**

Cartons and envelopes received without documentation. Maximum weight is 30 lbs per shipment, per delivery. This includes UPS, Fedex, etcetera. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

**STRAIGHT TIME RATE: \$75 per package**

### **SERVICE D - OUTBOUND ONLY FREIGHT HANDLING SERVICE**

Freight handled only at close of show. Material handling fees include taking materials to the loading dock and loading on preferred carrier.

**STRAIGHT TIME RATE: \$75 per 100 lbs. - 200 lb. minimum**

### **OTHER CHARGES FOR FREIGHT HANDLING SERVICES**

**Uncrated, Loose, and Shipments Requiring Special Handling:** Shipments of uncrated or loose items or boxes, machinery / heavy equipment or blanket wrapped items or any items that require special handling. Additional Fee: 30 percent

**Delivery Deadline:** Advance shipments to warehouse that are received before the advance receiving dates or not received at least five (5) days prior to show move-in and any direct to show site shipments that arrive before or after designated acceptance times. Additional Fee: 30 percent

**Overtime Surcharge:** Straight time rates are quoted above and apply Monday through Friday 8am - 4pm. Freight handling on overtime, before 8am and after 4pm on weekdays and on Saturday, Sunday or Holiday, an additional 30 percent will be charged per occurrence. Based on move-in / move-out schedule, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. (Your advance warehouse shipments may be received during straight-time, but the move-in / move-out schedule may require that your shipment be moved in to our out of the exhibit area on overtime.) Additional Fee: 30 percent for every overtime application.

**Transportation Surcharge:** Charge applies to freight transported to VCS warehouse after close of show. \$35 per CWT (\$350 minimum)

ESTIMATED WEIGHT: \_\_\_\_\_ EXPECTED NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_\_\_

ESTIMATED WEIGHT (rounded to next 100 lbs) at applicable Service Rate equals \$ \_\_\_\_\_

AUTHORITY TO HANDLE: Terms and conditions are understood and accepted. Signed: \_\_\_\_\_

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

## SHIPPING & HANDLING TERMS & CONDITIONS

**INBOUND AND OUTBOUND TRAFFIC SCHEDULES** are the responsibility of VCS. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of material through VCS, who is prepared to handle local pick-ups and deliveries on a coordinated schedule.

**PACKAGING AND CRATES.** VCS shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, VCS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. VCS shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

**STORING EMPTY CONTAINERS.** For all exhibitors using VCS material handling services, properly labeled empty shipping containers will be picked up from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Empty Container Labels are available from the VCS Exhibitor Service Desk on show site. Do not store any materials or valuable in containers marked "empty." Empty crate storage should not be considered secure storage. VCS has no liability for loss or damage to crates or containers or the contents therein while containers are in storage.

**INBOUND SHIPMENTS.** All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, VCS will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to VCS as soon as shipments are made. This will assist in tracing, if required. Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your on-site representative. Be sure your on-site representative knows who to call to track your shipment should it not arrive at your anticipated time. VCS shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and VCS's receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt. Shipments received without receipts or freight bills such as UPS or FedEx or US Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. VCS 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. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

**OUTBOUND SHIPMENTS.** Each outbound shipment must have a completed Bill of Lading accompanying the shipment. Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. Bills of lading and shipping labels are available at the VCS service desk. We recommend that you prepare bills and

labels ahead of time. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Pick-ups for local deliveries or small package shipments, i.e., UPS, FedEx and Parcel Post should be dealt with in the same manner as all other outbound shipments. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. VCS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. An exhibitor representative should remain on-site to insure that your shipment is picked up. Alternatively, VCS recommends that the EXHIBITOR engage security services from the facility or show management. Bills-of lading covering outgoing shipments will be checked at time of actual pickup from the booth and corrections made where discrepancies occur. In order to expedite removal of materials as required by show management and/or the facility, VCS shall have the authority and reserves the right to change the EXHIBITOR designated carriers, if such carriers fail to pick-up or refuse to accept shipments at the appointed time. VCS retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. 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 responsible for charges relating to such rerouting and handling. In no event shall VCS be responsible for any loss resulting from such rerouting or handling. Any shipments that remain on-site past the outbound shipping deadline may be forced on VCS's carrier of choice and the exhibitor billed accordingly. Shipments sent using VCS's account numbers and/or charges otherwise invoiced to VCS will result in a service fee to your account amounting to 30 percent of the carrier's total charges. Use of VCS Freight Handling services authorizes VCS to pay outbound freight charges for your shipments by any carrier using the credit card on file for your company.

**DELIVERY TO THE CARRIER FOR RELOADING.** VCS assumes no responsibility for 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 conclusion of the show. VCS loads materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. VCS assumes no responsibility or liability for loss, damage, theft or disappearance of EXHIBITOR'S materials that is caused by, arises out of or related to improperly loaded materials.

**RETURNED SHIPMENTS TO VCS WAREHOUSE** Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; VCS will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$39 per CWT (with a minimum charge of \$79) for each shipment returned. Storage is available for \$0.50 per cubic foot per month with a monthly minimum of \$32.

**ADDITIONAL AVAILABLE SERVICES.** Rates quoted in the MATERIAL HANDLING SERVICE ORDER FORM do not include any unpacking, uncrating, unskidding, positioning, leveling, blocking, spotting, bracing, installing, dismantling, repacking, recrating or reskidding. See the Forklift and Labor Order forms to order these services. VCS will provide banding will be available for securing outbound shipments at a rate of \$1 per foot, plus labor (one hour minimum). Shrink wrap of a pallet will be charged at \$20 per pallet. Mobile equipment / vehicles will be moved in or out of the exhibit facility for \$99 per vehicle. Local pickups and/or deliveries are available for \$99 per hour straight-time, \$149 per hour overtime (rates include truck and driver).

**LIMITS OF LIABILITY AND RESPONSIBILITY** Please refer to **RENTAL TERMS & CONDITIONS AND LIMITS OF LIABILITY.**

**AUTHORITY TO HANDLE:** Terms and conditions are understood and accepted. Signed: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **BOOTH:** \_\_\_\_\_

## **SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW AND IMPORTANT INFORMATION ABOUT OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

**CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. For your convenience, show recommended carriers are available to handle outbound transportation. Our designated carrier is YRC Freight. All exhibitor freight not picked up by the exhibitor-designated carrier by the time stated in the GENERAL SHOW INFORMATION, page 1, will be forced out and either re-routed onto YRC Freight or returned to the VCS warehouse. Additional charges will apply.

**PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the VCS Service Desk.

**COMPLETE AND TURN IN A VCS BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the VCS Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the VCS Service Desk once your shipments are ready to be loaded out. Freight sent back to the VCS warehouse will be charged for the additional handling.

Ship to:  
Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Bill to:  
Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



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**ADVANCE SHIPMENT LABELS**

**RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!**

Must arrive by: **WEDNESDAY, SEPTEMBER 20, 2017**

**AAPA 2017 - October 1-4, 2017 - Long Beach Convention Center - Long Beach, CA**

From: To: YRC % Veal Convention Services, Inc.  
15400 S Main Street  
Gardena, CA 90248

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

Number \_\_\_\_\_ of \_\_\_\_\_ pieces. Carrier: \_\_\_\_\_

**RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!**

Must arrive by: **WEDNESDAY, SEPTEMBER 20, 2017**

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From: To: YRC % Veal Convention Services, Inc.  
15400 S Main Street  
Gardena, CA 90248

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

Number \_\_\_\_\_ of \_\_\_\_\_ pieces. Carrier: \_\_\_\_\_

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.



## RENTAL FURNITURE & ACCESSORIES

<b>DISPLAY TABLES <u>Skirted</u></b>	<b>Advance Order</b>	<b>Floor Order</b>
4ft by 2ft by 30in high	\$123	\$148
6ft by 2ft by 30in high	\$142	\$170
8ft by 2ft by 30in high	\$163	\$196

(Standard table height is 30in. Add \$30 for 40in high skirted table.) (All sizes skirted on three sides. For skirt on 4th side, add \$52 on 30in tall table, \$64 on 40in tall table)

Table Skirt Color: \_\_\_\_\_ blue \_\_\_\_\_ red \_\_\_\_\_ burgundy  
\_\_\_\_\_ black \_\_\_\_\_ green \_\_\_\_\_ yellow \_\_\_\_\_ white



<b>DISPLAY TABLES <u>Bare</u></b>	<b>Advance Order</b>	<b>Floor Order</b>
4ft by 2ft by 30in high	\$69	\$83
6ft by 2ft by 30in high	\$79	\$95
8ft by 2ft by 30in high	\$91	\$109

Standard table height is 30in. Add \$20 for 40in high table

<b>OTHER TABLES</b>	<b>Advance Order</b>	<b>Floor Order</b>
pedestal table (30in diameter, 30in height, cannot be skirted)	\$142	\$170
pedestal table (30in diameter, 40in height, cover available separately)	\$148	\$170

<b>CHAIRS</b>	<b>Advance Order</b>	<b>Floor Order</b>
Side	\$77	\$92
Arm	\$89	\$107
Barstool	\$102	\$122



<b>OTHER</b>	<b>Advance Order</b>	<b>Floor Order</b>
Cocktail Round Cover	\$19	\$25
Easel	\$54	\$65
6ft Table Riser	\$49	n/a
Message Board (4'x8')	\$190	\$228
Wastebasket	\$25	\$30
Literature Rack	\$154	\$185
Bag Stand	\$84	\$100
10' wide section of 3ft drape	\$49	\$59
10' wide section of 8ft drape	\$69	\$89
42in LCD monitor \$399, add \$199 day for stand		

**TOTAL THIS PAGE: \$ \_\_\_\_\_**

All terms and conditions are understood and accepted. Signed: \_\_\_\_\_

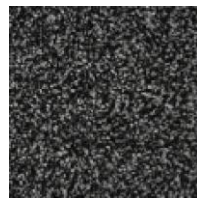
COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

## **RENTAL CARPET ORDER FORM**

The AAPA exhibit hall **BOOTH SPACES ARE NOT CARPETED.**

### CARPET COLOR:

The show color for booth carpet is limited to "Pepper Matrix" pictured below. Please call with questions, comments, or concerns.



\_\_\_\_\_pepper matrix

#### CARPET ONLY

Quantity	Advance Order	Floor Order
_____ 8ft x10ft	\$189	\$227
_____ 8ft x20ft	\$378	\$454
_____ 8ft x30ft	\$567	\$681
Custom Cut _____ X _____ @ \$3 per square foot	_____	

#### CARPET AND PADDING

Quantity	Advance Order	Floor Order
_____ 8ft x10ft	\$297	\$335
_____ 8ft x20ft	\$594	\$670
_____ 8ft x30ft	\$921	\$1,005
Custom Cut _____ X _____ @ \$4 per square foot	_____	

**TOTAL THIS PAGE: \$ \_\_\_\_\_**

All terms and conditions are understood and accepted. Signed: \_\_\_\_\_

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

VEAL Convention Services will empty exhibitor trash cans and will vacuum aisles and exhibit booth areas as needed. Exhibitors requiring additional or special cleaning services, please complete this form.

## **SPECIAL CLEANING ORDER FORM**

### **VACUUMING**

	<b>Advance</b>	<b>Floor</b>
	<u><b>Order</b></u>	<u><b>Order</b></u>
_____ Before show opens -Total square footage x	\$.50	\$.60
_____ Nightly - Total square footage x # of days x	\$.45	\$.50

Square feet \_\_\_\_\_ x Rate \_\_\_\_\_ x # of Days \_\_\_\_\_

### **PRE-SHOW HOURS AND POST-SHOW CLEANING SERVICE**

Empty wastebaskets, remove refuse, remove empty cartons, cleaning & dusting exhibit, tabletops, etc. before and after show hours. Prices are per single 10ft by 10ft booth space.

	<b>Advance</b>	<b>Floor</b>
	<u><b>Order</b></u>	<u><b>Order</b></u>
_____ One day	\$39	\$59
_____ Duration of show	\$29	\$49 per
	per day	day

**Other equipment and services are available for special needs. Please call with any questions.**

**TOTAL THIS PAGE: \$ \_\_\_\_\_**

All terms and conditions are understood and accepted. Signed: \_\_\_\_\_

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

## **SIGNS, BANNERS, GRAPHICS, AND DISPLAY ORDER FORM**

All signs and banners are produced using our full color, digital inkjet wide-format printer. You send the artwork and/or the info for the sign. We send you a proof for approval. You are not charged for layout, editing, or changes unless your signage requires more than routine processing time (about 20 minutes). We will advise you of any charges before the work is done. We produce the sign, banner or graphics and deliver them to you at the show. **NOTE: Deadline for these services is 7 days before Advance Order deadline stated above.**

	<b>Discount</b>	<b>Standard</b>
	<u><b>Rate</b></u>	<u><b>Rate</b></u>
<b>SIGNS</b> (mounted on foam core signboard)		
____ 11in by 14in sign	\$44	\$56
____ 14in by 22in sign	\$49	\$72
____ 22in by 28in sign	\$82	\$105
____ 28in by 44in sign	\$121	\$159
____ custom sizes per square inch	\$0.20 per square inch	\$0.30 per square inch
	<b>Discount</b>	<b>Standard</b>
	<u><b>Rate</b></u>	<u><b>Rate</b></u>
<b>BANNERS</b>		
____ 3ft by 8ft vinyl banner	\$249	\$329
____ custom sizes per square foot	\$12.50 per square foot	\$15.75 per square foot
	<u><b>Purchase</b></u>	<u><b>Rental</b></u>
<b>DISPLAY EQUIPMENT</b>		
____ Retractable Vertical Banner Stand	\$149	\$69
____ Table Top Pop Up Display	\$999	\$299
____ Floor Standing Pop Up Display	\$1,499	\$499
____ Easel	\$99	\$54 (Discount) \$65 (Standard)

**TOTAL THIS PAGE: \$ \_\_\_\_\_**

All terms and conditions are understood and accepted. Signed: \_\_\_\_\_

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

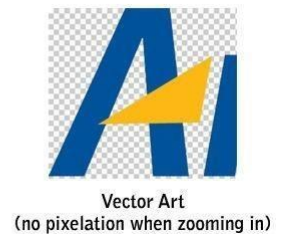
## **ARTWORK GUIDELINES & SPECIFICATIONS**

**Acceptable file formats:** EPS (Encapsulated Post Script), AI (Adobe Illustrator), PDF (Adobe PDF), PSD (Adobe Photoshop), JPG (High Resolution JPEG), TIFF (High Resolution TIFF).

**Vector files:** These files are line art, scalable to any size and never lose resolution, image will stay clean and crisp. You may send an EPS or PDF. When submitting these files be sure you have converted all fonts to outlines or curves (contact [gail@vealco.com](mailto:gail@vealco.com) with questions). Vector files can be submitted at any size proportionate to the banner size ordered.

**Raster Files/Images:** These files are pixel based images, so when the image/file is enlarged it may become blurry/pixelated if the image/file is not high resolution.

**PSD, JPG, TIFF.** Please follow the guidelines below: 100% scale (full size output) at 100 dpi 50% scale at 200 dpi or higher 25% scale at 300 dpi or higher, 10% scale at 600-1200 dpi recommended.



**IMPORTANT NOTE:** *Thumbnail sized JPG's or images taken off general websites are not at a high enough resolution to be used on large prints like banners.*

You may email your file(s) to [gail@vealco.com](mailto:gail@vealco.com) or email us to arrange with us to link you to our Dropbox, then you may upload your ready to print files.

Our Graphics Department will confirm your file is good to print before sending to production. We will ONLY contact you if we feel your file is of poor quality, to see if we can arrange for better artwork.

Our Graphics Department is available to help with the design and layout of your signs and/or banners. There is a \$30/hour design fee. By providing text, images or files you would like used on your design, along with detailed instructions or a sketch, we can set it up for you and will provide you with a proof prior to printing.

You can transmit artwork to us in a number of ways:  
Ask us to set up a DropBox shared folder for your Email files (10MB or less please!)  
Use a file transfer service like yousendit.com or wetransfer.com Contact information: [gail@vealco.com](mailto:gail@vealco.com) 205-328-1010

Important Reminders:  
CONVERT FONTS TO OUTLINES  
RASTER FILES SHOULD BE NO LESS THAN 100DPI AT 100% SCALE

Please contact me with any questions:  
Gail McWilliams  
Veal Convention Services  
205-328-1010 [gail@vealco.com](mailto:gail@vealco.com)

**INSTALLATION AND DISMANTLING LABOR ORDER FORM**

**RATES: Straight Time \$130 per hour, Overtime \$193 per hour, Double Time \$255**

- Starting time can be guaranteed only when labor is requested for the start of the working day, which is 8:00am.
- The minimum charge of one (1) hour per person will apply and time will commence in accordance with the exhibitor's request and in half (1/2) hour increments thereafter.
- Work will be done on a straight time basis if circumstances permit; however, this is not a guarantee that overtime charges will not be invoiced if necessary.
- Failure to call for labor at requested time will result in one (1) hour charge per man requested, unless twenty-four (24) hour advance notice is provided.
- Orders received at the show will be processed after advance orders.
- Veal Convention Services cannot be responsible for losses due to theft, loss or damage or for product/literature that is not properly packed and labeled. Review your insurance policies to be sure that you have proper coverage.
- **STRAIGHT TIME IS 8:00 AM – 5:00 PM WEEKDAYS. OVERTIME IS BEFORE 8:00 AM AND AFTER 5:00 PM WEEKDAYS AND ALL DAY SATURDAY. DOUBLE OVERTIME IS ALL DAY SUNDAY AND HOLIDAYS.**
- 

**VCS SUPERVISED LABOR**

**OK TO PROCEED:** A SERVICE FOR THOSE OF YOU WHO WISH TO HAVE YOUR EXHIBIT SET UP BEFORE YOUR ARRIVAL AT SHOW SITE. Veal Convention Services, Inc. will install and/or dismantle your exhibit. You need not be present. A professional supervision surcharge of 30 percent will be added to your labor charge. (\$45 minimum for each installation and dismantle.)

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

**EXHIBITOR SUPERVISED LABOR**

**DO NOT PROCEED:** ALL WORK IS PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. It is important that the exhibitor check in at the service desk to pickup laborers ordered. Exhibitor must also check the laborers out at the service desk upon completion of work.

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

Exhibitor Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Show Site Phone No.: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_  
**TOTAL THIS PAGE: \$ \_\_\_\_\_**

All terms and conditions are understood and accepted. Signed: \_\_\_\_\_

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

**PLEASE READ CAREFULLY. YOU ARE ENTERING A CONTRACT.  
ALL ORDERS ARE GOVERNED BY THESE:  
TERMS & CONDITIONS AND LIMITS OF LIABILITY**

These terms and conditions are part of the agreement between you, the exhibitor, and VCS. Your placement of an order for service or rental equipment and/or delivery of your materials to VCS'S warehouse or to a show site for which VCS is the official contractor is your acceptance of these terms and conditions

**VCS'S RESPONSIBILITIES.** VCS is responsible only for services which it directly provides. VCS assumes no responsibility for any persons, parties or other contracting firms not under VCS's direct supervision and control. VCS shall not be responsible for loss, delay or damage due to any cause beyond VCS'S reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, civil disturbances, explosions, acts of terrorism or war, etc. nor for ordinary wear and tear in the handling of materials. VCS will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation as such.

**INSURANCE.** It is understood that VCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third- party insurance provider. **BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.**

**PAYMENT TERMS** - Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to VCS in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before the deadline date to qualify for the discounted rates. **PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after deadline or on show site will be charged at standard rates. Unpaid accounts after close of show will accrue a service charge of .0575% per day, annual interest rate of 21%. Exhibitor is responsible for all fees connected with the collection of your accounts and agrees to pay all cost, interest, attorney's fees and other costs incurred by VCS in protecting its rights of property under this agreement, or in suing the renter for the breach of this agreement. . Credit card information is required for all freight (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required. Copies of invoices may be requested from VCS's main office after close of event. No credit will be given after close of event on items or services ordered but not received.

**TERM:** The term of this agreement is for a rental period of 7 days or any portion thereof. An additional 50 percent charge will be added for each 7 day period or any portion of subsequent 7 day periods. **NO REFUND** or reduction of charges will be made on any unused portion of stipulated rental period. Equipment will not be moved to any other location without written permission of VCS.

**RETURN OF MATERIALS:** All material to remain the property of VCS. Prices quoted cover rental cost only. Upon the expiration or termination of this rental agreement all materials shall be surrendered or returned to VCS in the same condition in which they were received. The acceptance of the return of the rented equipment is not a waiver by VCS of any claims for latent or patent damage to the equipment. Exhibitor agrees to compensate VCS should said equipment be lost, stolen, missing, broken, and/or damaged by any cause whatsoever, whether due to renter's fault or not. All materials lost, stolen, missing, broken, and/or damaged will be invoiced at current market replacement cost.

**CLAIMS FOR LOSS.** Notice of loss or damage must be given to VCS within 24 hours of occurrence or prior to show close/removal. Failure to do so releases VCS from the claim. All claims, must be submitted in writing within 60 days of show close/removal and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days are void. No action shall be brought against VCS or its subcontractors more than one year after the cause of action accrues.

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

**(b) MAXIMUM RECOVERY.** If found liable for any loss, VCS's MAXIMUM liability and EXHIBITOR'S exclusive remedy is limited to \$.10 per pound per article with a maximum liability of \$50.00 per item, or \$1,000 per shipment, whichever is less.

**(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** VCS's liability shall be limited to any loss or damage which results solely from VCS's gross negligence in the actual physical handling of the items compromising the 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 VCS be liable to EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

## **OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS**

### **OFFICIAL SERVICE CONTRACTORS**

**AAPA, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.**

**Official Service contractors are appointed to:**

- a. Insure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all Exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

### **EXHIBITOR APPOINTED CONTRACTORS**

**Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:**

- a. The exhibitor must send written notification to Veal Convention Services of the intention to utilize an independent contractor no later than 30 days prior to move-in day. Provide name, address and telephone number of firm in said notification.
- b. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to Veal Convention Services 10 days before show opening.
- c. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- d. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Veal Convention Services with evidence of compliance.
- e. The Exhibitor Appointed Contractor must furnish Show Management and Veal Convention Services with the names of all on-site employees whom will be working on the exposition floor.
- f. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- g. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients.
- h. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Veal Convention Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- i. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Veal Convention Services.
- j. All activities by the Exhibitor Appointed Contractor must be coordinated with Veal Convention Services.
- k. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.



**ELECTRICAL ORDER FORM**

**Advance Payment Deadline Date: 09/10/17**

E  M



**The Power People**  
**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AAPA 2017 Annual Convention</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
<b>DATES:</b>	<b>October 1-4, 2017</b>	<b>EVENT #:</b>	<b>107031LA</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

**ORDER INSTRUCTIONS**

**120 VOLT POWER DELIVERY**  
 The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

**ISLAND BOOTHS**  
 Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

**208/480VOLT SERVICES**  
 If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

**24 HOUR SERVICES**  
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**LIGHTING**  
 Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.

**Form 120-08-2015**

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	140.00	210.00	_____
1000 WATTS (10 AMPS)	_____	_____	240.00	360.00	_____
1500 WATTS (15 AMPS)	_____	_____	270.00	405.00	_____
2000 WATTS (20 AMPS)	_____	_____	345.00	518.00	_____
<b>MISC. REQUIREMENTS</b>					
_____	_____	_____			_____
_____	_____	_____			_____
_____	_____	_____			_____

**LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)**

1000 WATT OVERHEAD LIGHT	_____	247.00	372.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	115.00	174.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	153.00	230.00	_____

**MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)**

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

**ELECTRICAL LABOR**

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	127.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	250.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	130.00	_____

**PLACE TOTAL HERE**

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TERMS & CONDITIONS:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

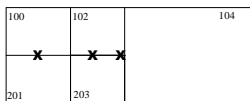
**The "Method of Payment" form must be completed and returned with this order form.**

# TERMS & CONDITIONS

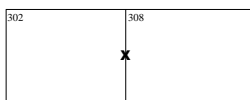
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

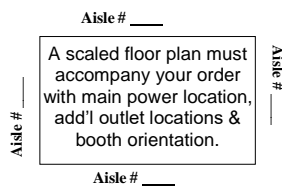
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



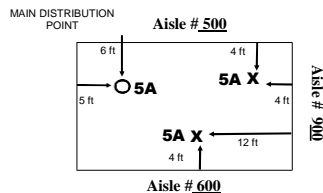
(IN-LINE BTHS) (PENINSULA)



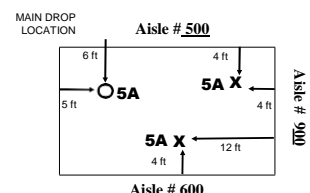
(BACK TO BACK PENINSULAS)



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

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



The Power People  
**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AAPA 2017 Annual Convention</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
<b>DATES:</b>	<b>October 1-4, 2017</b>	<b>EVENT #:</b>	<b>107031LA</b>

**FINANCIALLY RESPONSIBLE COMPANY**

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

**METHOD OF PAYMENT**

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

**ACH ELECTRONIC PAYMENT TRANSFER**

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

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

**BANK WIRE TRANSFER INFORMATION \***

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

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

**CREDIT CARD**

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

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

VISA  MASTERCARD  AMEX  DISCOVER

**CHECK AND CREDIT CARD INFORMATION**

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

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

<b>ADDRESS:</b>	<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>
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**SERVICE TOTALS**      **AUTHORIZATION**

1. BANK WIRE TRANSFER PROCESSING FEE		AUTHORIZED SIGNATURE ABOVE    PRINT NAME ABOVE      TODAY'S DATE ABOVE
2. ELECTRICAL ORDER		
3. ESTIMATED LABOR		
4. LIGHTING ORDER		
5. PLUMBING ORDER		
<b>TOTAL DUE</b>		

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.**



The Power People  
**ELECTRICAL EXHIBITION SERVICES**  
715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AAPA 2017 Annual Convention</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
<b>DATES:</b>	<b>October 1-4, 2017</b>	<b>EVENT #:</b>	<b>107031LA</b>

**ELECTRICAL JURISDICTION**

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

**ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

1. Electrical distribution under carpet	5. Wiring of overhead signs
2. Connection of all 208V or higher services	6. Installation of lighting requiring tools for installation
3. Hardwiring of any electrical apparatus	7. Installation of lighting hung from the ceiling
4. Overhead power distribution	8. Assembly and installation of lighting hung from truss

**ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE**

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
  - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
  - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Identify a main power location. Power comes from the floor and is brought to the main power location and distributed.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Are you renting your carpet through the decorator Yes \_\_\_\_\_ No \_\_\_\_\_ Bringing own \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order:
 

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

Contact Company \_\_\_\_\_

Contact Cell # \_\_\_\_\_
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

**SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE**

**ELECTRICAL LABOR FORM**

(Complete & return with the electrical order form if applicable)



The Power People  
**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 anaheim@edlen.com

<b>COMPANY:</b>	_____	<b>BTH #</b>	_____
<b>EVENT:</b>	<b>AAPA 2017 Annual Convention</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
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**SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET**

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

**SHOW SITE SUPERVISOR**

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

Straight time .....	127.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime .....	250.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

**LIFT RATES**

Lift .....	130.00 per hour
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Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

**PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed

**ELECTRICAL LAYOUT FORM**

**Advance Payment Deadline Date: 09/10/17**



COMPANY:		BTH #	
EVENT:	<b>AAPA 2017 Annual Convention</b>		
FACILITY:	<b>Long Beach Convention Center</b>		
DATES:	<b>October 1-4, 2017</b>	EVENT #:	<b>107031LA</b>

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island  Peninsula  Inline  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point    **◆** = 5amp/500watt    **▲** = 10amp/1000watt    **★** = 15amp/1500watt    **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

\_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_