

INATS - The Tradeshow for Conscious Living

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

EXHIBITOR SERVICES MANUAL





**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

WELCOME EXHIBITORS

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls. **And we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels: "Discount" and "Standard." To receive the "Discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Andrew Toplarski
Phone: 707-293-9189
Andrew@inats.com

Each Booth Space will Receive:

- 8' High Burgundy Back Drape
- 3' High Burgundy Side Drape
- 1 - 6' Burgundy Skirted Table
- 2 - Chairs
- 1 - Wastebasket
- 1 - Identification Sign
- 1 - 5AMP (500 Watts) Electrical Drop
- Wi-Fi Service

The exhibit area is carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

<u>Exhibitor Setup Dates</u>	<u>Exhibitor Setup Time</u>
Wednesday, June 8, 2016	1:00 PM - 6:00 PM
Thursday, June 9, 2016	8:00 AM - 7:00 PM
Friday, June 10, 2016	8:00 AM - 10:00 AM
<u>Show Dates</u>	<u>Show Times</u>
Friday, June 10, 2016	10:00 AM - 6:00 PM
Saturday, June 11, 2016	9:00 AM - 6:00 PM
Sunday, June 12, 2016	10:00 AM - 4:00 PM
<u>Dismantle Dates</u>	<u>Dismantle Times</u>
Sunday, June 12, 2016	4:00 PM - 10:00 PM
Monday, June 13, 2016	8:00 am - Noon

All items such as booth tables, chairs and pipe and drape will be removed from the ballroom Sunday evening, June 12th, by Coast to Coast TSS, Inc. All exhibitor items and freight must be removed from the ballroom by Noon on Monday, June 13th.



EXHIBITOR SERVICES

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call us.

The following is for your convenience to assist you be sure you have included everything you may need.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	<i>Monday, May 30, 2016</i>	6
_____ Booth Carpet	<i>Monday, May 30, 2016</i>	6
_____ Booth Cleaning	<i>Monday, May 30, 2016</i>	7
_____ Lighting	<i>Monday, May 30, 2016</i>	7
_____ Display Labor	<i>Monday, May 30, 2016</i>	8
_____ Exhibitor Appointed Contractor	-----	9
_____ Custom Signs	<i>Monday, May 30, 2016</i>	10
_____ Floral and Plants	<i>Monday, May 30, 2016</i>	11
_____ Material Handling Services	<i>Monday, May 30, 2016</i>	13
_____ Man and Dolly Service	-----	13
_____ Shipping Labels - Advanced	-----	15
_____ Shipping Labels - Show Site	-----	16

Your booth space is provided with 5AMP (500 watts) electrical service. If your electrical needs are greater, please order additional service through the Crowne Plaza DIA Sales and Catering Department. You will need to fill out the attached order forms and send by email to Teryn.Linville@atriumhospitality.com. Forms can be found on the last two pages of this manual.



PAYMENT & PRICING POLICIES

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than the deadline dates indicated.

When ordering, Coast to Coast forms must be returned to fax # 303-991-2794 or emailed to exhibitservices@coasttocoasttss.com.

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the "discount" price.
- All charges must be paid in full before your exhibit table will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.
- Purchase orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% of original price after installation. No adjustments will be made after the close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at "standard" pricing.
- All rental items are subject to applicable taxes.



ORDER SUMMARY & PAYMENT FORM

INATS - The Tradeshow for Conscious Living
 June 10-12, 2016
 The Crowne Plaza DIA Convention Center
 Denver, Colorado

If ordering, this form must be returned by fax to 303-991-2794 or emailed to exhibitservices@coasttocoasttss.com.

BOOTH FURNISHINGS ORDER.....	\$ _____
CARPET ORDER.....	\$ _____
CLEANING SERVICE ORDER.....	\$ _____
LIGHTING ORDER.....	\$ _____
DISPLAY LABOR ORDER.....	\$ _____
CUSTOM SIGN ORDER.....	\$ _____
FLORAL ORDER.....	\$ _____
ESTIMATED MATERIAL HANDLING SERVICES.....	\$ _____
MAN AND DOLLY ORDER.....	\$ _____
TOTAL CHARGES.....	\$ _____

Coast to Coast TSS reserves the right to correct orders figured incorrectly. No adjustments will be made after the close of the show.

METHOD OF PAYMENT

CREDIT CARD INFORMATION * CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICE, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

EXP. DATE _____ PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADESHOW SERVICES, INC"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks. All charges must be paid before delivery of exhibit materials.

PLEASE FILL OUT THE INFORMATION BELOW

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____



BOOTH FURNISHING ORDER FORM

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

**The Crowne Plaza DIA
Convention Center
Denver, Colorado**

**DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016**

QUANTITY	TABLES - 24" WIDE X 30" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	4' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	6' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	6' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	8' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	8' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	FOURTH SIDE TABLE SKIRT	\$ 12.00	\$ 16.00	\$ _____
SKIRT COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
COUNTER HIGH TABLES - 24" WIDE X 42" HIGH				
_____	4' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	4' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	6' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	6' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	8' UNSKIRTED	\$ 10.00	\$ 13.50	\$ _____
_____	8' SKIRTED	\$ 26.50	\$ 36.50	\$ _____
_____	FOURTH SIDE TABLE SKIRT	\$ 12.00	\$ 16.00	\$ _____
SKIRT COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
FURNITURE				
_____	FOLDING CHAIR	\$ 9.25	\$ 12.00	\$ _____
_____	PADDED SIDE CHAIR	\$ 23.00	\$ 30.00	\$ _____
_____	PADDED ARM CHAIR	\$ 27.00	\$ 36.45	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 22.50	\$ 30.25	\$ _____
_____	36" ROUND X 30" HIGH PEDESTAL TABLE	\$ 32.00	\$ 43.00	\$ _____
_____	36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 32.00	\$ 43.00	\$ _____
OTHER FURNISHINGS				
_____	WASTEBASKET	\$ 7.50	\$ 10.00	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 15.00	\$ 20.25	\$ _____
_____	BAG STAND	\$ 15.00	\$ 20.25	\$ _____
_____	LITERATURE RACK	\$ 35.00	\$ 47.25	\$ _____
_____	POSTERBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$ 45.00	\$ 60.75	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 10.00	\$ 13.50	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 10.00	\$ 13.50	\$ _____
CARPET				
_____	9' X 10' CARPET	\$ 80.00	\$ 108.00	\$ _____
_____	9' X 20' CARPET	\$ 150.00	\$ 102.00	\$ _____
CARPET COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, FOREST GREEN, GRAY, RED				
MANY OTHER ITEMS ARE AVAILABLE. LET US KNOW WHAT YOU NEED.			SUB TOTAL	\$ _____
			7.65% SALES TAX	\$ _____
			TOTAL AMOUNT DUE	\$ _____
TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.				

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.

Coast to Coast TSS ~ 4195 Oneida St., Unit I ~ Denver, CO 80216 ~ Phone: 303-991-2791 ~ Fax: 303-991-2794 6



BOOTH CLEANING & LIGHTING ORDER FORM

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

**DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016**

CLEANING MINIMUM 100 SQUARE FEET PER DAY

All booth spaces will be vacuumed and wastebaskets emptied before the show opening.

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
VACUUM AND EMPTY WASTEBASKETS DAILY	.33 PER SQUARE FOOT ~ PER DAY	.43 PER SQUARE FOOT ~ PER DAY
EMPTY WASTEBASKETS ONLY DAILY	.26 PER SQUARE FOOT - PER DAY	.33 PER SQUARE FOOT - PER DAY

	BOOTH SIZE = SQ FT	PRICE	NUMBER OF DAYS	TOTAL
Vacuum and Empty Wastebaskets Daily	$\frac{\quad \times \quad}{\quad}$ = $\frac{\quad}{\quad}$ SQ FT (100 SQ FT MINIMUM)	\$ $\frac{\quad}{\quad}$ PER SQ FT		\$ _____
Empty Wastebaskets Daily	$\frac{\quad \times \quad}{\quad}$ = $\frac{\quad}{\quad}$ SQ FT (100 SQ FT MINIMUM)	\$ $\frac{\quad}{\quad}$ PER SQ FT		\$ _____

TOTAL AMOUNT DUE \$ _____

**For special cleaning services, please call our exhibitor services department.
To receive the discount price, all orders must be received with payment in full. Orders received after the above date will be charged the standard price.**

LIGHTING

QUANTITY	ITEM	ADVANCE RATE	STANDARD RATE	TOTAL
_____	FLOOD LIGHT - 150 WATT	\$ 30.00	\$ 40.00	\$ _____
_____	QUARTZ LIGHT - 300 WATT	\$ 90.00	\$100.00	\$ _____
_____	8' HIGH RAIL WITH CLIP ON LIGHT	\$ 45.00	\$ 55.00	\$ _____

SUB TOTAL \$ _____
 7.65% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



DISPLAY LABOR ORDER FORM

INATS - The Tradeshow for Conscious Living
 June 10-12, 2016
 The Crowne Plaza DIA Convention Center
 Denver, Colorado

DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016

Labor is available for installation and dismantling of exhibits, shrink wrapping, and banding of materials.

Labor Services: Rates Are Per Person, Per Hour With A One (1) Hour Minimum

	<u>Advance Order</u>	<u>On Site Order</u>	
Straight Time	\$ 72.00	\$ 97.25	Monday through Friday 8:00 am To 4:30 pm
Overtime	\$ 108.00	\$ 146.00	Monday through Friday 4:30 pm To Midnight; Saturday 8:00 am To Midnight

- Starting time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- One (1) hour minimum per person ~ thereafter, labor is charged in one-half (1/2) hour increments per person.
- Labor cancellations must be received 24 hours prior to the move-in and move-out respectively. Failure to notify Coast to Coast TSS, Inc. of cancellation will result in a one (1) hour minimum "no show" charge per person.
- A credit card is required for all labor orders.
- Double time rate effective midnight to 8:00 am, Monday through Saturday, Sundays, national, and union holidays.

<u>Labor For</u>	<u># Of Laborers Requested</u>	<u>Date</u>	<u>Time</u>	<u>Estimated Time</u>	<u>Supervision Option (Circle One)</u>
Installation	_____	_____	_____	_____	Coast to Coast A Supervised Exhibitor B Supervised
Dismantle	_____	_____	_____	_____	Coast to Coast A Supervised Exhibitor B Supervised

Option A ~ Coast to Coast TSS, Inc. Supervised

This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Coast to Coast TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Coast to Coast TSS, Inc., customer service desk. Failure to check in at scheduled time will result in a one (1) hour minimum "no show" charge per person requested.

Please Provide The Following Information

Installation Information:

Is display booth being shipped to warehouse of show site? _____ Scheduled to be delivered on: _____
 Shipment: # of crates _____ # of cartons _____ # of carpets/pads _____
 If carpet is not being shipped, has carpet been ordered through Coast to Coast TSS, Inc.? Yes or No: _____
 Blueprints & exhibit instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____
 Contact name: _____ Telephone number: _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using your own contractor, please send this form to Coast to Coast by faxing to 303-991-2794 or email to exhibitservices@coasttocoasttss.com

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

**The Crowne Plaza DIA
Convention Center
Denver, Colorado**

This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name: _____

Address _____

City, State, Zip _____

Exhibiting Company Information:

Company Name _____

Contact Name _____ Telephone _____

Fax _____ Email _____

On Site Supervisor _____ Cell Phone _____

This authorization is not complete or valid until and unless the EAC's **Certificate of Insurance** is received by the deadline date above.

I _____ do _____ do not authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature _____ Date _____

Please complete the section below and return this form, along with the Order Summary and Payment Form, to Coast to Coast Trade Show Services, Inc.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



CUSTOM SIGNS ORDER FORM

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

**DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016**

Full Color Digital Signs and Banners

Coast to Coast TSS, Inc. is capable of providing photo quality, high resolution digital graphics, banners, logos, exhibit graphics, and other types of art work in any size required.

Pricing below is based on full color digital printing, mounting, and laminating on foam core material. Banners will be printed on white banner vinyl. Sizes or substrates other than those listed will be quoted on a per square foot basis. Please provide print-ready, high resolution files with crops and bleeds in .pdf or .eps formats. Call us for custom work.

<u>QTY</u>	<u>SIZE SIGNS</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>ADDITIONAL CHARGES</u>	<u>TOTAL</u>
_____	11" X 14"	\$ 15.25	\$ 20.60	_____	\$ _____
_____	14" X 22"	\$ 30.50	\$ 41.20	_____	\$ _____
_____	18" X 24"	\$ 42.75	\$ 57.75	_____	\$ _____
_____	22" X 28"	\$ 61.00	\$ 82.39	_____	\$ _____
_____	24" X 36"	\$ 85.50	\$115.50	_____	\$ _____
_____	28" X 44"	\$125.00	\$171.00	_____	\$ _____
_____	30" X 40"	\$118.85	\$160.55	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
<u>BANNERS W/ GROMMETS</u>					
_____	2' X 4'	\$ 96.00	\$130.00	_____	\$ _____
_____	3' X 6'	\$216.00	\$292.50	_____	\$ _____
_____	4' X 8'	\$384.00	\$520.00	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____

SUBTOTAL \$ _____
7.65% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

To receive the discount price, all orders must be received with payment in full by the above date.
 Orders received less than 48 hours prior to the show opening and on Saturday, Sunday, and Holidays, will be billed DOUBLE the Standard Price.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



FLORAL AND PLANT ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016**

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

<u>PROFESSIONAL FLORAL SERVICES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
Fresh Floral Arrangement ~ Tabletop	\$ 65.00	\$ 87.75	\$ _____
Fresh Floral Arrangement ~ Custom Designed (Call Coast to Coast TSS for pricing)			\$ _____
<u>GREEN AND BLOOMING PLANTS (ALSO AVAILABLE IN OUTDOOR FOLIAGE)</u>			
_____ Seasonal Flowering Plants	\$ 49.00	\$ 66.15	\$ _____
_____ Small Fern	\$ 36.00	\$ 48.60	\$ _____
_____ Large Fern	\$ 49.00	\$ 66.15	\$ _____
_____ 2 Foot Green Plant	\$ 65.00	\$ 87.75	\$ _____
_____ 3-4 Foot Green Plant	\$ 75.00	\$101.25	\$ _____
_____ 5-6 Foot Green Plant	\$ 85.00	\$114.75	\$ _____
_____ Taller Plants Quoted Upon Request	\$ _____	\$ _____	\$ _____
<u>**SPECIAL MONEY SAVING PACKAGE RENTALS</u>			
_____ Assortment "A" (For typical 10' x 10' Booth)	\$127.50	\$172.20	\$ _____
_____ Assortment "B" (For typical 10' x 20' Booth)	\$148.50	\$200.50	\$ _____
<p>**ASSORTMENT "A" (For typical 10' x 10' booth) ~ 2 - 3' Bushy Trees, 1 Tabletop plant or arrangement, all with decorative containers.</p> <p>**ASSORTMENT "B" (For typical 10' x 20' booth) ~ 3 - 3' Bushy Trees, 1 Tabletop plant or arrangement, all with decorative containers.</p>			
<u>RENTAL POLICY</u>			
<ul style="list-style-type: none"> ● All materials and plants available on a rental basis only. ● Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. ● All prices include: delivery, installation, servicing, top dressing, decorative containers and removal at the end of the show. ● There is a \$25.00 charge for daily floral delivery. 			
			SUBTOTAL \$ _____
			7.65% SALES TAX \$ _____
			SUBTOTAL \$ _____
			DELIVERY CHARGE \$ _____
			TOTAL AMOUNT DUE \$ _____
<p>* To receive the discount price, all orders must be received with payment in full.</p>			

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



MATERIAL HANDLING RATES

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

DISCOUNT PRICE DEADLINE DATE

MONDAY, MAY 30, 2016

Please complete and return the estimated material handling page.

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Monday, May 9, 2016
 Last day for shipments to arrive without late fee: Friday, June 3, 2016
 Last day for shipments to arrive: Tuesday, June 7, 2016

SHIPMENTS TO SHOW SITE

Drayage is included for shipments direct to show site.

Shipments may only arrive on show site Tuesday, June 7 through Thursday June 9 from 8:00am to 5:00pm

Advanced Shipping to Warehouse	Rates Per Shipment	
SHIPMENTS TO WAREHOUSE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.	
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>Rate / 100 LBS</u> \$ 73.00	<u>Minimum Shipment</u> \$ 146.00
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT) Vanline shipments or special carriers including: double-decking, unstacking, side door unloading & loading and designated piece handling.	<u>Rate / 100 LBS</u> \$ 81.00	<u>Minimum Shipment</u> \$ 162.00
SMALL PACKAGE SHIPMENTS Cartons, letters or small package, limited to 35 pounds per shipment, per delivery. Includes Fedex and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 pound minimum.	<u>First Piece in Shipment</u> \$ 46.00	<u>Each Additional Piece</u> \$ 10.00
LATE SHIPMENT SURCHARGES These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> *(see top of page). In addition to the late shipment charge, if shipments arrive after the truck has left the warehouse, exhibitor will also be charged for a truck and driver at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	<u>Late Shipment Surcharge</u> \$ 28.00 / 100 LBS	

When recording weights for payment you must round up to the next 100 pounds.

Example: 335 pounds = 400 pounds billed weight

PLEASE USE THE ORDER FORM FOR THESE SERVICES ON PAGE 13



**ESTIMATED MATERIAL
HANDLING AND
MAN AND DOLLY**
DISCOUNT PRICE DEADLINE DATE
MONDAY, MAY 30, 2016

**INATS - The Tradeshow
for Conscious Living**

June 10-12, 2016

The Crowne Plaza DIA
Convention Center
Denver, Colorado

Advanced Shipping to Warehouse

Ship To: Coast to Coast TSS, Inc.
4195 Oneida Street, Unit I
Denver, CO 80216

Shipping to Show Site

Ship To: Coast to Coast TSS, Inc.
c/o Crowne Plaza DIA Convention Center
15500 E. 40th Ave.
Denver, CO 80239

Note: May only arrive at the Crowne Plaza on Show Set Up Days, June 7-9, 2016, 8:00am to 5:00pm

All labels must include the Exhibitor Name and the Booth Numbers.
COMPLETE AND RETURN TO COAST TO COAST TRADE SHOW SERVICES, INC.

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'s)	COST PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

Shipment 1: Shipped from Address _____
 Shipment 2: Shipped from Address _____
 Shipment 3: Shipped from Address _____

Total Amount Due \$ _____

OUTBOUND SHIPPING INFORMATION

Outbound Bills of Lading must be completed and turned in to the Coast to Coast Trade Show service desk.
DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH. In the event a Bill of Lading is not turned into the Coast to Coast Trade Show, Inc. service desk, unidentifiable shipments will be discarded.
 A credit card is required for material handling services. Please complete credit card information on the "Order Summary and Payment" form.

MAN & DOLLY SERVICE

<u>QUANTITY</u>	<u>ITEM</u>	<u>RATE</u>	<u>TOTAL AMOUNT DUE</u>
_____	DELIVERY OF ITEMS TO BOOTH SPACE	\$45.00 PER 1/2 HOUR	\$ _____

All exhibitors requesting MAN & DOLLY SERVICE must check in with the Coast to Coast Customer Service Desk.
 Service may be ordered at any time for the rate listed above.



MATERIAL HANDLING LIMITS OF LIABILITY

IMPORTANT!
PLEASE READ

COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. 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. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. **Exhibitors are urged to carry all-risk insurance** covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS', Inc. liability as set forth above.

ADVANCE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00am - 5:00pm

**Coast to Coast TSS
4195 Oneida St., Unit I
Denver, CO 80216**

Exhibitor _____

Booth Number _____

INATS - The Tradeshow for Conscious Living

**Coast to Coast TSS
4195 Oneida St., Unit I
Denver, CO 80216**

Exhibitor _____

Booth Number _____

INATS - The Tradeshow for Conscious Living

**Coast to Coast TSS
4195 Oneida St., Unit I
Denver, CO 80216**

Exhibitor _____

Booth Number _____

INATS - The Tradeshow for Conscious Living

**Coast to Coast TSS
4195 Oneida St., Unit I
Denver, CO 80216**

Exhibitor _____

Booth Number _____

INATS - The Tradeshow for Conscious Living

DIRECT TO SHOW SITE SHIPPING LABELS

Receiving Days: Tuesday, June 7, 2016 to Thursday, June 9, 2016

Receiving Hours: 8:00am to 5:00pm

<p>Coast to Coast Trade Show Services c/o Crowne Plaza DIA Convention Center 15500 E. 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast Trade Show Services c/o Crowne Plaza DIA Convention Center 15500 E. 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>
<p>Coast to Coast Trade Show Services c/o Crowne Plaza DIA Convention Center 15500 E. 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast Trade Show Services c/o Crowne Plaza DIA Convention Center 15500 E. 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>