

INATS - The Tradeshow For Conscious Living

June 15-17, 2018

Crowne Plaza Denver Airport Convention Center
15500 East 40th Ave.
Denver, CO 80239

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

**INATS - The Tradeshow for
 Conscious Living**
 June 15-17, 2018
 Crowne Plaza Denver Airport
 Convention Center
 Denver, CO

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
Email: 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 - AMP (500 Watts) Electrical Drop
- Wi-Fi Service

The exhibit area is carpeted.

EXHIBIT AREA INSTALLATION, SHOW & DISMANTLE SCHEDULE

Setup Dates

Wednesday, June 13, 2018
 Thursday, June 14, 2018
 Friday, June 15, 2018

Show Dates

Friday, June 15, 2018
 Saturday, June 16, 2018
 Sunday, June 17, 2018

Dismantle Date

Sunday, June 17, 2018
 Monday, June 18, 2018

Setup Times

1:00 PM - 6:00 PM
 8:00 AM - 7:00 PM
 8:00 AM - 10:00 AM

Setup Times

10:00 AM - 6:00 PM
 9:00 AM - 6:00 PM
 10:00 AM - 4:00 PM

Dismantle Times

4:00 PM - 10:00 PM
 8:00 AM - Noon

All items such as booth tables, chairs and pipe and drape will be removed from the ballroom Sunday evening, June 17th by Coast to Coast TSS, Inc. All exhibitor items and freight must be removed from the ballroom by noon on Monday, June 18th.



EXHIBITOR SERVICES

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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.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	<i>Monday, June 4, 2018</i>	6 , 7
_____ Booth Carpet	<i>Monday, June 4, 2018</i>	8
_____ Booth Cleaning & Lighting	<i>Monday, June 4, 2018</i>	9
_____ Display Labor	<i>Monday, June 4, 2018</i>	10
_____ Man and Dolly Cart Service	-----	11
_____ Exhibitor Appointed Contractor Form	-----	12
_____ Custom Signs	<i>Monday, June 4, 2018</i>	13
_____ Material Handling	<i>Monday, June 4, 2018</i>	14 , 15, 16
_____ Return Freight Back to Warehouse	-----	16
_____ Shipping Labels	-----	18 , 19

* Send all Order Forms to Coast to Coast Trade Show Services, Inc. at:

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

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

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to
exhibitservices@coasttocoastss.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 not sufficient funds 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 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

This form must be returned by fax to 303-991-2794 or email at exhibitservices@coasttocoasttss.com

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To receive the Discount Prices, all payments must be sent to arrive at Coast to Coast TSS, Inc. no later than Monday, June 4, 2018.

BOOTH FURNISHINGS ORDER	\$ _____
BOOTH CARPET ORDER	\$ _____
CLEANING SERVICE ORDER	\$ _____
LIGHTING ORDER	\$ _____
DISPLAY LABOR ORDER	\$ _____
CART SERVICE	\$ _____
CUSTOM SIGN ORDER	\$ _____
MATERIAL HANDLING	\$ _____
TOTAL CHARGES with TAX	\$ _____
3% ADMINISTRATION FEE	\$ _____
TOTAL AMOUNT DUE	\$ _____

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

**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

CARDHOLDERS NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP. DATE

--	--	--	--

 PLEASE ENTER SECURITY CODE PRINTED ON CARD

--	--	--	--

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

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



BOOTH FURNISHINGS ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, JUNE 4, 2018

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<u>QUANTITY</u>	<u>TABLES (24" X 30")</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	6' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	8' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 13.75	\$ 17.75	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
COUNTER HIGH TABLE (24" X 42")				
_____	4' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	6' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	8' DRAPED	\$ 29.00	\$ 39.50	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 11.50	\$ 15.25	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 13.75	\$ 17.75	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
				SUBTOTAL \$ _____
				7.65% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, JUNE 4, 2018**

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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	1. COUNTER STOOL WITH BACK	\$ 23.75	\$ 31.75	\$ _____
_____	2. FOLDING CHAIR	\$ 9.75	\$ 12.50	\$ _____
_____	3. PADDED SIDE CHAIR	\$ 24.25	\$ 31.50	\$ _____
_____	4. PADDED ARM CHAIR	\$ 28.25	\$ 38.25	\$ _____
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE	\$ 34.75	\$ 46.25	\$ _____
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 34.75	\$ 46.25	\$ _____
_____	SINGLE STEP TABLE RISER - 4'	\$ 10.50	\$ 14.25	\$ _____
_____	SINGLE STEP TABLE RISER - 6'	\$ 10.50	\$ 14.25	\$ _____



<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	6. ALUMINUM FLOOR EASLE	\$ 15.75	\$ 21.25	\$ _____
_____	7. BAG STAND	\$ 15.75	\$ 21.25	\$ _____
_____	8. CHROME SIGN HOLDER	\$ 47.25	\$ 64.00	\$ _____
_____	9. FISH BOWL	\$ 8.50	\$ 11.25	\$ _____
_____	10. LITERATURE RACK	\$ 36.75	\$ 49.50	\$ _____
_____	11. RAFFLE DRUM	\$ 47.25	\$ 64.00	\$ _____
_____	12. WASTEBASKET	\$ 8.00	\$ 10.50	\$ _____
_____	POSTER BOARD - 4' X 8'	\$ 47.25	\$ 64.00	\$ _____

Please contact Coast to Coast TSS, Inc. if you would like to order any additional poles, bases, sliders or drape panels. Each piece is an additional \$5.00.

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

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 84.00	\$ 113.40	\$ _____
_____	9' X 20' CARPET	\$ 168.00	\$ 226.80	\$ _____
_____	9' X 30' CARPET	\$ 252.00	\$ 340.20	\$ _____
_____	9' X 40' CARPET	\$ 336.00	\$ 453.63	\$ _____

CARPET COLOR (PLEASE CIRCLE) BLACK BLUE GRAY HUNTER GREEN PLUM RED



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.05 PER SQ FT	\$ 4.10 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)			

OPTIONS

_____	CARPET PAD	\$.60 PER SQ FT	\$.81 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT				
_____	VISQUEEN COVERING	\$.80 PER SQ FT	\$ 1.05 PER SQ FT	\$ _____
SIZE: _____ FT X _____ FT				

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

To receive the discount price, all orders must be received with payment by the above date.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
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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: 8:00am to 4:30pm
Overtime	\$ 108.00	\$ 146.00	Monday through Friday 4:30pm to midnight Saturday 8:00am to midnight

- Starting time is on a first come, first served basis. All labor for 8:00am 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 8:00am, Monday through Sunday, 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</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised
					A. Coast to Coast Supervised
Dismantle	_____	_____	_____	_____	B. Exhibitor Supervised

- 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.
- 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:

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.? _____
 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 _____



BOOTH CLEANING & LIGHTING ORDER FORM

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DISCOUNT PRICE DEADLINE DATE
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MINIMUM 100 SQUARE FEET PER DAY

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	PRICE	NUMBER OF DAYS	TOTAL
Vacuum and Empty Wastebaskets Daily	_____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT	_____	\$ _____
Empty Wastebaskets Daily	_____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT	_____	\$ _____
TOTAL AMOUNT DUE				\$ _____

For special cleaning services, please call our exhibitor services department.

LIGHTING

QUANTITY	ITEM	ADVANCE RATE	STANDARD RATE	TOTAL
_____	CLIP ON FLOOD LIGHT - 65 WATT	\$ 30.00	\$ 40.00	\$ _____
_____	8' HIGH RAIL WITH CLIP ON LIGHT	\$ 45.00	\$ 55.00	\$ _____
TOTAL AMOUNT DUE				\$ _____
7.65% SALES TAX				\$ _____
TOTAL AMOUNT DUE				\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MAN AND DOLLY CART SERVICE

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Exhibitors may deliver exhibit materials in their personally owned vehicles (POV), as long as they meet the following requirements:

1. A personal vehicle is defined as a car, van, SUV, or pick-up truck.
2. You may hire Man and Dolly Cart Service to transport your materials from your vehicle to the booth.
3. The Man and Dolly Cart Service is limited to a maximum of 200 pounds, and is limited to 1/2 hour.
4. The exhibitor must sign in at the Coast to Coast TSS, Inc. Customer Service Desk to sign up for this service.

The fee for Man and Dolly Cart Service is \$45.00 per 1/2 Hour.

Man and Dolly Cart Service \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using a contractor, please send this form by
fax to 303-991-2794 or email to
exhibitservices@coasttocoasttss.com

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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 _____



CUSTOM SIGNS ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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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>SIGN SIZE</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 by the above date.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING RATES

DISCOUNT PRICE DEADLINE DATE
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SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: **Monday, May 14, 2018**
 Last day for shipments to arrive at discounted rate: **Monday, June 4, 2018**
 Last day for shipment to arrive at standard rate: **Monday, June 11, 2018**

ADVANCE SHIPMENTS TO WAREHOUSE	RATES PER SHIPMENT	
<p>PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT)</p> <p>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.</p>	<p><u>Rate / 100 LBS</u></p> <p>\$73.00</p>	<p><u>Minimum Shipment</u></p> <p>\$146.00</p>
<p>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT)</p> <p>Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation and shipments that require additional time, labor and equipment to unload.</p>	<p><u>Rate / 100 LBS</u></p> <p>\$81.00</p>	<p><u>Minimum Shipment</u></p> <p>\$162.00</p>
<p>SMALL PACKAGE SHIPMENTS</p> <p>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 LB minimum.</p>	<p><u>First Piece in Shipment</u></p> <p>\$46.00</p>	<p><u>Each Additional Piece</u></p> <p>\$ 10.00</p>
<p>LATE SHIPMENT SURCHARGES</p> <p>These additional charges are incurred if shipments arrive at the warehouse after the deadline date (see top of page). In addition to the late shipment charge, for a truck and drive 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.</p>	<p><u>LATE SHIPMENT SURCHARGES</u></p> <p>\$28.00/100 POUNDS</p>	

Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight**



Coast to Coast
TRADE SHOW SERVICES, INC.

ESTIMATED WAREHOUSE MATERIAL HANDLING FEE

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ADVANCED SHIPPING TO WAREHOUSE

Coast to Coast TSS, Inc.
3999 Holly Street
Unit 14
Denver, CO 80207

Exhibitor Name and Booth Number MUST be on all shipments.

Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.**

Small package weight are recorded as exact weights, total shipment weight not to exceed 35 pounds.

	<u>No. of Pieces</u>	<u>Weight</u>	<u>Carrier with Shipping Number</u>	<u>Material Handling Fee</u> (See Previous Page)
Shipment 1	_____	_____	_____	_____
Shipping Address	_____			
Shipment 2	_____	_____	_____	_____
Shipping Address	_____			
Shipment 3	_____	_____	_____	_____
Shipping Address	_____			
TOTAL AMOUNT DUE \$				_____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



SHOW SITE SHIPPING & OUTBOUND SHIPPING

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SHOWSITE SHIPPING INFORMATION

Coast to Coast TSS, Inc.
c/o Crowne Plaza Denver Airport Convention Center
15500 East 40th Ave.
Denver, CO 80239

Exhibitor Name and Booth Number **MUST** be on all shipments.

Drayage is included for shipments direct to show site within the following dates and times:

**May only arrive on show site on Tuesday, June 12, 2018 through Thursday, June 14, 2018
from 8:00am to 5:00pm.**

OUTBOUND SHIPPING INFORMATION

Outbound Bills of Lading must be completed and turned in to the Coast to Coast Trade Show service desk.

If you have not made previous arrangements for an outbound carrier, please visit the Coast to Coast Trade Show Service, Inc. service desk for help.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOH. 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.

RETURN FREIGHT BACK TO WAREHOUSE

BACK TO WAREHOUSE FEE: Exhibitors may choose to return items back to the Coast to Coast TSS, Inc warehouse for their selected carrier to pick up at a later date. The minimum fee for this service is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pounds. If you decide this service is needed you may pre-order or just order at the Coast to Coast TSS, Inc. desk following the show.

Number of Pounds _____ Total Amount Due \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING LIMITS OF LIABILITY

INATS - The Tradeshow for
Conscious Living
June 15-17, 2018
Crowne Plaza Denver Airport
Convention Center
Denver, CO

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 crated 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.

WAREHOUSE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00am - 4:00pm

We strongly recommend using the labels below IN ADDITION to your printed shipping labels, if at all possible; especially on small packages.

<p>Coast to Coast TSS, Inc. 3999 Holly Street Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast TSS, Inc. 3999 Holly Street Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>
<p>Coast to Coast TSS, Inc. 3999 Holly Street Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast TSS, Inc. 3999 Holly Street Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>

SHOW SITE SHIPPING LABELS

May only arrive on show site on Tuesday, June 12 through Thursday, June 14, 2018 from 8:00 am to 5:00 pm.

We strongly recommend using the labels below IN ADDITION to your printed shipping labels, if at all possible; especially on small packages.

<p>Coast to Coast TSS, Inc. c/o Crowne Plaza Denver Airport Convention Center 15500 East 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____ Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast TSS, Inc. c/o Crowne Plaza Denver Airport Convention Center 15500 East 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____ Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>
<p>Coast to Coast TSS, Inc. c/o Crowne Plaza Denver Airport Convention Center 15500 East 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____ Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>	<p>Coast to Coast TSS, Inc. c/o Crowne Plaza Denver Airport Convention Center 15500 East 40th Ave. Denver, CO 80239</p> <p>Exhibitor _____ Booth Number _____</p> <p>INATS - The Tradeshow for Conscious Living</p>