Welcome to the 2019 Abilities Expo San Mateo!

My Name is Debbie Barbieri and as Abilities Expos Operations Director, I’d like to personally welcome you to the upcoming 2019 Abilities Expo San Mateo being held October 25th -27th at the San Mateo Convention Center. If there’s anything I can do to make your exhibiting experience a positive one, please feel free to contact me via email or phone listed at the bottom of this page.

**Going Green!!** Your Exhibitors Kit is now available online, the kit contains all the important deadline dates. Information of all the services and rental equipment you may need.

Please print the pages that you need to order services or equipment you may need as well as the important deadline date check list.

Save Time and Money by paying close attention to the order details and deadlines, as well as the rules and regulation this could eliminate any frustrations when you arrive on Show Site.

We are pleased to once again partner with Total Expo, as the official service contractor for the San Mateo Abilities Expo. Total Expo is here to help assist in your planning and answer any questions for a smooth exhibit experience from shipping your materials, labor to set your booth or any furnishings you may need to order for this event. Total Expo Exhibitor services may be reached at 1-800-868-2539.

Show Management will be available onsite! Please let us know if there is anything we can do to assist you anytime during the event, we will be easy to identify just look for our orange or purple polo shirts with the Abilities Expo logo. Staff in black t-shirts with the Abilities Expo logo are temporary staff that can help answer your questions or direct you to show management. If you’re unable to locate a staff member you can stop by the Accessibility Help Desk or the Exhibitor Registration Counter for assistance.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/CEO</td>
<td>David Korse</td>
<td>310-405-1317</td>
<td><a href="mailto:dkorse@abilities.com">dkorse@abilities.com</a></td>
</tr>
<tr>
<td>Operations Director</td>
<td>Debbie Barbieri</td>
<td>714-612-6565</td>
<td><a href="mailto:dbarbieri@abilities.com">dbarbieri@abilities.com</a></td>
</tr>
</tbody>
</table>

Thank you for supporting Abilities Expo, If there is anything I can do to assist you, please feel free to contact me via email or phone.

Debbie Barbieri  
Operations Director  
Abilities Expo  
Phone: 714-612-6565 dbarbieri@abilitiesexpo.com
San Mateo Convention Center
October 25th – 27th 2019

Rules & Regulations/General Information

Move in/Show Hours/Move out................................. 3
Deadline Dates ......................................................... 4
Rules and Regulations .............................................. 5-6
General Information.................................................. 7-10

Table of Contents

Exhibitor Information Quick Facts ............................. 11
Table of Contents ..................................................... 12
How to Submit your Order ....................................... 13
Payment Authorization .............................................. 14
Contact Information and Order Recap ..................... 15
Furniture, Carpet, and Accessories ......................... 16
Booth Cleaning ....................................................... 17
Cart Load Service .................................................... 18
Material Handling and Drayage Information ............... 19
Material Handling, Shipping Instructions and Small Pkgs.... 20
Advance Warehouse Shipping Labels ...................... 21
Direct to Show Site Shipping Labels ....................... 22
Vehicle Spotting ..................................................... 23
Installation & Dismantle Labor ................................. 24
Sign Hanging Labor ............................................... 25
Intent to use EAC ................................................... 26
EAC Rules and Regulations ..................................... 27
Worksite Rules & Regulations ................................. 28
Limits of Liability ................................................... 29
Fire Department Rules & Regulations ....................... 30

Other Service Providers

Smart Source......................................................... 31
YRC Transportation .............................................. 32-33
Insurance Information ........................................... 41
Electrical forms..................................................... 43
**MOVE IN/SHOW HOURS/MOVE OUT**

**SHOW MOVE-IN**

Wednesday, October 23............................................1:00 pm – 5:00 pm

- 20’x20’ booths and larger PLUS Vehicle Placement only

Thursday, October 24................................................8:00 am – 5:00 pm

- Exhibitors will be permitted to set up to work in their booth until 8:00 pm. No in and out access will be allowed after 6:00 pm with show managements approval.

Friday, October 25.....................................................8:00 am – 10:00 am

- Last minute hand carry only — Freight Door closes at 10:00 am SHARP

**SHOW DAYS & HOURS**

Friday, October 25 .............................................11:00 am – 5:00 pm

Saturday, October 26..........................................11:00 am – 5:00 pm

Sunday, October 27............................................11:00 am – 4:00 pm

- Exhibitors will be permitted access 2 hours prior to show open on Friday only.
- Exhibitors will be permitted access 1 hour prior to show open and 1 hour after show close.
- Early move-out is strictly prohibited.

**REGISTRATION HOURS**

Thursday, October 24 .............................................10:00 am – 5:00 pm

Friday, October 25.....................................................8:00 am – 5:00 pm

Saturday, October 26............................................10:00 am – 5:00 pm

Sunday, October 27 .............................................10:00 am – 3:00 pm

**SHOW MOVE-OUT**

Sunday, October 27 .............................................4:00 pm – 10:00 pm
DEADLINE DATES

Use this checklist as your guideline for important deadline dates for the show.

- Order by the discount deadlines to save money
- Please keep copies of all forms and bring with you to the show

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ORDER FORM</th>
<th>RETURN TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S.A.P.</td>
<td>Exhibitor Badge Registration</td>
<td>Click Here</td>
</tr>
<tr>
<td>A.S.A.P.</td>
<td>Hotel Reservations Deadline</td>
<td>Book Here</td>
</tr>
<tr>
<td>A.S.A.P.</td>
<td>Certificate of Insurance Requirements and Order Form</td>
<td>Order here</td>
</tr>
<tr>
<td>Wednesday, September 11</td>
<td>Advance Warehouse Freight Receiving Begins September 11th</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Wednesday, September 26</td>
<td>Directory Advertising Specs</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Tuesday, October 8 Discounted rate</td>
<td>Payment Form for Total Expo</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Tuesday, October 23-24 8am-4:30pm</td>
<td>Shipping Direct to show site</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Tuesday, October 8 Discounted rate</td>
<td>Furniture &amp; Accessories Order Form</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Wednesday, October 10</td>
<td>Electrical Outlets &amp; Labor</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Tuesday, October 9 Discounted rate</td>
<td>Installation &amp; Dismantle Labor</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Tuesday, October 8 Discounted rate</td>
<td>Booth Cleaning Services</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Monday, October 7</td>
<td>Audio Visual/Computer Rental</td>
<td>Electronic Submit</td>
</tr>
<tr>
<td>Wednesday, October 8 Discounted rate</td>
<td>Vehicle Spotting (must be ordered in advance)</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Wednesday, September 11 thru Wednesday October 16</td>
<td>Advance to Warehouse Labels</td>
<td>Electronic Form</td>
</tr>
<tr>
<td>Wednesday October 23 Thursday, October 24 from 8am-4:30pm</td>
<td>Direct to Show-site Shipping Labels</td>
<td>Electronic Form</td>
</tr>
</tbody>
</table>
Rules & Regulations

Standard Booth Regulations

There are four types of booth configurations: Standard/Linear, Perimeter Wall, Peninsula, and Island.

Standard/Linear Booth (10' depth)

Any booth that shares a common back wall and abuts other exhibits on one or two sides.
Maximum height is 8'. This 8' height may be maintained on the sidewall of your booth up to a distance of 5' from the front aisle.
The remaining length of the sidewall may be no higher than 4'. A corner booth is a linear booth exposed to aisle on two sides. All other guidelines for linear booths apply.

Note: Hanging signs are not permitted over standard/linear booths.

Peninsula Booth

Any exhibit 20' x 20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three sides. There are two types of Peninsula Booths: (a) one that backs up to Linear Booths, and (b) one that backs to another Peninsula Booth and is referred to as a "Split Island Booth."
For all peninsula booths, the exterior of the back wall must be plainly finished and may not contain booth identification, logos or advertisements.
If backed by a row of standard/linear booths, the back wall may be no higher than 4' for a distance of 5' from either side aisle and 20' high in the center of the back wall. These height restrictions must be maintained for a distance of 10' from the back wall.
Where two (2) peninsula booths share a common back wall ("split Island"), the maximum height may be 20' in all areas of the booth, including the back wall (same as Island Booth rules, below).

Note: Hanging signs are permitted over peninsula booths that are 20' x 20' or larger.
Rules & Regulations

Island Booth
Any exhibit 20' x 20' or larger and is surrounded by aisles on four sides. Regulations vary by exhibit hall, but the following are typical examples: Maximum height of 30' in all areas of your booth allowed in North Hall and Central Halls 3-5. Maximum height of 20' in all areas of your booth is allowed in Central Halls 1-2. Maximum height of 22' in all areas of your booth allowed in South Halls. No limitations on the number of solid walls for your Island booth. Be sure to check the hall regulations.

Note: Hanging signs are permitted above island booths.

OTHER CONSIDERATIONS

Canopies and Ceilings
Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line-of-sight requirements.

The bottom of the canopy should not be lower than 7 ft. (2.13m) from the floor within 5 ft. (1.52m) of any aisle. Canopy supports should be no wider than three inches (0.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Covered ceiling structures or enclosed rooms, including tents or canopies, shall have one smoke detector placed on the ceiling for every 900 square feet.

Hanging Signs and Graphics
Hanging signs and graphics are permitted upon approval in all standard Peninsula, Island and Split Island Booths, with a maximum height of sixteen feet (16 ft.) (4.87m) to the top of the sign as measured from the floor.

Whether suspended from above or supported from below, they should comply with all ordinary use of-space requirements (for example, the highest point of any sign may not exceed the maximum allowable height for the booth type). Double-sided hanging signs and graphics shall be set back ten feet (10 ft.) (3.05m) from adjacent booths and be directly over contracted space only.
## General Information

<table>
<thead>
<tr>
<th>Badges/Exhibitor Registration</th>
<th>Balloons/Canopies/Tents</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Exhibitors and booth personnel must have an Exhibitor Badge to access the exhibit hall during move in, show days and move out. Persons under the age of 18 are not permitted on the Exhibit Floor during move-in &amp; move out.</td>
<td>Balloons/canopies/tents are not allowed at all in the facility or in your booth space.</td>
</tr>
</tbody>
</table>

### Booth Package

Each numbered booth includes:
- 8’ high back wall draping in purple, silver, purple (island booths excluded)
- 3’ high side rail draping in purple (island booths excluded)
- One 44”x7” ID sign with your company name and booth number

### Electrical

Please note there are two electrical forms that must be submitted when ordering electrical service. The actual power is supplied by the BCEC and the labor to connect is supplied by Total Expo. The form for each are in the appropriate part of this kit, please check the table of contents.

### Exhibitors Service Desk

Total Expo will have an Exhibitors Service Desk located within the exhibit hall. The Service Desk will have representatives for labor, furnishings, freight, etc. After you have checked in at the Exhibitor Registration Desk, we suggest you go to the Service Desk to confirm your pre-ordered services and equipment. The representative from your company in charge of your booth set up should carefully inspect and personally sign off for all work order forms. If you disagree with an invoice presented for signature, question it immediately. If you cannot come to a satisfactory agreement with the Service Contractor, contact Show Management. DO NOT PUT IT OFF and DO NOT IGNORE IT, as once the event comes to an end, it becomes extremely difficult to resolve any differences.

### Exhibitor Appointed Contractors (EAC's)

Exhibitors using the services of display firms/independent contractors must fill out the EAC approval form enclosed within this manual and submit to the Official Show Contractor at least 30 days prior to the show. Notification must include a current Certificate of Insurance that meets all the Convention Center, Show Management and Official Show Contractor specifications for insurance. The contractor must abide by all the rules and regulations of the Convention Center, Show Management and Union regulations. See Table of Contents for additional information, forms to submit and insurance requirements.
### General Information

<table>
<thead>
<tr>
<th>Exhibitor Conduct</th>
<th>Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>We respect the rights of all vendors to sell their products based upon the strengths of their company, products and customer service. We therefore will strictly enforce a code of conduct that says that any complaints from attendees where they have unfairly been treated by an exhibitor will be dealt with by possible ejection from the show and the loss of their payment for their booth space. Exhibitors “bad mouthing” other exhibitors will not be tolerated.</td>
<td>Food and beverage consumed or distributed in the exhibit facility must be purchased through the authorized in-house food service supplier. Exhibitors are not permitted to dispense “samples” of food and beverage in their booths without approval from the Convention Center. Please contact <a href="mailto:dbarbieri@abilities.com">dbarbieri@abilities.com</a> if you are interested in sampling food. Concession stands will be open during show hours and you will be able to purchase drinks, food and snacks throughout the day.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Protection/Fire Marshal Requirements</th>
<th>Flammable and Toxic Materials</th>
</tr>
</thead>
</table>
| All exhibit spaces must be in full compliance with all facility, Fire Marshal, show management, and exhibit guidelines including all local, state and federal laws. | • All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.  
• A flame-proofing certificate should be available for inspection. |

<table>
<thead>
<tr>
<th>Hotel Reservations</th>
<th>Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be sure to book your room through Par Avion to receive the special room rate. Only Par Avion is authorized to book our housing, please ignore solicitations from other housing companies.</td>
<td>Exhibitors are responsible for obtaining and keeping in your booth a mandatory certificate of General Liability Insurance. If you do not currently have insurance, please contact Rainprotection Insurance at (800) 528-7975 indicate you are exhibiting at Abilities Expo.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability</th>
<th>Literature Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors are liable for any damages to floors, walls, or columns of the exhibit hall. No cement or paste is to be used for fastening floor coverings. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Show Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the exhibit floor.</td>
<td>Distributing Literature in any part of the exhibit hall, lobbies or corridor is prohibited. Printed or product promotion materials may be distributed only at the Exhibitor’s booth. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of Show Management.</td>
</tr>
</tbody>
</table>
## San Mateo Convention Center
### October 25th – 27th 2019

### General Information

<table>
<thead>
<tr>
<th>Offensive Materials</th>
<th>Photography &amp; Video Tapings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Management reserves the right to require Exhibitors to remove from their exhibits any materials that we determine, in our discretion, to be inappropriate. Including, for example, materials that may be offensive, disparaging, or discriminatory.</td>
<td>Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only. See Show Management for any exceptions to this policy. Show Management will have an official photographer and videographer on site with appropriate release forms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Privately Owned Vehicle (POV) &amp; Cart Services</th>
<th>Product Demos</th>
</tr>
</thead>
</table>
| This service is available only for small pieces of freight and other material that is brought to the show floor in a privately-owned car, SUV or pickup.  
• Each cart will handle a load comprising of a surface area of no more than 3’x4’, a height of no more than 3’ and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply. | All demonstrations of your products must take place within your booth space, or in the case of wheelchairs, scooters, bikes and the like, demos are permitted within reasonable proximity to your booth provided they do not block the aisles, or cause harm to any attendee or exhibitor. Insurance regulations prohibit non show areas (behind drapes, the parking lot) from being used for product demos. |

<table>
<thead>
<tr>
<th>Security/Exhibit Hall Guard Service</th>
<th>Security/Property Passes/Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Management provides perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard the exhibit halls, neither Show Management, the Convention Center, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.</td>
<td>For your protection, Property Passes will be required when any exhibitor needs to remove any product from their booth prior to 4pm on Sunday. Please ask for a Property Pass at the Exhibitor Registration counter. They will be required to show this receipt to the guard as they exit the exhibit floor.</td>
</tr>
</tbody>
</table>
### General Information

<table>
<thead>
<tr>
<th>Show Site Shipping / Freight Options</th>
<th>Sound Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance Shipments:</strong> Freight shipped to Total Expo’s designated warehouse will be placed in the Exhibit Hall first. All freight that has been prepaid in advance upon arrival will be placed in your booth.</td>
<td>Exhibitors sound level shall not intrude or violate the rights of any adjacent exhibit areas. Exhibitors shall not be permitted to operate audio amplification systems at levels that are greater than the ambient noise level when measured in any neighboring display area. This also applies to product demonstration if you are demonstrating a product that creates noise above the ambient noise level. Sound Pressure level measurements will be made during the show by Show Management. Show Management will inform the exhibitor of the violation. The exhibitor shall correct the violation immediately upon notice. If the exhibitor fails to correct the violation, Show Management is authorized to cut-off the supply of electricity without any liability. The use of sound systems or equipment producing sound is an exception to the rule, but not a right.</td>
</tr>
<tr>
<td><strong>Show Site Shipments:</strong> Shipments to show site may not arrive until the first day of move in. Anything shipped to arrive prior to that date will be turned away and returned as the Convention Center will not accept and does not store freight.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Storage</th>
<th>Traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per order of the Fire Marshall, there shall be no storage behind an exhibitor’s booth drape. Please design your booth so that there is adequate storage area for your product. If it is not possible to store your product in your booth, please arrange for storage space with the general contractor, Total Expo.</td>
<td>Show Management encourages promotional plans/demonstrations but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibits. Demonstration areas must be organized within the exhibitor’s space so as not to interfere with any aisle traffic.</td>
</tr>
</tbody>
</table>

---

10
**Vehicle Placement (Spotting)**
The following requirements must be met:

1. The gas cap must be taped shut or locked.
2. The gas tank should be no more than 1/8 full (or 3 gallons, whichever is less).
3. Batteries must remain disconnected while on the show floor, after being placed in the booth. (120v/12v power inverters are acceptable).
4. Refueling, or removal of fuel from the vehicles, while on the premises is prohibited.
5. Vehicle cannot be turned on, operated or moved during event hours.

**Vehicle Placement (Spotting) Continued**

7. Key’s should be available to Show Management and Total Expo at all times.
8. These vehicles will not be brought on the show floor to unload exhibits and/or booth materials.
9. When carpeting has been ordered visqueen is required in the booth to protect flooring.
10. Exhibitors must be present during the spotting process.
11. Vehicles may be guided out of the show floor immediately upon closing or when the aisles are cleared by Total Expo staff.
Exhibitor Service Information

Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The Abilities Expo San Mateo 2019. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. It’s important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations. If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

<table>
<thead>
<tr>
<th>Booth Package</th>
<th>Facility information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each numbered booth includes:</td>
<td>San Mateo Event Center, Expo Hall</td>
</tr>
<tr>
<td>• 8’ high back wall draping in purple, silver, purple (island booths excluded)</td>
<td>1346 Saratoga Dr.</td>
</tr>
<tr>
<td>• 3’ high side rail draping in purple (island booths excluded)</td>
<td>San Mateo, CA 94403</td>
</tr>
<tr>
<td>• One 44”x7” ID sign with your company name and booth number</td>
<td><a href="https://www.smcec.co/">https://www.smcec.co/</a></td>
</tr>
</tbody>
</table>

Additional items such as tables and chairs can be ordered through this exhibitor kit.

<table>
<thead>
<tr>
<th>Show Schedule</th>
<th>Vehicle Placement and 20’x20’ or larger booths only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Move-in:</td>
<td>Exhibitors utilizing our labor will be permitted to stay past 5:00pm.</td>
</tr>
<tr>
<td>Wednesday, October 23rd</td>
<td>12:00 pm - 5:00 pm</td>
</tr>
<tr>
<td>Thursday, October 24th</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Friday, October 25th</td>
<td>8:00 am - 10:00 am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Show Hours:</th>
<th>San Mateo Event Center, Expo Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, October 25th</td>
<td>Vehicle Placement and 20’x20’ or larger booths only.</td>
</tr>
<tr>
<td>11:00 am - 5:00 pm</td>
<td>Exhibitors utilizing our labor will be permitted to stay past 5:00pm.</td>
</tr>
<tr>
<td>Saturday, October 26th</td>
<td>San Mateo, CA 94403</td>
</tr>
<tr>
<td>11:00 am - 5:00 pm</td>
<td><a href="https://www.smcec.co/">https://www.smcec.co/</a></td>
</tr>
<tr>
<td>Sunday, October 27th</td>
<td>11:00 am - 4:00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantle:</th>
<th>San Mateo Event Center, Expo Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, October 27th</td>
<td>Vehicle Placement and 20’x20’ or larger booths only.</td>
</tr>
<tr>
<td>4:00 pm - 10:00 pm</td>
<td>Exhibitors utilizing our labor will be permitted to stay past 5:00pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrier Check In:</th>
<th>San Mateo Event Center, Expo Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, October 27th</td>
<td>Vehicle Placement and 20’x20’ or larger booths only.</td>
</tr>
<tr>
<td>5:30pm - 7:30pm</td>
<td>Exhibitors utilizing our labor will be permitted to stay past 5:00pm.</td>
</tr>
</tbody>
</table>

| Shipments not picked up by 8pm will be rerouted through the show carrier at the exhibitors expense. |

Important Dates and Reminders

- Discounted rates are available through Tue, October 8th by 4:30pm. Orders and payments received after this date will be billed at the regular rates.
- Online ordering is available through Tue, October 15th by 4:30pm. Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than 2 hours after show close, will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expense, such as labor charges, for verification and delay shipping of said materials.
- Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines

Material Handling charges will apply to all shipments sent to the Abilities Expo and must be paid in advance.

- Advance Warehouse Receiving: Shipments will be received between Wed, September 11th, 2019 and Wed, October 16th, 2019 from 9:00am - 3:30pm.
- Direct to Show Receiving: Shipments will only be received on Wed, October 23rd and Thu, October 24th, from 8:00am - 4:30pm.
- Driver Check-In deadline is 7:30pm on Sun, October 27th. Shipments not picked up by 8pm will be rerouted through the show carrier at the exhibitors expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
Abilities Expo San Mateo
C/O TotalExpo/YRC
499 Valley Dr.
Brisbane, CA 94005

Direct to Show Site Address

[Exhibiting Company and booth #]
Abilities Expo San Mateo
C/O TotalExpo
San Mateo Event Center, Expo Hall
1346 Saratoga Dr.
San Mateo, CA 94403

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

Outbound Shipping

Please note that FedEx and UPS will not pick up shipments on Sunday.

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their carrier arrive by the driver check-in time listed above. Any shipments not picked up by 8pm will be rerouted via the show carrier at the exhibitor’s expense.
# Table of Contents

Exhibitor Information Quick Facts..................................................... 1
Table of Contents............................................................................... 2
How to Submit your Order ................................................................. 3
Payment Authorization........................................................................ 4
Contact Information and Order Recap ............................................. 5
Furniture, Carpet, and Accessories.................................................... 6
Booth Cleaning................................................................................... 7
Cart Load Service ............................................................................... 8
Material Handling and Drayage Information...................................... 9
Material Handling, Shipping Instructions and Small Pkgs ............ 10
Advance Warehouse Shipping Labels.............................................. 11
Direct to Show Site Shipping Labels............................................... 12
Vehicle Spotting................................................................................ 13
Installation & Dismantle Labor.......................................................... 14
Sign Hanging Labor.......................................................................... 15
Intent to use EAC.............................................................................. 16
EAC Rules and Regulations............................................................... 17
Worksite Rules & Regulations......................................................... 18
Limits of Liability............................................................................... 19
Fire Department Rules & Regulations............................................ 20

## Other Service Providers

Smart Source..................................................................................... 21
YRC Transportation.......................................................................... 22-23
Edlen Electric.................................................................................... 24 - 28
Submit your order online! Visit https://orders.totalexpo.com/ Abilities Expo San Mateo Show Code: 19AESA

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access TotalExpo’s online marketplace, which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. Online ordering is available through the date listed above. After that day orders can be sent via email or fax. Please see below for more information.

For New Exhibitors: How to create an account.
1. Click here to access TotalExpo, Inc.’s online marketplace
2. Enter the show code 19AESA.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your exhibiting company name.
6. If you’re a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You’ll be taken to the My Events page. Click on your event.
9. On the next page click +Start New Order to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.
1. Click here to access TotalExpo, Inc.’s online marketplace
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you’re logged in you’ll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click +Start New Order.

For Returning Exhibitors: How to add a new event to your current account.
1. Click here to access TotalExpo, Inc.’s online marketplace
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event’s listed.
4. Click the link +Join Event listed on the right of My Events.
5. On the next page enter in your new show code 19AESA and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for your new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC’s must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit your order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form. Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.
Payment Authorization
This form must be included with all orders

Payment Policy
Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. Advanced discounted rates will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy
No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item’s cancellation policy.

Payment Methods
TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.

Submitting Your Order
Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo., Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, but leave the credit card number blank. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Billing Information

Company Name  
Cardholder Name  
Billing Address
City  State  Zip
Phone  Fax
Invoice Email Address

Required Authorized/Cardholders Signature
I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.’s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder’s Signature

Authorized Name (Please print)

FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges.

Advanced discounted rates will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item’s cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, but leave the credit card number blank. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
## Discounted Rate Deadline: Tue, October 8th, 2019 by 4:30pm, after this date all orders and payments will be processed at the regular rates.

## Online Ordering Ends: Tue, October 15th, 2019 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit [https://orders.totalexpo.com/](https://orders.totalexpo.com/) Abilities Expo San Mateo Show Code: 19AESA

### Furniture, Carpet, and Accessories

#### 30" High Tables with Skirting
**Tables are 24” across**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>4ft Skirted Table</td>
<td></td>
<td>141.00</td>
<td>169.00</td>
<td>$</td>
</tr>
<tr>
<td>2001</td>
<td>6ft Skirted Table</td>
<td></td>
<td>172.00</td>
<td>206.00</td>
<td>$</td>
</tr>
<tr>
<td>2002</td>
<td>8ft Skirted Table</td>
<td></td>
<td>200.00</td>
<td>240.00</td>
<td>$</td>
</tr>
<tr>
<td>2300</td>
<td>Skirting on all four sides</td>
<td></td>
<td>70.00</td>
<td>84.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 42" High Counter Tables with Skirting
**Counter Tables are 24” across**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>4ft Skirted Counter Table</td>
<td></td>
<td>191.00</td>
<td>229.00</td>
<td>$</td>
</tr>
<tr>
<td>2004</td>
<td>6ft Skirted Counter Table</td>
<td></td>
<td>216.00</td>
<td>259.00</td>
<td>$</td>
</tr>
<tr>
<td>2005</td>
<td>8ft Skirted Counter Table</td>
<td></td>
<td>249.00</td>
<td>299.00</td>
<td>$</td>
</tr>
<tr>
<td>2301</td>
<td>Skirting on all four sides</td>
<td></td>
<td>79.00</td>
<td>95.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Standard Carpet
**For Inline Booths only, not Island Booths or Bulk Space**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>10’x10’ Inline Booths</td>
<td>207.00</td>
<td>248.00</td>
<td>$</td>
</tr>
<tr>
<td>3002</td>
<td>10’X20’ Inline Booths</td>
<td>413.00</td>
<td>496.00</td>
<td>$</td>
</tr>
<tr>
<td>3003</td>
<td>10’X30’ Inline Booths</td>
<td>617.00</td>
<td>740.00</td>
<td>$</td>
</tr>
<tr>
<td>3004</td>
<td>10’X40’ Inline Booths</td>
<td>823.00</td>
<td>988.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Island Booth and Bulk Space Carpet
**Pre-show orders only.**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3010</td>
<td>Island Booth/Bulk Carpet per sq.ft.</td>
<td>2.96</td>
<td>3.56</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Plush Carpet
**Pre-show orders only, there will be no refunds on custom carpet.**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3011</td>
<td>Plush Carpet per sq.ft.</td>
<td>4.40</td>
<td>$</td>
</tr>
</tbody>
</table>

### INDICATE YOUR CARPET COLOR

**Carpet Color:** Your booth size:

Available carpet colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy. Please call for custom plush carpet colors.

#### Carpet Padding and Visqueen

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300</td>
<td>Carpet Padding, per sq.ft.</td>
<td>1.06</td>
<td>1.28</td>
<td>$</td>
</tr>
<tr>
<td>3400</td>
<td>Visqueen, per sq.ft.</td>
<td>0.58</td>
<td>0.69</td>
<td>$</td>
</tr>
</tbody>
</table>

Please note: that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then booth vacuuming should be ordered). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk immediately. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.

#### 30” High Tables - Unskirted
**Tables are 24” across**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100</td>
<td>4ft Unskirted Table</td>
<td>85.00</td>
<td>102.00</td>
<td>$</td>
</tr>
<tr>
<td>2101</td>
<td>6ft Unskirted Table</td>
<td>102.00</td>
<td>122.00</td>
<td>$</td>
</tr>
<tr>
<td>2102</td>
<td>8ft Unskirted Table</td>
<td>120.00</td>
<td>144.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### 42” High Counter Tables - Unskirted
**Counter Tables are 24” across**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2103</td>
<td>4ft Unskirted Counter</td>
<td>119.00</td>
<td>143.00</td>
<td>$</td>
</tr>
<tr>
<td>2104</td>
<td>6ft Unskirted Counter</td>
<td>137.00</td>
<td>164.00</td>
<td>$</td>
</tr>
<tr>
<td>2105</td>
<td>8ft Unskirted Counter</td>
<td>156.00</td>
<td>187.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Pedestal Tables

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2201</td>
<td>30” round x 30” high</td>
<td>114.00</td>
<td>137.00</td>
<td>$</td>
</tr>
<tr>
<td>2202</td>
<td>30” round x 42” high</td>
<td>144.00</td>
<td>173.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Chairs

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Padded Side</td>
<td>76.00</td>
<td>91.00</td>
<td>$</td>
</tr>
<tr>
<td>1001</td>
<td>Padded Arm</td>
<td>110.00</td>
<td>132.00</td>
<td>$</td>
</tr>
<tr>
<td>1002</td>
<td>Padded Stool w/ back</td>
<td>124.00</td>
<td>149.00</td>
<td>$</td>
</tr>
<tr>
<td>1003</td>
<td>Folding Chair</td>
<td>45.00</td>
<td>54.00</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Booth Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>Wastebasket</td>
<td>25.00</td>
<td>30.00</td>
<td>$</td>
</tr>
<tr>
<td>4001</td>
<td>Chrome Easel</td>
<td>48.00</td>
<td>58.00</td>
<td>$</td>
</tr>
<tr>
<td>4002</td>
<td>Chrome 22&quot;x28&quot; Sign Holder</td>
<td>80.00</td>
<td>96.00</td>
<td>$</td>
</tr>
<tr>
<td>4003</td>
<td>Bag Rack</td>
<td>144.00</td>
<td>173.00</td>
<td>$</td>
</tr>
<tr>
<td>4004</td>
<td>Literature Rack</td>
<td>161.00</td>
<td>193.00</td>
<td>$</td>
</tr>
<tr>
<td>4005</td>
<td>Garment Rack</td>
<td>144.00</td>
<td>173.00</td>
<td>$</td>
</tr>
<tr>
<td>4006</td>
<td>Stanchion</td>
<td>61.00</td>
<td>73.00</td>
<td>$</td>
</tr>
<tr>
<td>4007</td>
<td>8’ long Velour Rope</td>
<td>47.00</td>
<td>56.00</td>
<td>$</td>
</tr>
<tr>
<td>4011</td>
<td>4’x8’ Mfg. Board</td>
<td>295.00</td>
<td>354.00</td>
<td>$</td>
</tr>
<tr>
<td>4013</td>
<td>2’x8’ Grid Wall w/ Feet</td>
<td>113.00</td>
<td>136.00</td>
<td>$</td>
</tr>
<tr>
<td>4015</td>
<td>Glass Showcase</td>
<td>534.00</td>
<td>641.00</td>
<td>$</td>
</tr>
<tr>
<td>4100</td>
<td>3’ H Side Drape, per ft.</td>
<td>8.00</td>
<td>10.00</td>
<td>$</td>
</tr>
<tr>
<td>4101</td>
<td>8’ H Back Drape, per ft.</td>
<td>13.00</td>
<td>16.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Rental Drape Color:

Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.
Booth Cleaning and Vacuuming

Carpets are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. If excessive debris has accumulated during set up, then booth vacuuming should be ordered. If you find debris or damage to your booth carpet prior to setup, please notify the TotalExpo service desk immediately before you begin setting up.

Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

Confirm your booth size _______ x _______

Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a minimum charge 100 square feet. Wastebasket is emptied at the time of vacuuming/sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Rate</th>
<th>Total Sq.Ft.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Booth Cleaning</td>
<td>$0.51</td>
<td>$0.61</td>
<td>$_____</td>
<td>X _______ =</td>
<td>$</td>
</tr>
<tr>
<td>Prior to show opening on the first day of the event. (Rate is per sq.ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Booth Cleaning</td>
<td>$1.38</td>
<td>$1.65</td>
<td>$_____</td>
<td>X _______ =</td>
<td>$</td>
</tr>
<tr>
<td>Prior to show opening on each day of the event. (Rate is per sq.ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Booth Porter Service

Porter Service includes emptying of wastebaskets, and wiping down booth area, at 2 hour intervals, during the show hours for the duration of the event. To avoid accidental disposal, any trash outside of the wastebasket will not be removed. Rate is per booth.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Rate</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Porter Service</td>
<td>$522.00</td>
<td>$627.00</td>
<td>$_____</td>
<td>$</td>
</tr>
<tr>
<td>(For booths up to 400 sq.ft., each day of the event)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Porter Service 401 sq.ft. and larger</td>
<td>Please call for Pricing</td>
<td>$_____</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>(For booths 401 sq.ft. and larger, each day of the event)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Booth Cleaning Cancellation Policy

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%.
Special Concessions for the Abilities Expo:
Cartload Service and Exhibitor Unloading

**Cartload Service**

- This service is available only for small pieces of freight and other material that is brought to the show floor in a privately owned car, SUV or pickup.
- Each cart will handle a load comprising of a surface area of no more than 3’x4’, a height of no more than 3’ and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.
- For safety reasons the freight supervisors will determine the load capacity & number of pieces carried per trip.
- Crates, palletized freight and heavy material, as well as any material delivered by common carriers are to be handled as standard drayage as indicated in the following pages.
- Cartload service must be paid in advance.
- Please proceed to the TotalExpo Service Desk for this service.
- This service does not include storage of your empties.
- This service is not for cargo vans, rental trucks, trailers, bobtails, semi-trucks, or flatbeds.

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Trips</th>
<th>Rate Per Trip</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartload Service per trip, Inbound</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Cartload Service per trip, Outbound</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated arrival of inbound cartloads:** Date ________________ Time ________________

**Special for the Abilities Expo: Exhibitor Unloading**

An exhibitor may transport from the dock area, across the exhibit floor, any amount that can be hand carried in ONE TRIP. Exhibitors may also use their own 2 wheel luggage type carriers to wheel items to their booth and will be limited to ONE TRIP.

Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock area across the exhibit floor.

**As a special concession to show management,** the following are the only items that may be rolled into the exhibit area by exhibitors on their own:

- Wheel Chairs
- Bicycles
- Tricycles

This concession does not apply to crates, pallets or other receptacles loaded with wheel chairs, bicycles or tricycles, which will be handled as drayage or cart load if applicable. It also does not apply to any furniture, displays, shelving or other items that may be on wheels. The consented items are themselves not to be used as dollies to transport boxes, etc.
Material Handling and Drainage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out.

Shipsments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drainage services. Please see the following page for material handling rates and ordering.

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drainage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drainage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipsments are billed per cwt; 1 cwt is equal to 100 lbs.; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply you cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; stacked; carpet and pad only. The advance warehouse will not receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments), mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is calculated at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and time frames will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within in the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, including additional labor and or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS many not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may not be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.
Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page.

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates
Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received between the following dates only: Wed, September 11th and Wed, October 16th, 2019 from 9:00am-3:30pm.

Direct to show-site shipments will be received on the following dates only: Wed, October 23rd, 2019 and Thu, October 24th, 2019 from 8:00am-4:30pm.

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving 2 cwt minimum charge
Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will not receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

<table>
<thead>
<tr>
<th>Shipment Cwt</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
<th>Piece Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>x</td>
<td>$198.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>x</td>
<td>$248.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Direct to Show-Site Receiving 2 cwt minimum charge
Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipment received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately.

<table>
<thead>
<tr>
<th>Shipment Cwt</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
<th>Piece Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>x</td>
<td>$198.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>x</td>
<td>$248.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Small Package Shipments 30lbs maximum per shipment
Small package rates apply to shipments weighing 30lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs. normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

<table>
<thead>
<tr>
<th>Number of pieces</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x</td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>$50.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Return To TotalExpo Warehouse 4 cwt minimum charge
Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

<table>
<thead>
<tr>
<th>Your Cwt</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x</td>
<td>$119.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Shrink Wrap and Banding for Outbound Shipments
When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/crates is $25.00 per pallet. Banding is provided at $0.50 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.
To ensure your shipments are handled in a timely manner please use the below labels.

**Please keep in mind** all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

<table>
<thead>
<tr>
<th>ADVANCE WAREHOUSE</th>
<th>EXHIBITION MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHIP TO:</strong></td>
<td></td>
</tr>
<tr>
<td>Full Exhibiting Company Name</td>
<td></td>
</tr>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
<tr>
<td>Abilities Expo San Mateo 2019</td>
<td></td>
</tr>
<tr>
<td>C/O TotalExpo/YRC</td>
<td></td>
</tr>
<tr>
<td>San Mateo Event Center, Expo Hall</td>
<td></td>
</tr>
<tr>
<td>499 Valley Dr.</td>
<td></td>
</tr>
<tr>
<td>Brisbane, CA 94005</td>
<td></td>
</tr>
</tbody>
</table>

**SHIPMENT MUST ARRIVE BETWEEN:**
Wed, September 11\(^{th}\) through Wed, October 16\(^{th}\), 2019 from 9:00am-3:30pm

Carrier ______________________________  Piece number _____________ of ______________ total pieces.
To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

**DIRECT TO SHOW-SITE**

**EXHIBITION MATERIAL**

SHIP TO:

Full Exhibiting Company Name

Booth Number

Abilities Expo San Mateo 2019  
C/O TotalExpo, Inc.  
San Mateo Event Center, Expo Hall  
1346 Saratoga Dr.  
San Mateo, CA 94403

SHIPMENT MUST ARRIVE ON:

Wed, October 23rd, 2019 and Thu, October 24th 2019 from 8:00am-4:30pm

Carrier ______________________________ Piece number _____________ of ______________ total pieces.
This form must be completed and returned to TotalExpo no later than **Tue, October 15th** by 4:30pm.

All vehicles, trailers, rolling stock, and vehicles or machinery that are self-propelled, towed or pushed that will be used in displays on the show floor must be moved in and out with the assistance of the TotalExpo staff/spotter. **Do not attempt to move your vehicle on or off the show floor without a spotter from TotalExpo’s Staff.** All rules and guidance provided by TotalExpo staff must be complied with.

The following requirements must be met:

1. The gas cap must be taped shut or locked.
2. The gas tank should be no more than 1/8 full (or 3 gallons, whichever is less).
3. Batteries must remain disconnected while on the show floor, after being placed in the booth. (120v/12v power inverters are acceptable).
4. Refueling, or removal of fuel from the vehicles, while on the premises is prohibited.
5. Vehicle cannot be turned on, operated or moved during event hours.
6. Keys should be available to Security or facility personnel, in case of emergency, at all times.
7. These vehicles will not be brought on the show floor to unload exhibits and/or booth materials.
8. Exhibitors must be present during the spotting process.
9. Vehicles may be guided out of the show floor immediately upon closing or when the aisles are cleared by TotalExpo staff.

Additional requirements, such as towing, will be charged on time and materials basis. TotalExpo, Inc. assumes no liability for loss, damage or bodily injury arising out of the placement of exhibitor’s vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by TotalExpo labor under the exhibitors supervision.

**Roundtrip Vehicle Spotting** please complete this form in its entirety.

This service includes spotting or guiding vehicle on to the show floor, into position in your booth space and guiding the vehicle off the show floor during the move-out. This service is required for all vehicles and trailers.

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Qty</th>
<th>Advance Rate</th>
<th>Regular Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Vehicles - Cars, vans, and pick up trucks</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversized Vehicles - Over 10,000lbs gross weight, busses, RV’s, etc.</td>
<td>$175.00</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Require Vehicle Information**

<table>
<thead>
<tr>
<th>Vehicle Description</th>
<th>Arrival Time (after 12:00pm)</th>
<th>Vehicle Dimensions</th>
<th>Vehicle Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Wed, October 23rd at: _______ L x _______ W x _______ H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
Discounted Rate Deadline: **Tue, October 8th, 2019 by 4:30pm**, after this date all orders and payments will be processed at the regular rates. Online Ordering Ends: **Tue, October 15th, 2019 by 4:30pm**, after this date orders can be placed via email or fax.

Submit your order online! Visit [https://orders.totalexpo.com/](https://orders.totalexpo.com/) Abilities Expo San Mateo Show Code: 19AESA

### Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper TotalExpo personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a TotalExpo worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Worksite Rules and Regulations page for more information.

**Exhibitors may install or dismantle their own exhibit if it meets the following requirements:**
- Tools and/or ladders are not required; The exhibitor may set up or dismantle their own display with “one” full time employee of the exhibiting company; The work can be completed within (1) hour total. The work may NOT be split between more people to meet the time limit.

These rules do not apply to the exhibiting company’s product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

#### Labor Order Information
- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

#### Rates for Installation and Dismantle Labor

<table>
<thead>
<tr>
<th>Labor</th>
<th>Advance Rate</th>
<th>Regular Rate</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$120.00</td>
<td>$144.00</td>
<td>Monday through Friday from 8:00am to 4:30pm.</td>
</tr>
<tr>
<td>Overtime</td>
<td>$181.00</td>
<td>$217.00</td>
<td>Monday through Friday all other times.</td>
</tr>
<tr>
<td>Double Time</td>
<td>$240.00</td>
<td>$288.00</td>
<td>All day Saturday, Sunday, and Holidays.</td>
</tr>
</tbody>
</table>

#### Supervision of Labor

Please indicate the supervision of your labor.

- **TOTALEXPO SUPERVISION** Work will begin at TotalExpo discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

   Emergency Contact: ___________________________ Cell Number: ___________________________

- **EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

   Exhibitor Supervisor: ___________________________ Cell Number: ___________________________

#### How is your booth Being Shipped?

Whenever possible please ship to the advance warehouse.

- [ ] Advance Warehouse
- [ ] Direct to Show Site

Carrier: ___________________________ # of pieces: ___________________________ ETA: ___________________________

#### Order and Schedule Labor (All dismantle labor will be done on DOUBLE TIME)

<table>
<thead>
<tr>
<th>Install/Dismantle</th>
<th>ST/OT/DT</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th>x</th>
<th># of Workers</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If necessary please provide a detailed labor schedule separately with your order.

**For all labor orders please provide drawings and instructions.**

#### Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.
Sign Hanging/Rigging Labor

TotalExpo is responsible for the assembly of all signs and truss, as well as the hanging/installation and removal. Any signs deemed unsafe by management personnel will not be hung.

**Labor Order Information**
- The listed rates are per crew, per hour. Sign Hanging/Rigging labor includes a crew of 2 workers and the lift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Any additional materials used such as slings, cables, shackles, etc. will be billed to the exhibitor.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other labor start times exhibitor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- You must provide set up instructions/drawings, and pictures of your hanging sign with this order.
- Gratuity in any form is prohibited.

**Rates for Sign Hanging Labor rates are subject to change**

<table>
<thead>
<tr>
<th>Hanging Labor</th>
<th>Advance Rate</th>
<th>Regular Rate</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$ 513.00</td>
<td>$ 616.00</td>
<td>Monday through Friday from 8:00am to 4:30pm.</td>
</tr>
<tr>
<td>Overtime</td>
<td>$ 664.00</td>
<td>$ 797.00</td>
<td>Monday through Friday all other times.</td>
</tr>
<tr>
<td>Double Time</td>
<td>$ 761.00</td>
<td>$ 913.00</td>
<td>All day Saturday, Sunday, and Holidays.</td>
</tr>
</tbody>
</table>

**Supervision of Labor** Please indicate the supervision of your labor

☐ TOTALExpo SUPERVISION Work will begin at TotalExpo discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your sign with your order. Shipping containers should not be locked. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: ____________________ Cell Number: ____________________

☐ EXHIBITOR SUPERVISION Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where worker are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: ____________________ Cell Number: ____________________

**How is your hanging sign Being Shipped?** All hanging signs must be received at the advance warehouse.

☐ Advance Warehouse  Carrier: ____________________  # of pieces: __________  ETA: ____________________

**Hanging Sign Details**
Your hanging sign must comply with all show rules and regulations.

- Type of sign: [ ] Banner  [ ] Structural  [ ] Systems  [ ] Other: ____________________  Shape of sign: ____________________
- Dimensions: weight _______lbs.  width______  length_______  height_______  Sign height from floor to top of sign: _______ ft.
- Sign Orientation: ____________________

**Order and Schedule Labor**

<table>
<thead>
<tr>
<th>Install/Dismantle</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th>x</th>
<th># of crew/lift</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If necessary please provide a detail labor schedule separately with your order.

**Labor Cancellation Policy**

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company’s booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. two weeks prior to the first move-in date. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor’s booth.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor’s responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC’s insurance.

Exhibitor Appointed Contractor:

| Contact Name: | 
| Email Address: | Cell Phone: |
| Office Phone: | Fax Number: |
| Street Address: | City, State ZIP: |

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC’s insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print)  Date
EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.’s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all worksite rules and regulations, and accept liability for any negligent actions.

2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.

3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC’s insurance agent must be submitted to TotalExpo Inc. at least two weeks prior to the first move-in date.

4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.

5. EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, arising out of EAC’s operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney’s fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC’s failure to adhere to the terms of this agreement.

7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as “exclusive” or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

8. EAC has attached herewith certificates of insurance confirming the following required insurance:
   - Commercial General Liability, including contractual liability, with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   - Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   - Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each employee, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   - Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence/aggregate.
   - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EAC’s responsibility to obtain the proper language needed on the COI.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

<table>
<thead>
<tr>
<th>Authorized Name (Print)</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

Company:

Shows-site Contact Name:          | Cell Phone: |
Office Phone:                      | Email Address: |
Street Address:                   | City, State Zip: |
Worksite Rules and Regulations

Decoration: Exhibits and Displays

TotalExpo staff has the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to TotalExpo staff.

If the below requirements cannot be met than all work must be done in conjunction with proper TotalExpo personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a TotalExpo worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:
1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may NOT be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company’s product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Freight: Material Handling, Loading and Unloading

TotalExpo staff has jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo also has jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)
1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am, and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.
LIMITS OF LIABILITY AND RESPONSIBILITY
FOR MATERIAL HANDLING SERVICES
PROVIDED BY TOTALEXPO, INC.

Insurance — It is understood that TotalExpo Inc., is not an insurer. That insurance, if required, it is to be obtained by
the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping.
Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed
damage.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been
delivered to designated booth location.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close
of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound
shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick
up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this
time.

TotalExpo Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits,
revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to
be displayed.

TotalExpo Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged.
And in any event the maximum liability shall be limited to $0.30 per pound per article, with a maximum liability of
$500.00 per item, or $1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to
TotalExpo Inc. prior to the close of the show.

TotalExpo Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work
stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo Inc. and/or its affiliates, by an exhibitor, or by
any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the
terms and conditions set forth.
Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:
1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials MUST BE FLAME RETARDANT to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6”.
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:
1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed three gallons or one-eighth tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:
1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:
Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:
1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:
1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:
1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:
Welding, soldering or any open flame devices are prohibited.
### Audio Visual Equipment

<table>
<thead>
<tr>
<th>Display Type</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>90&quot; LED Display with Speakers*</td>
<td>$1,895</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90&quot; LED Display with Speakers*</td>
<td>$1,389</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65&quot; LED Display with Speakers*</td>
<td>$995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; LED Display with Speakers*</td>
<td>$675</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; LED Display with Speakers*</td>
<td>$545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; LED Display with Speakers*</td>
<td>$425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LED Display with Speakers*</td>
<td>$285</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65&quot; LED Touch Screen*</td>
<td>$1,195</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48&quot; LED Touch Screen*</td>
<td>$1,090</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; LED Touch Screen*</td>
<td>$795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; LED Touch Screen*</td>
<td>$920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LED Touch Screen*</td>
<td>$580</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; LCD Widescreen Display*</td>
<td>$170</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; LCD Widescreen Display*</td>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; LCD Display (4:3)*</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19&quot; LCD Display (4:3)*</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Tiles</td>
<td>Call For Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEC 46&quot; LCD Video Wall Panel*</td>
<td>$1,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEC 55&quot; LCD Video Wall Panel*</td>
<td>$1,450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2X2 46&quot; LCD Video Wall**</td>
<td>$4,125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3X3 46&quot; LCD Video Wall*</td>
<td>$9,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2X2 55&quot; LCD Video Wall**</td>
<td>$6,525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3X3 55&quot; LCD Video Wall**</td>
<td>$14,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 8' Tripod Projection Screen</td>
<td>$195</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.5’ x 10’ FastFold Screen w/Dress Kit</td>
<td>$595</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meyer Self-Powered Mini Speaker</td>
<td>$175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JBL Pro 10” Powered Speaker Includes Stand</td>
<td>$155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Sound System (2) MM Meyers Speakers w/Stands, Mixer &amp; Wireless Mic</td>
<td>$710</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Computer Technology

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Touch Smart 23&quot; Quad Core i7 (desktop)</td>
<td>$235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dell 7040 SFF i7 (desktop)</td>
<td>$165</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dell E6520 i7 (Laptop)</td>
<td>$145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Probook 650 (Laptop)</td>
<td>$190</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; Thunderbolt Display</td>
<td>$215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.5&quot; IMAC i5 QC 16/1TB</td>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; IMAC i5 QC 8/1TB</td>
<td>$295</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.5&quot; IMAC i7 QC 16/1TB</td>
<td>$325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; IMAC i7 QC 16/1TB</td>
<td>$425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac Mini i5 (4GB, 500GB)</td>
<td>$120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.4&quot; MacBook Pro i7 QuadCore (8GB, 750GB)</td>
<td>$225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iPad 5 Air WiFi 16GB</td>
<td>$105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iPad Pro 128GB</td>
<td>$205</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Kiosk & Charging Stations

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liltab Floor iPad Stand (stand only)</td>
<td>$210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.5” Podium Kiosk</td>
<td>$685</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HighTop Table Charging Station</td>
<td>$795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable Charging Station</td>
<td>$995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classic Charging Station (includes Branding)</td>
<td>$1,295</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Copy, Print, & Office Tools

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Black &amp; White Laser Printer</td>
<td>$210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Color Laser Printer</td>
<td>$320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Black &amp; White Copier</td>
<td>$695</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Color Copier</td>
<td>$695</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equipment Subtotal

$0

**Delivery, Set-up, and Pick-up**

28% or Minimum Charge of $175

$175

**Damage & Loss Waiver 10.5%**

To decline waiver, type No in the orange box.

$0.00

**LASTR Tax of 8.0%**

$0.00

### Grand Total

$175.00

---

For assistance with your order, and for questions about other technology solutions, please contact Roger Campbell at (480) 829-6336, or via email at rcampbell@smartsourcerentals.com

---

For Fast and Easy Ordering, [Order Online](#), or Submit this Completed Form to exhibitorsales@smartsourcerentals.com

---

Order Online

---

**To decline waiver, type No in the orange box.**
Exhibit Services
Reliable trade show shipping services
The show must go on!

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

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

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

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

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

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.
**EXHIBITOR:**

**EVENT:** Abilities Expo 2019

**FACILITY:** San Mateo Event Center

**DATES:** October 25-27, 2019

---

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT** [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

---

### ORDER INSTRUCTIONS

**INLINE AND PENINSULA DELIVERY**

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

**ISLAND BOOTH DELIVERY ONE LOCATION**

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**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.

### ELECTRICAL OUTLETS

**Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event**

<table>
<thead>
<tr>
<th>120 VOLT</th>
<th>QTY</th>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>114.00</td>
<td>171.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>200.00</td>
<td>300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>270.00</td>
<td>405.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE**

| 20 AMPS         | 427.00 | 641.00 |
| 30 AMPS         | 521.00 | 760.00 |
| 60 AMPS         | 676.00 | 985.00 |

**208 VOLT THREE PHASE**

| 60 AMPS         | 916.00 | 1336.00 |
| 100 AMPS        | 1174.00 | 1712.00 |
| 200 AMPS        | 1471.00 | 2143.00 |
| 400 AMPS        | 2303.00 | 3356.00 |

**TRANSFORMER(S)**

Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: ___________ x 5.00 =

Please call for information on any services you require that are not listed here.

### 480V CONNECTIONS

**Approximately 480V A.C. 60 Cycle - Prices are for Entire Event**

<table>
<thead>
<tr>
<th>480 VOLT THREE PHASE</th>
<th>QTY</th>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>1207.00</td>
<td>1758.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td>1440.00</td>
<td>2098.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>1833.00</td>
<td>2670.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>2482.00</td>
<td>3616.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

| 15’ EXTENSION CORD     | 26.00 |
| POWER STRIP             | 26.00 |

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of the contract.

---

**ELECTRICAL ORDER**

San Mateo Event Center

129 Sylvester Road, So. San Francisco CA 94080

Phone: (650) 225-0900 Fax: (650) 225-0950

sanfrancisco@edlen.com

Advance Payment Deadline Date: 10/04/19

---

**OPTIONAL ADDITIONAL SERVICES**

**TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM**

**PRINT NAME:**

**EMAIL:**

**PHONE:**

---

120/208/480V.V1.SF.08.17_PG 1
ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date:_______________________  Time: ________________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring:____________________________________________________________________________
   B. Estimated date and time flooring installation will begin. Date:_______________________ Time:______________

4. Show site supervisor:
   Name _________________________________________________ Cell # _________________________________
   Email _________________________________________________ Company _________________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

<table>
<thead>
<tr>
<th>LABOR RATES AND HOURS</th>
<th>DISTRIBUTION LABOR ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor Minimums</strong></td>
<td><strong>MAN HRS</strong> <strong>RATE</strong> <strong>TOTAL</strong></td>
</tr>
<tr>
<td>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</td>
<td></td>
</tr>
</tbody>
</table>

| **Straight Time** | **OVERTIME** |
| Monday - Friday, 8:00 AM - 4:30 PM, except Holidays. | Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays. |
| |
| **LIFT RENTAL** |
| **HOURS** | **RATE** | **TOTAL** |
| |

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZED

PRINT NAME: ______________________ DATE: ________________
Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

**POWER ORIGINATES FROM THE FLOOR IN THIS VENUE**

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDICATE BOOTH TYPE</th>
<th>INDICATE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>Example: 1 Square = 1 Foot</td>
<td></td>
</tr>
<tr>
<td>Inline</td>
<td>_____ Square = _____ Ft</td>
<td></td>
</tr>
<tr>
<td>Peninsula</td>
<td>Total Square Footage = _______</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Adjacent Booth or Aisle # ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjacent Booth or Aisle # ______________</td>
</tr>
<tr>
<td>Adjacent Booth or Aisle # ______________</td>
</tr>
<tr>
<td>Adjacent Booth or Aisle # ______________</td>
</tr>
</tbody>
</table>
Advance Payment Deadline Date: 10/04/19

EXHIBITOR: BTH #

EVENT: Abilities Expo 2019

FACILITY: San Mateo Event Center

DATES: October 25-27, 2019 EVENT # 109001SF

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME: 

ADDRESS: 

CITY: 

COUNTRY: 

EMAIL: 

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

☐ BANK WIRE TRANSFER INFORMATION *

☐ CREDIT CARD

☐ COMPANY CHECK

☐ CHECK AND CREDIT CARD INFORMATION

☐ CHECK AND CREDIT CARD INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

☐ SERVICE TOTALS

☐ AUTHORIZATION

* Please reference the Event # listed above and your Booth # on all electronic payments.

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

MOP.V1.SF.08.17_PG 4
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 rates.

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 services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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 - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. 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 (1/2) 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, plus material.

9. For a dedicated outlet, order a 20 amp outlet.

10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.

11. 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.

12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

13. Edlen is the exclusive provider of all electrical equipment and used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.

14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

22. 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 loads caused by Exhibitor.

23. 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, foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

24. 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.

25. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTIONS - 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.

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