

# The 2017 CWPMA Convention and Trade Show

September 9, 2017

Beaver Run Resort and Conference Center  
Breckenridge, CO

## EXHIBITOR SERVICES MANUAL





The 2017 CWPMA Convention  
and Trade Show  
  
September 9, 2017  
  
Beaver Run Resort and  
Conference Center  
Breckenridge, Colorado

## WELCOME EXHIBITORS

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

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

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

Amanda Simons  
Office Administrator  
Phone: 303-422-7805  
asimons@cwpm.org

Each 8' x 8' booth space **already includes** the below items with the booth:

- 8' high back drape
- 3' high side drape
- 1 - 6' skirted table
- 2 - chairs
- 1 - wastebasket
- 1 - identification sign

The exhibit area is carpeted.

### EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Date

Saturday, September 9, 2017

Setup Time

8:00 AM - 11:45 AM

Show Dates

Saturday, September 9, 2017

Show Times

Noon - 4:00 PM

Dismantle Dates

Saturday, September 9, 2017

Dismantle Times

4:00 PM - 6:00 PM

All items must be removed from your booth space by 6:00 PM on Saturday, September 9, 2017



## EXHIBITOR SERVICES

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

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

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	<b><i>Monday, August 28, 2017</i></b>	6
_____ Electrical Services	<b><i>Monday, August 28, 2017</i></b>	6
_____ Display Labor	<b><i>Monday, August 28, 2017</i></b>	7
_____ Custom Signs	<b><i>Monday, August 28, 2017</i></b>	8
_____ Material Handling Services	<b><i>Monday, August 28, 2017</i></b>	10

Please contact Coast to Coast Trade Show Services, Inc. at 303-991-2791 for Internet Services.



## PAYMENT & PRICING POLICIES

The 2017 CWPMA Convention  
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### DISCOUNT & STANDARD PRICING

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

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)**

### PAYMENT SCHEDULE

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

### METHOD OF PAYMENT

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

### CANCELLATIONS & ADJUSTMENTS

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

### TAX EXEMPTION

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

### I & D THIRD PARTY BILLING

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

### MISCELLANEOUS

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



## ORDER SUMMARY & PAYMENT FORM

The 2017 CWPMA Convention  
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September 9, 2017

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

BOOTH FURNISHINGS ORDER.....	\$	
ELECTRICAL SERVICES.....	\$	
DISPLAY LABOR ORDER.....	\$	
CUSTOM SIGN ORDER.....	\$	
ESTIMATED MATERIAL HANDLING SERVICES.....	\$	
<b>TOTAL CHARGES.....</b>	<b>\$</b>	

**Coast to Coast TSS, Inc. reserves the right to correct orders figured incorrectly. If Coast to Coast TSS, Inc. receives freight for any Exhibitor, charges will be applied to their account.**

**NO ADJUSTMENTS WILL BE MADE AFTER THE SHOW CLOSES.**

### METHOD OF PAYMENT

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

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

CARDHOLDER'S NAME \_\_\_\_\_

CARDHOLDER'S SIGNATURE \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS (REQUIRED) \_\_\_\_\_

VISA MC AMEX

EXP. DATE

PLEASE ENTER SECURITY CODE PRINTED ON CARD

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

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

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

**PLEASE FILL OUT THE INFORMATION BELOW**

Company / Exhibitor Name \_\_\_\_\_

Ordered By \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_

City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (        ) \_\_\_\_\_ Fax (        ) \_\_\_\_\_

Email \_\_\_\_\_



# BOOTH FURNISHINGS & ELECTRICAL ORDER FORM

**The 2017 CWPMA Convention  
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**September 9, 2017**

**Beaver Run Resort and  
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Breckenridge, Colorado**

**DISCOUNT PRICE DEADLINE DATE  
MONDAY, AUGUST 28, 2017**

<u>QUANTITY</u>	<u>TABLES-24"WIDE X 30" HIGH</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.10	\$114.90	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 66.65	\$ 90.00	\$ _____
_____	6' DRAPED	\$ 96.90	\$130.85	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 78.70	\$106.25	\$ _____
_____	8' DRAPED	\$111.00	\$149.85	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 92.55	\$124.95	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<b><u>COUNTER HIGH TABLES-24"WIDE X 42" HIGH</u></b>				
_____	4' DRAPED	\$103.30	\$139.50	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 84.05	\$113.50	\$ _____
_____	6' DRAPED	\$117.40	\$158.50	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 97.90	\$132.20	\$ _____
_____	8' DRAPED	\$134.55	\$181.65	\$ _____
_____	8' <i>UNDRAPED</i>	\$116.35	\$157.10	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
DRAPE COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<b><u>FURNITURE</u></b>				
_____	FOLDING CHAIR	\$ 19.50	\$ 26.35	\$ _____
_____	PADDED SIDE CHAIR	\$ 39.75	\$ 53.70	\$ _____
_____	PADDED ARM CHAIR	\$ 51.80	\$ 69.95	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 61.25	\$ 82.70	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE	\$ 67.95	\$ 91.75	\$ _____
<b><u>OTHER FURNISHINGS</u></b>				
_____	WASTEBASKET	\$ 14.10	\$ 19.05	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 29.00	\$ 39.15	\$ _____
_____	BAG STAND	\$ 46.40	\$ 62.65	\$ _____
_____	LITERATURE RACK	\$ 59.20	\$ 79.95	\$ _____
_____	TACKBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$104.30	\$140.30	\$ _____
_____	4' SINGLE STEP <b>TABLE RISER</b> (10" HIGH WITH WHITE VINYL COVER)	\$ 45.10	\$ 60.90	\$ _____
_____	6' SINGLE STEP <b>TABLE RISER</b> (10" HIGH WITH WHITE VINYL COVER)	\$ 58.20	\$ 78.60	\$ _____
<b><u>ELECTRICAL (Prices include Service Charge and Resort Fees)</u></b>				
_____	DUPLEX OUTLET 120V, 60 HV 1 PHASE 15 AMPS	\$ 75.00	\$ 97.50	\$ _____
_____	DUPLEX OUTLET 120V, 60 HV 1 PHASE 30 AMPS	\$ 85.00	\$110.50	\$ _____
_____	DUPLEX OUTLET 120V, 60 HV 1 PHASE 40 AMPS	\$ 95.00	\$ 96.00	\$ _____
_____	DUPLEX OUTLET 120V, 60 HV 1 PHASE 60 AMPS	\$105.00	\$136.50	\$ _____
<b>SUBTOTAL</b>				\$ _____
<b>6.50% SALES TAX</b>				\$ _____
<b>TOTAL AMOUNT DUE</b>				\$ _____

**To receive the discount price, all orders must be received with payment in full. Orders received after the above date will be charged the standard price.**

**Send all order forms by fax to 303-991-2794 or by email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com).**

**PLEASE FILL OUT THE INFORMATION BELOW**

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

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



# DISPLAY LABOR ORDER FORM

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**DISCOUNT PRICE DEADLINE DATE  
MONDAY, AUGUST 28, 2017**

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

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

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

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

**Option A ~ Coast to Coast TSS, Inc. Supervised**

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

**Option B ~ Exhibitor Supervised**

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

**Please Provide The Following Information**

**Installation Information:**

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

**To receive the discount price, all orders must be received with payment in full. Orders received after the above date will be charged the standard price.**

**Send all order forms by fax to 303-991-2794 or by email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com).**

**PLEASE FILL OUT THE INFORMATION BELOW**

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

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



# CUSTOM SIGNS ORDER FORM

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## Full Color Digital Signs and Banners

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

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

<u>QTY</u>	<u>SIZE SIGNS</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>ADDITIONAL CHARGES</u>	<u>TOTAL</u>
_____	11" X 14"	\$ 15.25	\$ 20.60	_____	\$ _____
_____	14" X 22"	\$ 30.50	\$ 41.20	_____	\$ _____
_____	18" X 24"	\$ 42.75	\$ 57.75	_____	\$ _____
_____	22" X 28"	\$ 61.00	\$ 82.39	_____	\$ _____
_____	24" X 36"	\$ 85.50	\$115.50	_____	\$ _____
_____	28" X 44"	\$125.00	\$171.00	_____	\$ _____
_____	30" X 40"	\$118.85	\$160.55	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
<b><u>BANNERS W/ GROMMETS</u></b>					
_____	2' X 4'	\$ 96.00	\$130.00	_____	\$ _____
_____	3' X 6'	\$216.00	\$292.50	_____	\$ _____
_____	4' X 8'	\$384.00	\$520.00	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
					<b>SUBTOTAL \$ _____</b>
					<b>6.50% SALES TAX \$ _____</b>
					<b>TOTAL AMOUNT DUE \$ _____</b>

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

Orders received less than 48 hours prior to the show opening and on Saturday, Sunday, and Holidays, will be billed DOUBLE the Standard Price.

Send all order forms by fax to 303-991-2794 or by email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com).

## PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

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





# MATERIAL HANDLING RATES

The 2017 CWPMA Convention and Trade Show

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Please complete and return the estimated material handling page.

Shipments arriving without a certified weight ticket will incur a \$20 fee to weigh and calculate the correct weight for our records and billing. Billed weights are per shipment and are rounded up to the next 100 pounds.

## SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse:	Monday, August 7, 2017
Last day for shipments to arrive without surcharge:	Friday, September 1, 2017
Last day for shipments to arrive with surcharge:	Wednesday, September 6, 2017

**\*All late shipments will be charged late fees - see below prices**

**DO NOT SHIP DIRECTLY TO THE SHOW SITE. Coast to Coast Trade Show Services, Inc. takes no responsibility for the loss or additional costs pertaining to such shipments.**

SHIPPING INFORMATION	RATES PER SHIPMENT	
<b>ADVANCE SHIPMENTS TO WAREHOUSE</b>	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.	
<b>PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT)</b> INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes ( if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>Rate / 100 LBS</u> <b>\$ 79.00</b>	<u>Minimum Shipment</u> <b>\$ 158.00</b>
<b>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT)</b> Vanline shipments or special carriers including: double-decking, unstacking, side door unloading & loading, designated piece handling.	<u>Rate / 100 LBS</u> <b>\$ 81.00</b>	<u>Minimum Shipment</u> <b>\$ 162.00</b>
<b>SMALL PACKAGE SHIPMENTS</b> Cartons, letters or small package, limited to 35 pounds per shipment, per delivery. Includes Fedex and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 pound minimum.	<u>First Piece in Shipment</u> <b>\$ 46.00</b>	<u>Each Additional Piece</u> <b>\$ 10.00</b>
<b>LATE SHIPMENT SURCHARGES</b> These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> *(see top of page). In addition to the late shipment charge, if shipments arrive after the truck has left the warehouse, exhibitor will also be charged for a truck and driver at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	<u>Late Shipment Surcharge</u> <b>\$ 28.00 / 100 LBS</b>	



**ESTIMATED MATERIAL  
HANDLING**

**DISCOUNT PRICE DEADLINE DATE  
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**INBOUND SHIPPING INFORMATION**

**Ship To: Coast to Coast TSS, Inc.  
3999 Holly St., Unit 14  
Denver, CO 80207**

**EXHIBITOR NAME \_\_\_\_\_**  
**BOOTH NUMBER \_\_\_\_\_**

**COMPLETE AND RETURN TO COAST TO COAST TRADE SHOW SERVICES, INC.**

	<b>NUMBER OF PIECES</b>	<b>ESTIMATED WEIGHT</b>	<b>CARRIER(S)</b>	<b>TRACKING NUMBERS (PLEASE PROVIDE PRO #'s)</b>	<b>COST PER SHIPMENT</b>
<b>SHIPMENT 1</b>					
<b>SHIPMENT 2</b>					
<b>SHIPMENT 3</b>					
<b>SHIPMENT 4</b>					

Shipment 1: Shipped from Address \_\_\_\_\_  
 Shipment 2: Shipped from Address \_\_\_\_\_  
 Shipment 3: Shipped from Address \_\_\_\_\_  
 Shipment 4: Shipped from Address \_\_\_\_\_

**Total Amount Due \$ \_\_\_\_\_**

**OUTBOUND SHIPPING INFORMATION**

**Outbound Bills of Lading must be completed and turned in to the Coast to Coast Trade Show service desk.  
DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH.** In the event a Bill of Lading is not turned into the Coast to Coast Trade Show, Inc. service desk, unidentifiable shipments will be discarded.

A credit card is required for material handling services. Please complete credit card information on the "Order Summary and Payment" form.

**EXHIBITORS MAY CHOOSE TO RETURN ITEMS BACK TO THE COAST TO COAST TSS WAREHOUSE. THE FEE FOR THIS SERVICES IS \$ 37.50 PER 100 POUNDS. PLEASE LET US KNOW IF THIS SERVICE IS NEEDED DURING SETUP OR DISMANTLE OF THE SHOW.**



## MATERIAL HANDLING LIMITS OF LIABILITY

**IMPORTANT!**  
**PLEASE READ**

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

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

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

# ADVANCE SHIPPING LABELS

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

<p><b>Coast to Coast TSS</b> <b>3999 Holly St., Unit 14</b> <b>Denver, CO 8020</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>The 2017 CWPMA Convention and Trade Show</p>	<p><b>Coast to Coast TSS</b> <b>3999 Holly St., Unit 14</b> <b>Denver, CO 80207</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>The 2017 CWPMA Convention and Trade Show</p>
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