

# Albuquerque Quilt, Craft and Sewing Festival

May 19-21, 2016

Expo New Mexico  
Albuquerque Fairgrounds

## EXHIBITOR SERVICES MANUAL





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## 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:

Name: Chris Butler / Eric Spillett  
Rusty Barn Promotion Group Inc.  
Phone: 800-717-8789  
Fax: 801-463-1201

### Each 10' x 10' Booth Space will Receive:

8' high black back drape  
8' high side drape  
1 - identification sign

The exhibit area is not carpeted.

### EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

#### Setup Dates

Wednesday, May 18, 2016

#### Setup Times

12:00 PM (Noon) - 9:00 PM

#### Show Dates

Thursday, May 19, 2016

Friday, May 20, 2016

Saturday, May 21, 2016

#### Show Times

10:00 AM - 5:00 PM

10:00 AM - 5:00 PM

10:00 AM - 4:00 PM

#### Dismantle Dates

Saturday, May 21, 2016

#### Dismantle Times

4:00 PM - 9:00 PM



## PAYMENT & PRICING POLICIES

**DISCOUNT PRICE DEADLINE DATE  
MONDAY, MAY 9, 2016**

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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

**If ordering, this form must be returned by fax to 303-991-2794 or by email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)**

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TABLES.....	\$ _____
MISCELLANEOUS FURNITURE AND ACCESSORIES.....	\$ _____
CARPET.....	\$ _____
MATERIAL HANDLING.....	\$ _____
	<b>SUBTOTAL \$ _____</b>
	<b>7.19% SALES TAX \$ _____</b>
	<b>TOTAL AMOUNT DUE \$ _____</b>

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

## METHOD OF PAYMENT

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

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

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

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

VISA MC AMEX

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

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

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

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

**PLEASE FILL OUT THE INFORMATION BELOW**

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

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_



# BOOTH FURNISHINGS ORDER FORM

**Albuquerque Quilt, Craft and Sewing Festival**  
  
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QUANTITY	<u>TABLES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
<b>TABLES-24"WIDE X 30" HIGH</b>				
_____	4' DRAPED	\$ 45.00	\$ 55.00	\$ _____
_____	6' DRAPED	\$ 50.00	\$ 60.00	\$ _____
_____	8' DRAPED	\$ 60.00	\$ 70.00	\$ _____
_____	4' UNDRAPED WITH PLASTIC COVERING	\$ 30.00	\$ 40.00	\$ _____
_____	6' UNDRAPED WITH PLASTIC COVERING	\$ 35.00	\$ 45.00	\$ _____
_____	8' UNDRAPED WITH PLASTIC COVERING	\$ 40.00	\$ 50.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 15.00	\$ 15.00	\$ _____
PLEASE CIRCLE COLOR PREFERENCE: BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<b>TABLES-24"WIDE X 40" HIGH</b>				
_____	4' DRAPED COUNTER HIGH	\$ 55.00	\$ 65.00	\$ _____
_____	6' DRAPED COUNTER HIGH	\$ 60.00	\$ 70.00	\$ _____
_____	8' DRAPED COUNTER HIGH	\$ 65.00	\$ 75.00	\$ _____
_____	4' UNDRAPED COUNTER HIGH WITH PLASTIC COVERING	\$ 35.00	\$ 45.00	\$ _____
_____	6' UNDRAPED COUNTER HIGH WITH PLASTIC COVERING	\$ 40.00	\$ 50.00	\$ _____
_____	8' UNDRAPED COUNTER HIGH WITH PLASTIC COVERING	\$ 45.00	\$ 55.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 15.00	\$ 15.00	\$ _____
PLEASE CIRCLE COLOR PREFERENCE: BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
<b>MISCELLANEOUS FURNITURE AND BOOTH ACCESSORIES</b>				
_____	FOLDING CHAIR	\$ 12.00	\$ 15.00	\$ _____
_____	PADDED DESK CHAIR	\$ 45.00	\$ 60.00	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 45.00	\$ 60.00	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE (CIRCLE SIZE)	\$ 60.00	\$ 70.00	\$ _____
_____	CROSSBAR	\$ 8.00	\$ 12.00	\$ _____
_____	UPRIGHT	\$ 8.00	\$ 12.00	\$ _____
_____	BASE	\$ 8.00	\$ 12.00	\$ _____
_____	3' SIDE DRAPES	\$ 20.00	\$ 25.00	\$ _____
_____	8' BACKWALL DRAPE	\$ 20.00	\$ 25.00	\$ _____
_____	EASEL	\$ 30.00	\$ 40.00	\$ _____
_____	POSTERBOARD (CIRCLE HORIZONTAL OR VERTICAL STANDING)	\$ 90.00	\$130.00	\$ _____
_____	WASTEBASKET	\$ 10.00	\$ 12.00	\$ _____
_____	4' TABLETOP RISERS 12" X 12"	\$ 8.00	\$ 12.00	\$ _____
_____	6' TABLETOP RISERS 12" X 12"	\$ 8.00	\$ 12.00	\$ _____
_____	UPRIGHT	\$ 8.00	\$ 12.00	\$ _____
<b>CARPET</b>				
_____	10' X 10' CARPET	\$ 85.00	~~~~~	\$ _____
_____	10' X 20' CARPET	\$ 145.00	~~~~~	\$ _____
_____	10' X 30' CARPET	\$ 195.00	~~~~~	\$ _____
_____	10' X 40' CARPET	\$ 295.00	~~~~~	\$ _____
* Carpets are not available on show site				
PLEASE CIRCLE COLOR PREFERENCE: BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN OR RED				
<b>MATERIAL HANDLING</b>				
<b>TOTAL POUNDS</b>	<b>PER HUNDRED WEIGHT</b>	<b>TOTAL WEIGHT</b>	<b>PRICE/100 LBS</b>	<b>TOTAL</b>
_____	200 POUND MINIMUM ( \$124.00)	_____	\$ 62.00	\$ _____
<b>SUBTOTAL</b>				\$ _____
<b>7.19% 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.**

**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

**DISCOUNT PRICE DEADLINE DATE  
MONDAY, MAY 9, 2016**

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## SHIPMENTS TO SHOW SITE ONLY

DIRECT SHIPMENTS TO SHOW SITE	RATES PER SHIPMENT	
<b>PRICE PER 100 LBS. (200 LB. MINIMUM PER SHIPMENT)</b> Crated, skidded or boxed exhibit materials received at show-site. Delivery to booth, removal and storage of empty crates and boxes (must be properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>RATE / 100 LBS</u> \$ 52.00	<u>MINIMUM SHIPMENT</u> \$ 104.00
<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 and designated piece handling.	<u>RATE / 100 LBS</u> \$ 72.00	<u>MINIMUM SHIPMENT</u> \$ 144.00
<b>SMALL PACKAGE SHIPMENTS DURING SHOW DAYS</b> Cartons, letters or small packages received without documentation and delivered to the booth without the guarantee of piece count or condition. Limited to 50lbs. per shipment, per delivery.	<u>FIRST CARTON</u> \$ 25.00	<u>EACH ADD'L CARTON</u> \$ 10.50

## INBOUND SHIPPING INFORMATION

Shipments may only arrive on Wednesday May 18, 2016 from 8:00am to 6:00pm

### DIRECT SHIPMENTS

Coast to Coast TSS  
c/o Expo New Mexico  
300 San Pedro Dr NE  
Albuquerque, NM 87108  
Attn: Exhibit Name + Booth Number

Shipment 1	Number of Pieces _____	Weight _____	Total _____
Shipment 2	Number of Pieces _____	Weight _____	Total _____
Shipment 3	Number of Pieces _____	Weight _____	Total _____

Subtotal \_\_\_\_\_  
7.19% Sales Tax \_\_\_\_\_  
Grand Total \_\_\_\_\_

### PLEASE FILL OUT THE INFORMATION BELOW

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

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

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