

Castle Rock Quilt, Craft & Sewing Festival

July 6-8, 2017

Douglas County Events Center
500 Fairgrounds Drive
Castle Rock, CO 80104

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

Castle Rock Quilt, Craft & Sewing Festival

July 6-8, 2017

Douglas County
Events Center
Castle Rock, CO

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual 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 black side drape
1 - identification sign

The exhibit area is NOT carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Wednesday, July 5, 2017

Setup Times

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

Show Dates

Thursday, July 6, 2017

Friday, July 7, 2017

Saturday, July 8, 2017

Show Times

10:00 AM - 5:00 PM

10:00 AM - 5:00 PM

10:00 AM - 4:00 PM

Dismantle Dates

Saturday, July 8, 2017

Dismantle Times

4:00 PM - 9:00 PM



PAYMENT & PRICING POLICIES

Castle Rock Quilt, Craft &
Sewing Festival

July 6-8, 2017

Douglas County
Events Center
Castle Rock, CO

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, JUNE 28, 2017**

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 by fax to 303-991-2794 or emailed to exhibitservices@coasttocoasttss.com

PAYMENT SCHEDULE

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

METHOD OF PAYMENT

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

CANCELLATIONS & ADJUSTMENTS

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

TAX EXEMPTION

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

I & D THIRD PARTY BILLING

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

MISCELLANEOUS

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



ORDER SUMMARY & PAYMENT FORM

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, JUNE 28, 2017**

**Castle Rock Quilt, Craft &
Sewing Festival**

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Events Center
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**If ordering, this form must be returned
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exhibitservices@coasttocoasttss.com**

SPECIAL SHOW PACKAGE.....	\$ _____
TABLES.....	\$ _____
MISCELLANEOUS FURNITURE AND ACCESSORIES.....	\$ _____
CARPET AND CARPET PAD	\$ _____
ESTIMATED MATERIAL HANDLING SERVICES.....	\$ _____
SUBTOTAL	\$ _____
8.00% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

**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 3 DIGIT(MC/VI) OR 4 DIGIT (AX) SECURITY CODE _____

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 _____



EXHIBIT PACKAGE ORDER FORM

Castle Rock Quilt, Craft & Sewing Festival
 July 6-8, 2017
 Douglas County Events Center
 Castle Rock, CO

**DISCOUNT PRICE DEADLINE DATE
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SHOW SPECIAL EXHIBIT PACKAGES

PER 10' x 10' BOOTH SPACE

<u>QUANTITY</u>		<u>PRICE</u>	<u>TOTAL</u>
_____	PACKAGE A INCLUDES: 1 - 6' TABLE X 30" HIGH DRAPED IN SHOW COLOR 2 - FOLDING CHAIRS 1 - WASTE BASKET	\$ 69.00	\$ _____
_____	PACKAGE B INCLUDES: 1 - 6' TABLE X 30" HIGH DRAPED IN SHOW COLOR 2 - FOLDING CHAIRS 1 - WASTE BASKET 1 - 9' X 10' BOOTH CARPET	\$148.00	\$ _____
_____	PACKAGE C INCLUDES: 1 - 8' TABLE X 30" HIGH DRAPED IN SHOW COLOR 2 - FOLDING CHAIRS 1 - WASTE BASKET	\$ 72.00	\$ _____
_____	PACKAGE D INCLUDES: 1 - 8' TABLE X 30" HIGH DRAPED IN SHOW COLOR 2 - FOLDING CHAIRS 1 - WASTE BASKET 1 - 9' X 10' BOOTH CARPET	\$155.00	\$ _____

CARPET COLOR (PLEASE CIRCLE) BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN, RED

SUB TOTAL \$ _____
 8.00% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

**ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE.
 THIS OFFER IS NOT AVAILABLE AFTER THE DEADLINE DATE.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

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



ORDER FORM

Castle Rock Quilt, Craft & Sewing Festival
 July 6-8, 2017
 Douglas County Events Center
 Castle Rock, CO

**DISCOUNT PRICE DEADLINE DATE
 WEDNESDAY, JUNE 28, 2017**

QUANTITY	TABLES - 24" WIDE X 30" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 40.00	\$ 50.00	\$ _____
_____	6' DRAPED	\$ 45.00	\$ 55.00	\$ _____
_____	8' DRAPED	\$ 55.00	\$ 65.00	\$ _____
_____	4' UNDRAPED	\$ 25.00	\$ 35.00	\$ _____
_____	6' UNDRAPED	\$ 30.00	\$ 40.00	\$ _____
_____	8' UNDRAPED	\$ 40.00	\$ 50.00	\$ _____

QUANTITY	COUNTER HIGH TABLES - 24" WIDE X 40" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 50.00	\$ 60.00	\$ _____
_____	6' DRAPED	\$ 57.00	\$ 65.00	\$ _____
_____	8' DRAPED	\$ 65.00	\$ 75.00	\$ _____
_____	4' UNDRAPED	\$ 37.00	\$ 47.00	\$ _____
_____	6' UNDRAPED	\$ 42.00	\$ 52.00	\$ _____
_____	8' UNDRAPED	\$ 52.00	\$ 62.00	\$ _____

DRAPED TABLES AND COUNTER HIGH TABLES INCLUDE COVERED TOP IN WHITE VINYL WITH 3 SIDES DRAPED
 PLEASE CIRCLE COLOR PREFERENCE FOR ALL DRAPED TABLES: BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

_____	FOURTH SIDE TABLE DRAPE	\$ 10.00	\$ 10.00	\$ _____
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MISCELLANEOUS FURNITURE AND BOOTH ACCESSORIES

_____	FOLDING CHAIR	\$ 10.00	\$ 12.00	\$ _____
_____	PADDED SIDE CHAIR	\$ 15.00	\$ 20.00	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 20.00	\$ 30.00	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE (CIRCLE SIZE)	\$ 40.00	\$ 50.00	\$ _____
_____	CROSSBAR	\$ 8.00	\$ 12.00	\$ _____
_____	UPRIGHT AND BASE	\$ 15.00	\$ 20.00	\$ _____
_____	3' SIDE DRAPES	\$ 15.00	\$ 20.00	\$ _____
_____	8' BACKWALL DRAPE	\$ 15.00	\$ 20.00	\$ _____
_____	EASEL	\$ 20.00	\$ 25.00	\$ _____
_____	POSTERBOARD (CIRCLE HORIZONTAL OR VERTICAL STANDING)	\$ 75.00	\$ 85.00	\$ _____
_____	WASTEBASKET	\$ 8.00	\$ 10.00	\$ _____
_____	FISH BOWL	\$ 8.00	\$ 10.00	\$ _____

CARPET

_____	10' X 10' CARPET	\$ 85.00	\$ 105.00	\$ _____
_____	10' X 10' CARPET PAD	\$ 25.00	\$ 25.00	\$ _____
_____	10' X 20' CARPET	\$ 145.00	\$ 170.00	\$ _____
_____	10' X 20' CARPET PAD	\$ 50.00	\$ 50.00	\$ _____
_____	10' X 30' CARPET	\$ 190.00	\$ 230.00	\$ _____
_____	10' X 30' CARPET PAD	\$ 75.00	\$ 75.00	\$ _____
_____	10' X 40' CARPET	\$ 245.00	\$ 290.00	\$ _____
_____	10' X 40' CARPET PAD	\$ 100.00	\$ 100.00	\$ _____

PLEASE CIRCLE COLOR PREFERENCE: BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN OR RED
 PRICE INCLUDES INSTALLATION AND PICK UP AT THE CLOSE OF THE SHOW

	SUBTOTAL	\$ _____
	8.00% SALES TAX	\$ _____
	TOTAL AMOUNT DUE	\$ _____

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
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Castle Rock, CO

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Friday, June 2, 2017
 Last day for shipments to arrive without surcharge: Wednesday, June 28, 2017
 Last day for shipments to arrive at Standard Rate: Monday, July 3, 2017

ADVANCE SHIPMENTS TO WAREHOUSE	RATES PER SHIPMENT	
PRICE PER 100 LBS. (200 LB. MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>RATE / 100 LBS</u> \$ 62.00	<u>MINIMUM SHIPMENT</u> \$ 124.00
DIRECT SHIPMENTS TO SHOW SITE	<i>Exhibitor freight may only be received at the Douglas County Events Center on Wednesday, July 5, 2017 from 8:00am to 5:00pm.</i>	
PRICE PER 100 LBS.(200 LB. MINIMUM PER SHIPMENT) 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
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB. MINIMUM PER SHIPMENT) Vanline shipments or special carriers including: double-decking, un-stacking, side door unloading & loading and designated piece handling.	<u>RATE / 100 LBS</u> \$ 72.00	<u>MINIMUM SHIPMENT</u> \$ 144.00
SMALL PACKAGE SHIPMENTS DURING SHOW DAYS 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
LATE SHIPMENT SURCHARGES These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> .	<u>LATE SHIPMENT SURCHARGE</u> \$ 10.00 / 100 LBS	

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Coast to Coast TSS
3999 Holly Street
Unit 14
Denver, CO 80207
Attn: Exhibit Name

DIRECT SHIPMENTS

Coast to Coast TSS
c/o Douglas County Events Center
500 Fairgrounds Drive
Castle Rock, CO 80104
Attn: Exhibit Name

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

Exhibitor freight may only be received at the Douglas County Events Center on Wednesday, July 5, 2017 from 8:00am to 5:00pm.

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 ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 ~ Phone: 303-991-2791 ~ Fax: 303-991-2794 7

ADVANCE WAREHOUSE SHIPPING LABELS

Receiving Hours: Monday through Friday, 8:00am - 4:00pm

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

Exhibitor _____

Booth Number _____

Castle Rock Quilt, Craft & Sew Festival 2017

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Unit 14
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