

Denver Quilt, Craft and Sewing Festival

March 30 - April 1, 2017

Denver Mart
Expo Building
Denver, CO

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

Denver Quilt, Craft and Sewing Festival
 March 30 - April 1, 2017
 Denver Mart Expo Building
 Denver, CO

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

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

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

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
 3' high side drape
 1 - 8' black topped and skirted table
 1 - identification sign
 The exhibit area is carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Wednesday, March 29, 2017

Setup Times

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

Show Dates

Thursday, March 30, 2017

Friday, March 31, 2017

Saturday, April 1, 2017

Show Times

10:00 AM - 5:00 PM

10:00 AM - 5:00 PM

10:00 AM - 4:00 PM

Dismantle Dates

Saturday, April 1, 2017

Dismantle Times

4:00 PM - 9:00 PM



PAYMENT & PRICING POLICIES

**DISCOUNT PRICE DEADLINE DATE
MONDAY, MARCH 20, 2017**

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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**

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

Denver Quilt, Craft and Sewing Festival
 March 30 - April 1, 2017
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 Denver, CO

**DISCOUNT PRICE DEADLINE DATE
 MONDAY, MARCH 20, 2017**

If ordering, this form must be returned by fax to 303-991-2794 or by email to exhibitservices@coasttocoastss.com

TABLES.....	\$ _____
MISCELLANEOUS FURNITURE AND ACCESSORIES.....	\$ _____
CARPET.....	\$ _____
MATERIAL HANDLING.....	\$ _____
	SUBTOTAL \$ _____
	4.75% 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.**

PLEASE FILL OUT THE INFORMATION BELOW

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

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

EXPIRATION DATE _____ 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.**



BOOTH FURNISHINGS ORDER FORM

Denver Quilt, Craft and Sewing Festival
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DISCOUNT PRICE DEADLINE DATE
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QUANTITY	TABLES - 24" WIDE X 30" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 25.00	\$ 30.00	\$ _____
_____	6' DRAPED	\$ 25.00	\$ 30.00	\$ _____
_____	8' DRAPED	\$ 25.00	\$ 30.00	\$ _____
*Prices include top covered with white plastic and 3 sides draped				
_____	COUNTER HIGH (42") ADD	\$ 15.00	\$ 15.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 15.00	\$ 15.00	\$ _____

PLEASE CIRCLE COLOR PREFERENCE: BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

MISCELLANEOUS FURNITURE AND BOOTH ACCESSORIES

_____	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	\$ 10.00	\$ 12.00	\$ _____
_____	UPRIGHT AND BASE	\$ 20.00	\$ 25.00	\$ _____
_____	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	\$ _____

CARPET

_____	10' X 10' CARPET	\$ 85.00	\$ 125.00	\$ _____
_____	10' X 20' CARPET	\$ 155.00	\$ 185.00	\$ _____
_____	10' X 30' CARPET	\$ 225.00	\$ 230.00	\$ _____
_____	10' X 40' CARPET	\$ 295.00	\$ 300.00	\$ _____

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

MATERIAL HANDLING

TOTAL POUNDS	PER HUNDRED WEIGHT	ADVANCE	FLOOR	
_____	200 POUND MINIMUM	\$ 62.00	\$124.00	\$ _____
_____	SMALL PACKAGE	\$ 25.00	\$ 25.00	\$ _____
_____	ADDITIONAL SMALL PACKAGE	\$ 10.50	\$ 10.50	\$ _____

MANY OTHER ITEMS ARE AVAILABLE. LET US KNOW WHAT YOU NEED.

SUBTOTAL \$ _____
4.75% 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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SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Friday, February 24, 2017
 Last day for shipments to arrive without surcharge: Monday, March 20, 2017
 Last day for shipments to arrive with surcharge: Friday, March 24, 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>	<u>MINIMUM SHIPMENT</u>
\$ 62.00	\$124.00

DIRECT SHIPMENTS TO SHOW SITE

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>	<u>MINIMUM SHIPMENT</u>
\$ 52.00	\$ 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>	<u>MINIMUM SHIPMENT</u>
\$ 72.00	\$ 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>	<u>EACH ADD'L CARTON</u>
\$ 25.00	\$ 10.50

LATE SHIPMENT SURCHARGES
 These additional charges are incurred if shipments arrive at the warehouse after the deadline date .

<u>LATE SHIPMENT SURCHARGE</u>
\$ 15.00 / 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 Denver Mart Expo Bldg.
 451 East 58th Ave.
 Denver, CO 80216
 Attn: Exhibit Name

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

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 ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 ~ Phone: 303-991-2791 ~ Fax: 303-991-2794 6