

Denver Quilt, Craft and Sewing Festival 2018

March 22-24, 2018

Denver Mart
Expo Building
451 East 58th Ave.
Denver, CO 80216

EXHIBITOR SERVICES MANUAL



Coast to Coast
TRADE SHOW SERVICES, INC.



WELCOME EXHIBITORS

Denver Quilt, Craft and Sewing Festival

March 22-24, 2018

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:

Chris Butler / Eric Spillett
Rusty Barn Promotion Group
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**
- 2 - folding chairs**
- 1 identification sign**

The exhibit area is carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Wednesday, March 21, 2018

Setup Times

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

Show Dates

Thursday, March 22, 2018

Friday, March 23, 2018

Saturday, March 24, 2018

Show Times

10:00 AM - 5:00 PM

10:00 AM - 5:00 PM

10:00 AM - 4:00 PM

Dismantle Dates

Saturday, March 24, 2018

Dismantle Times

4:00 PM - 9:00 PM

All exhibit materials must be removed from the facility by 9:00pm on Saturday, March 24, 2018.



PAYMENT & PRICING POLICIES

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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 by fax to 303-991-2794 or by email to
exhibitservices@coasttocoastss.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 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.



TABLE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, MARCH 12, 2018

Denver Quilt, Craft and Sewing Festival
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<u>QUANTITY</u>	<u>TABLES (24 "X 30")</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 25.00	\$ 30.00	\$ _____
_____	6' DRAPED	\$ 25.00	\$ 30.00	\$ _____
_____	8' DRAPED	\$ 25.00	\$ 30.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 15.00	\$ 20.00	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
<u>COUNTER HIGH TABLE (24" X 42")</u>				
_____	4' DRAPED	\$ 40.00	\$ 45.00	\$ _____
_____	6' DRAPED	\$ 40.00	\$ 45.00	\$ _____
_____	8' DRAPED	\$ 40.00	\$ 45.00	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 15.00	\$ 20.00	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
Prices include table top covered with white plastic and 3 sides draped.				SUBTOTAL \$ _____
				4.75% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



Coast to Coast
TRADE SHOW SERVICES, INC.

BOOTH FURNISHINGS ORDER FORM


DISCOUNT PRICE DEADLINE DATE
MONDAY, MARCH 12, 2018

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Denver, CO**

1.		2.		3.		4.		5.	
<u>QUANTITY</u>	<u>FURNITURE</u>			<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>			<u>TOTAL</u>	
_____	1. COUNTER STOOL WITH BACK			\$ 45.00	\$ 60.00			\$ _____	
_____	2. FOLDING CHAIR			\$ 5.00	\$ 7.50			\$ _____	
_____	3. PADDED SIDE CHAIR			\$ 30.00	\$ 40.00			\$ _____	
_____	4. PADDED ARM CHAIR			\$ 45.00	\$ 60.00			\$ _____	
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE			\$ 50.00	\$ 65.00			\$ _____	
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE			\$ 50.00	\$ 65.00			\$ _____	
_____	SINGLE STEP TABLE RISER - 4'			\$ 10.00	\$ 15.00			\$ _____	
_____	SINGLE STEP TABLE RISER - 6'			\$ 12.00	\$ 17.50			\$ _____	

6.		7.		8.		9.		10.		11.		12.	
	<u>ACCESSORIES</u>												
_____	6. ALUMINUM FLOOR EASLE												\$ _____
_____	7. BAG STAND												\$ _____
_____	8. CHROME SIGN HOLDER												\$ _____
_____	9. FISH BOWL												\$ _____
_____	10. LITERATURE RACK												\$ _____
_____	11. RAFFLE DRUM												\$ _____
_____	12. WASTEBASKET												\$ _____

* Please contact Coast to Coast if you would like to order additional Poles, Bases and Drapes. Each item will be \$5.00 per piece.

SUBTOTAL \$ _____
4.75% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791
Fax: 303-991-2794 exhibitsservices@coasttocoastss.com



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 75.00	\$ 100.00	\$ _____
_____	9' X 20' CARPET	\$ 150.00	\$ 175.00	\$ _____
_____	9' X 30' CARPET	\$ 225.00	\$ 250.00	\$ _____
_____	9' X 40' CARPET	\$ 300.00	\$ 325.00	\$ _____

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



SUBTOTAL \$ _____
4.75% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING

DISCOUNT PRICE DEADLINE DATE
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<p><u>ADVANCED SHIPPING ADDRESS</u></p> <p>Coast to Coast TSS, Inc. 3999 Holly Street Unit 14 Denver, CO 80207</p> <p>Exhibitor Name, Booth Number, and Show Name MUST be on all shipments.</p>	<p><u>SHOW SITE SHIPPING ADDRESS</u></p> <p>Coast to Coast TSS, Inc. c/o Denver Mart Expo Building 451 East 58th Ave. Denver, CO 80216</p> <p>Exhibitor Name, Booth Number, and Show Name MUST be on all shipments.</p>
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If shipping freight, please send this form to Coast to Coast TSS at exhibitservices@coasttocoasttss.com or email to 303-991-2794.

Shipment 1: Shipping to the Advanced Warehouse _____ Shipping to the Show Site _____

Shipment 2: Shipping to the Advanced Warehouse _____ Shipping to the Show Site _____

Shipment 3: Shipping to the Advanced Warehouse _____ Shipping to the Show Site _____

RATES

\$25.00 per carton at 50 pounds or less per shipment per day

\$62.00 PER 100 POUNDS (200 Pound Minimum): All items over 50 pounds including fiber cases, pallets and crates.

Total weight per shipment per day.

	Number and Type of Shipment	Estimated Weight	Carrier	Tracking Numbers	Estimated Material Handling Fee
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____