

Castle Rock Quilt, Craft, and Sewing Festival 2024

May 30 - June 1, 2024

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

EXHIBITOR SERVICES MANUAL



Coast to Coast
TRADE SHOW SERVICES, INC.



WELCOME EXHIBITORS

Castle Rock Quilt, Craft, and Sewing Festival 2024

May 30 - June 1, 2024

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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
8' High Black Side Drape
1 Identification Sign - 11" x 17"

The Booth Space IS NOT Carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Wednesday, May 29, 2024

Setup Times

11:00 AM - 8:00 PM

Show Dates

Thursday, May 30, 2024

Friday, May 31, 2024

Saturday, June 1, 2024

Show Times

10:00 AM - 5:00 PM

10:00 AM - 5:00 PM

10:00 AM - 4:00 PM

Dismantle Dates

Saturday, June 1, 2024

Dismantle Times

4:00 PM - 9:00 PM

All exhibit materials must be removed from the facility by 9:00 PM on Saturday, June 1, 2024.



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 on each order form.

**When ordering, forms must be returned by fax to 303-991-2794 or by email 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.
- Cancellations on any order will be charged a \$35.00 administration processing fee.

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.



ORDER SUMMARY & PAYMENT FORM

**This form must be returned by fax to
303-991-2794 or email at
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BOOTH TABLE ORDER	\$ _____
BOOTH FURNISHINGS ORDER	\$ _____
BOOTH ACCESSORY ORDER	\$ _____
CARPET ORDER	\$ _____
MATERIAL HANDLING	\$ _____
TOTAL AMOUNT DUE WITH 3.50% ADMINISTRATION FEE AND TAX	\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Cell () _____

Email _____

**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
 CARDHOLDERS NAME _____ CARDHOLDER'S SIGNATURE _____
 CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

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EXP. DATE

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 PLEASE ENTER SECURITY CODE PRINTED ON CARD

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

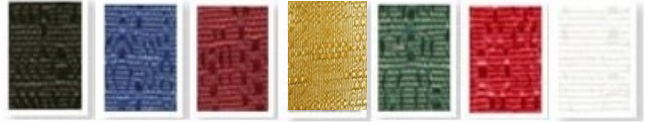
**A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.
All charges must be paid before delivery of exhibit materials.**



TABLE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, MAY 15, 2024**

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QUANTITY	TABLES - 24" WIDE X 30" TALL	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 75.00	\$ 90.00	\$ _____
_____	4' UNDRAPED	\$ 40.00	\$ 48.00	\$ _____
_____	6' DRAPED	\$ 75.00	\$ 90.00	\$ _____
_____	6' UNDRAPED	\$ 40.00	\$ 48.00	\$ _____
_____	8' DRAPED	\$ 75.00	\$ 90.00	\$ _____
_____	8' UNDRAPED	\$ 40.00	\$ 48.00	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 20.00	\$ 27.00	\$ _____

PLEASE CIRCLE DRAPE COLOR: BLACK BLUE BURGUNDY GOLD GREEN RED

QUANTITY	COUNTER HIGH TABLES - 24" WIDE X 42" TALL	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 85.00	\$102.00	\$ _____
_____	4' UNDRAPED	\$ 50.00	\$ 60.00	\$ _____
_____	6' DRAPED	\$ 85.00	\$102.00	\$ _____
_____	6' UNDRAPED	\$ 50.00	\$ 60.00	\$ _____
_____	8' DRAPED	\$ 85.00	\$102.00	\$ _____
_____	8' UNDRAPED	\$ 50.00	\$ 60.00	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 20.00	\$ 27.00	\$ _____

PLEASE CIRCLE DRAPE COLOR: BLACK BLUE BURGUNDY GOLD GREEN RED

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.20% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, MAY 15, 2024

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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.50	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$105.30	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 75.00	\$101.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 75.00	\$101.25	\$ _____
_____	Single Step Table Riser - 4'	\$ 45.10	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 58.20	\$ 78.60	\$ _____
_____	Single Step Table Riser - 8'	\$ 76.50	\$103.25	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.00	\$ 35.10	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.00	\$ 35.10	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 74.25	\$ _____
<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	Glass Showcase	\$ CALL C2C FOR PRICING		\$ _____
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 46.00	\$ 62.10	\$ _____
_____	Chrome Sign Holder	\$ 32.50	\$ 43.90	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.25	\$ _____
_____	Drape Panels	\$ 12.50	\$ 16.85	\$ _____
_____	Fish Bowl	\$ 19.00	\$ 25.65	\$ _____
_____	Literature Rack	\$ 45.00	\$ 60.75	\$ _____
_____	Poster Board - 4' X 8'	\$125.00	\$168.75	\$ _____
_____	Raffle Drum	\$ 85.00	\$114.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Wastebasket	\$ 8.00	\$ 10.80	\$ _____
TOTAL				\$ _____
3.50% ADMINISTRATION FEE				\$ _____
SUBTOTAL				\$ _____
8.20% SALES TAX				\$ _____
TOTAL AMOUNT DUE				\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



**CARPET
ORDER FORM**
*DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, MAY 15, 2024*

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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	\$ 85.00	\$114.75	\$ _____
_____	9' X 20' CARPET	\$170.00	\$229.50	\$ _____
_____	9' X 30' CARPET	\$255.00	\$344.25	\$ _____
_____	9' X 40' CARPET	\$340.00	\$459.00	\$ _____

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



* Please call Coast to Coast TSS at 303-991-2791 if you have any "Special Cut" carpet needs.

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.20% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



Coast to Coast
TRADE SHOW SERVICES, INC.

MATERIAL HANDLING ORDER FORM

DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, MAY 15, 2024

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ADVANCE SHIPPING ADDRESS

Coast to Coast TSS, Inc.
c/o LVE
4590 Geneva Street
Denver, CO 80238

SHOW SITE SHIPPING ADDRESS

Coast to Coast TSS, Inc.
c/o Douglas County Events Center
500 Fairgrounds Drive
Castle Rock, CO 80104

*Freight may arrive from Friday, April 26, 2024 to Friday, May 24, 2024.

*Freight may only arrive on Tuesday, May 28, 2024 and Wednesday, May 29, 2024.

***Exhibitor Name, Booth Number, and Show Name MUST be on all shipments to show site and the advanced warehouse. Material Handling rates will apply if shipped to the State Fair Park.**

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 35 pounds or less per shipment per day.

\$62.00 per 100 pounds (200 lb. minimum): Includes all items over 35 pounds including fiber cases, pallets and crates.

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

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.20% SALES ON ADMINISTRATION FEE \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____