2014 SPOKANE NATIONAL COLLEGE FAIR
November 5, 2014
Spokane Convention Center
Spokane, Washington

Triumph Expo & Events Inc. is proud to be your general services contractor for 2014 SPOKANE NATIONAL COLLEGE FAIR.

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

- Install & Dismantle Labor
- Shipping Services
- Custom Booths
- Standard & Premium Furnishings
- Top-quality graphics
- Personal Service

Please Note: The shipping address has changed from previously published information. Please see page 3 for details.

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 971-235-7742
Fax: 206-431-4846
csr@triumphexpo.com

HOW TO USE THIS EXHIBITOR KIT:

On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE:

Click [HERE](http://www.triumphexpo.com) for triumphexpo.com and then click on the link to 2014 SPOKANE NATIONAL COLLEGE FAIR.

USERNAME:

7847

PASSWORD:

Expertise
# QUICK FACTS

## DEADLINES

<table>
<thead>
<tr>
<th>EAC/INSURANCE:</th>
<th>MONDAY, OCTOBER 5, 2014 4:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCOUNT PRICING:</td>
<td>FRIDAY, OCTOBER 24, 2014 4:00 PM</td>
</tr>
<tr>
<td>ADVANCE SHIPPING:</td>
<td>FRIDAY, OCTOBER 31, 2014 4:00 PM</td>
</tr>
</tbody>
</table>

*Please note: The shipping address has changed from previously published information. Please see page 3 for details.*

## SCHEDULE

**EXHIBITOR MOVE IN:**
- TUESDAY, NOVEMBER 4, 2014 3:00 PM - 5:00 PM
- WEDNESDAY, NOVEMBER 5, 2014 7:00 AM - 8:30 AM

**SHOW DATES/TIMES:**
- WEDNESDAY, NOVEMBER 5, 2014 9:00 AM - 12:00 PM
- WEDNESDAY, NOVEMBER 5, 2014 6:00 PM - 8:00 PM
- WEDNESDAY, NOVEMBER 5, 2014 8:00 PM - 10:00 PM

**EXHIBITOR MOVE OUT:**
- WEDNESDAY, NOVEMBER 5, 2014 8:00 PM - 10:00 PM

**CARRIER CHECK-IN DEADLINE:**
- WEDNESDAY, NOVEMBER 5, 2014 9:00 PM

Empty crates will be returned at 8:00 PM on Wednesday, November 5, 2014.

All exhibitor materials must be removed from the facility by 10:00 PM, Wednesday.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor’s expense.

## INCLUDED FURNISHINGS:

- 8’ X 10’ Booth
- Blue & white 8’ high back drape
- Blue 3’ high side drape
- One 6’ table skirted in blue
- Two Side Chairs
- Waste basket
- Exhibitor ID sign

## EXHIBIT HALL FLOORING:

The exhibit area will be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

## PAYMENT POLICY:

Payment is required with all orders. To pay by credit card, scan and email your order to csr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.
SHIPPING INFORMATION

Please note: The shipping address has changed from previously published information.
Please use address below.

ADVANCE SHIPPING ADDRESS:

Company Name and Booth Number
2014 SPOKANE NATIONAL COLLEGE FAIR
Triumph Expo & Events
12614 Interurban Ave S.
Seattle, WA 98168

ADVANCE SHIPMENTS ACCEPTED:
Beginning September 30, 2014

ADVANCE SHIPPING DEADLINE:
4:00 PM on Friday, October 31, 2014

DIRECT SHIPPING:
NOT PERMITTED

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It’s that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING:
Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:
Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:
A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING:
Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:
Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING:
All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS:
Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK:
If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of $150 (up to 750 lbs).

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:
SPOKANE CONVENTION CENTER
334 WEST SPOKANE FALLS BLVD
SPOKANE, WA 99201

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:
All carriers MUST be checked in by 9:00 PM on 11-5-14. After 9:00 PM, freight will be re-routed according to the information given on the MHA/BOL.
To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

**EXHIBIT HALL INSTALLATION & DISMANTLING:**

Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

**MATERIAL HANDLING / DRAYAGE:**

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter’s Union. This is not applicable to materials that can be carried by one person.

**SAFETY:**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

**TIPPING:**

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.
FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) $ 50.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.20/lb off-target fee. This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS

$ 194.00 Minimum Charge
$ 0.97 cents each add’l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

$ 194.00 Minimum Charge
$ 0.97 cents each add’l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: OCTOBER 31, 2014

DIRECT SHIPMENTS ARE NOT ACCEPTED FOR THIS EVENT

PRICES INCLUDE receiving, freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 20 cents per pound ($150 minimum for any shipment that must be returned to the warehouse plus 20 cents per pound for each additional pound over 750 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site’s designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT

Total Estimated Weight (200 lbs minimum) lbs x Rate = $ 

Total Estimated Fees $ 

TOTAL $ 

Carry this total to payment summary page
MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. EXHIBITOR agrees to accept and the terms and conditions of this contract when any of the following conditions are met:

1. DEFINITIONS. For purposes of this contract, “TE&E” means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may engage from “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”). Further, it is hereby understood and agreed that the “EXHIBITOR” is in fact the “Shipper” for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncurtained materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, poor condition, or taking prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:
   - Error in the above procedures
   - Removal of containers with old empty labels & without TE&E labels
   - Improper information on empty labels
   TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS Whilst SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the material may be lost or damaged. TE&E will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials before same have been delivered to Exhibitor’s Booth at the show site. TE&E highly recommends the securing of security services from Facility or Show Management. All materials submitted to TE&E by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials may be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITION MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All materials submitted to TE&E by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the designated carrier has not picked up the exhibit shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR’s shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier’s terms and conditions apply to their shipment once the material accepted by said carrier is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E’S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or events outside its direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E’s reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIMS FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than ten (10) business days after the conclusion of the show or exposition for purposes of claim reporting, the conclusion of the show shall be construed as the time when EXHIBITOR’s materials are delivered to the carrier for transportation from the show site or from TE&E’S warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

   a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of a dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

   b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E’s sole and exclusive maximum recovery for any loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services during the show or exposition under this contract.

   c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E’s liability shall be limited to any loss or damage which results solely from TE&E’S NEGLIGENCE in the actual performance of any of the services furnished by TE&E in connection with the performance of the services furnished by TE&E, and/or any act of or failure to act on the part of EXHIBITOR. Liability results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or any other party for, special, collateral, exemplary, indirect, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether tortious or contract, or in law, including strict liability and negligence, even if it has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR’S failure to perform EXHIBITOR’s responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic losses.

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS PROVISIONS. ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury or death, damage or to loss of property or profits arising out of or contributed to, by any of the following:

   a. EXHIBITOR’S negligent supervision of any labor secured through TE&E or the negligent supervision by any third party or any of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E’S equipment.

   b. EXHIBITOR’S violation of Federal, State, County or Local ordinances.

   c. EXHIBITOR’S violation of Show Regulations and/or Rules published and set forth by Facility and/or Show Management.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR hereby understands and agrees that the EXHIBITOR’s release and waiver of any claim shall be held and understood to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
THE EXHIBITOR’S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E’S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.
## INBOUND / OUTBOUND SHIPPING REQUEST
for Triumph Transportation Only - (SHOW CARRIER)

### INBOUND (Shipping TO the Event)
Minimum charges apply per shipment

<table>
<thead>
<tr>
<th>PICK-UP ADDRESS:</th>
<th>Insurance: [ ] Inbound [ ] Outbound [ ] Both [ ] Neither</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pick-up Date: [ ] Shipment Ready By: [ ] am/pm</td>
</tr>
<tr>
<td></td>
<td>Hours your dock is opened for pickup:</td>
</tr>
<tr>
<td></td>
<td>Dock opened: [ ] am/pm Dock closed: [ ] am/pm</td>
</tr>
<tr>
<td></td>
<td>Contents of Freight / Comments / Special Instructions:</td>
</tr>
<tr>
<td></td>
<td>Contact Name: ___________ Ph: ___________ E-mail: ______</td>
</tr>
</tbody>
</table>

**WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION**

**NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT**

<table>
<thead>
<tr>
<th>LIST EACH PIECE</th>
<th>DIMENSIONS IN INCHES</th>
<th>WT. (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx 24&quot; Wx 12&quot; Hx 12&quot; 135 lbs</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PIECES:** [ ] **TOTAL WEIGHT:** [ ]

| Are the pallets/skids stackable? [ ] YES [ ] NO | If additional insurance, declared value is $__________ |

### OUTBOUND (Shipping FROM the Event)
Minimum charges apply per shipment

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approx. Weight: [ ] Total No. of Pieces [ ] Crates [ ] Cartons [ ] Fiber Cases [ ] Other: [ ]</td>
</tr>
<tr>
<td></td>
<td>Contents of Freight / Comments / Special Instructions:</td>
</tr>
<tr>
<td></td>
<td>Contact Name: ___________ Ph: ___________ E-mail: ______</td>
</tr>
<tr>
<td></td>
<td>Date Freight Must be Received at Destination:</td>
</tr>
</tbody>
</table>

**Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor’s expense.**

**Triumph does not accept responsibility for any exhibitor property left on the floor unattended.**

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

- **Oversize Shipments:** weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
- **Re-Delivery:** Requiring additional delivery attempts when original delivery during normal business hours failed
- **Inside Delivery:** Delivery including a flight of stairs or an elevator
- **Lift Gate:** Truck required when no elevated dock or forklift is available

**WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION**

**LIST EACH PIECE**

<table>
<thead>
<tr>
<th>Carton/Crate/Pallet/Fibercase</th>
<th>DIMENSIONS IN INCHES</th>
<th>WT. (LBS)</th>
</tr>
</thead>
</table>

**Total Weight:** [ ] **Total Pieces:** [ ]
PAYMENT SUMMARY

EXHIBITOR INFORMATION
I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Prepared by (Print Name)____________________________________________________________________ Date________________
Signature ____________________________________________ Booth #(s) ____________________________________________
Company Name ______________________________________________________
Address ________________________________________________________________
City________________________ State ____________ Zip ____________ Phone ________________________________
Fax # ________________ E-mail ________________________________________________

CREDIT CARD AUTHORIZATION
I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa ☐ Mastercard ☐ American Express ☐ Check ☐ Check# ________________
Account # ________________________________ Expiration Date ________________________________

Printed Name on Card ________________________________________________________________
Credit Card Holder E-mail (REQUIRED)____________________________________________________
Authorized Signature _________________________________________________________________

ORDER FORMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables, Counters and Risers</td>
<td>$</td>
</tr>
<tr>
<td>Chairs, Fabric and Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Carpeting</td>
<td>$</td>
</tr>
<tr>
<td>Graphics and Signage</td>
<td>$</td>
</tr>
<tr>
<td>TRU-X Modular Exhibits</td>
<td>$</td>
</tr>
<tr>
<td>TRU-X Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Installation and Dismantle Labor</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
<tr>
<td>WA State Sales Tax @ 8.7%</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
</tr>
<tr>
<td>Freight/Material Handling</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E’s direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E’s reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, or/and property damage arising out of work performed by labor provided by TE&E, but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.
### TABLES AND COUNTERS - THE CLASSIC COLLECTION

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be drapes on 6' and 8' tables/counters.

#### TABLES - 24” W x 30” H

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td></td>
<td></td>
<td>$80.37</td>
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<tr>
<td>6’</td>
<td></td>
<td></td>
<td>$101.91</td>
<td>$132.48</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td></td>
<td>$104.01</td>
<td>$135.21</td>
<td></td>
</tr>
<tr>
<td>4th Side</td>
<td></td>
<td></td>
<td>$37.82</td>
<td>$49.17</td>
<td></td>
</tr>
</tbody>
</table>

#### COUNTERS - 24” W x 42” H

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
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<td>$95.60</td>
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<tr>
<td>6’</td>
<td></td>
<td></td>
<td>$113.46</td>
<td>$147.50</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td></td>
<td>$135.00</td>
<td>$175.50</td>
<td></td>
</tr>
<tr>
<td>4th Side</td>
<td></td>
<td></td>
<td>$42.55</td>
<td>$55.31</td>
<td></td>
</tr>
</tbody>
</table>

#### UNSKIRTED TABLES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
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</thead>
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<tr>
<td>4’</td>
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<td></td>
<td>$53.58</td>
<td>$69.65</td>
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<tr>
<td>6’</td>
<td></td>
<td></td>
<td>$64.09</td>
<td>$83.31</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td></td>
<td>$79.32</td>
<td>$103.12</td>
<td></td>
</tr>
<tr>
<td>Skirt</td>
<td></td>
<td></td>
<td>$37.82</td>
<td>$49.17</td>
<td></td>
</tr>
</tbody>
</table>

#### UNSKIRTED COUNTERS

<table>
<thead>
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<th>Discount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
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<td>$63.04</td>
<td>$81.95</td>
<td></td>
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<tr>
<td>6’</td>
<td></td>
<td></td>
<td>$76.17</td>
<td>$99.02</td>
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<td>8’</td>
<td></td>
<td></td>
<td>$88.78</td>
<td>$115.41</td>
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</tr>
<tr>
<td>Skirt</td>
<td></td>
<td></td>
<td>$42.55</td>
<td>$55.31</td>
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</tbody>
</table>

### PEDESTAL TABLES

<table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30” H Pedestal Table</td>
<td>$107.16</td>
<td>$139.31</td>
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</tr>
<tr>
<td></td>
<td>42” H Pedestal Table</td>
<td>$126.60</td>
<td>$164.58</td>
<td></td>
</tr>
</tbody>
</table>

---

**TOTAL $**

*Carry this total to payment summary page*
# 2014 Spokane National College Fair

Spokane Convention Center  
November 5, 2014  
**Discount Price Deadline - Friday, October 24, 2014**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH#(S)</th>
</tr>
</thead>
</table>

⚠️ Please send pages with items selected and transfer all totals to payment summary page.

## Pipe and Drape - The Classic Collection

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Color</th>
<th>QTY</th>
<th>Standard Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drape (W/ Hardware to Set Up)</td>
<td></td>
<td></td>
<td>$25.27</td>
</tr>
<tr>
<td>8' H (per ft)</td>
<td></td>
<td></td>
<td>$19.44</td>
</tr>
<tr>
<td>3' H (per ft)</td>
<td></td>
<td></td>
<td>$12.88</td>
</tr>
<tr>
<td>Drape Hardware/Rails</td>
<td></td>
<td></td>
<td>$23.57</td>
</tr>
<tr>
<td>8' H w/ Base</td>
<td></td>
<td></td>
<td>$18.13</td>
</tr>
<tr>
<td>3' H w/ Base</td>
<td></td>
<td></td>
<td>$12.88</td>
</tr>
<tr>
<td>6'-10' Rail</td>
<td></td>
<td></td>
<td>$18.13</td>
</tr>
<tr>
<td>9'-16' Rail</td>
<td></td>
<td></td>
<td>$18.13</td>
</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

**Total** $________

Carry this total to payment summary page.
## 2014 SPOKANE NATIONAL COLLEGE FAIR
Spokane Convention Center  
November 5, 2014  
**DISCOUNT PRICE DEADLINE** - Friday, October 24, 2014

<table>
<thead>
<tr>
<th>COMPANY ____________________________</th>
<th>BOOTH#(S) ____________________________</th>
</tr>
</thead>
</table>

**PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE**

---

### SEATING - THE CLASSIC COLLECTION

- **Black OR Grey**  
  - Plastic Stack Chair  
  - Padded Side Chair  
  - Padded Arm Chair  
  - Steno Chair  
  - Executive Chair

#### STANDARD SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Plastic Stack Chair</td>
<td>$42.55</td>
<td>$55.31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Side Chair</td>
<td>$68.81</td>
<td>$89.46</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Arm Chair</td>
<td>$74.07</td>
<td>$96.29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Steno Chair</td>
<td>$92.98</td>
<td>$120.87</td>
<td></td>
</tr>
</tbody>
</table>

#### RAISED SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Bar Stool</td>
<td>$84.57</td>
<td>$109.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grey Gaslift Stool</td>
<td>$92.98</td>
<td>$120.87</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Gaslift Stool</td>
<td>$92.98</td>
<td>$120.87</td>
<td></td>
</tr>
</tbody>
</table>

---

**Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.**

**Carry this total to payment summary page**

**Total** $______________
## The Accessory Collection

### Coat Tree
- Discount: $36.25
- Standard: $47.12
- Amount: $81.95

### Easel
- Discount: $42.02
- Standard: $54.63

### Chrome Sign Holder (22” x 28”)
- Discount: $63.04
- Standard: $81.95

### Wastebasket
- Discount: $14.45
- Standard: $14.45

### Raffle Drum
- Discount: $52.53
- Standard: $52.53

### Fish Bowl
- Discount: $19.44
- Standard: $19.44

### 6-Pocket Lit Rack
- Discount: $63.04
- Standard: $81.95

### 20-Pocket Lit Rack
- Discount: $73.00
- Standard: $94.90

### Bag Stand - Straight
- Discount: $63.04
- Standard: $81.95

### Bag Stand - Waterfall
- Discount: $63.04
- Standard: $81.95

### Refrigerator - Small
- Discount: $128.80
- Standard: $167.31

### Ballot Box - Tabletop
- Discount: $36.25
- Standard: $47.12

### Garment Rack
- Discount: $74.07
- Standard: $96.29

### Chrome Stanchion
- Single, with 7’ rope
- Discount: $59.88
- Standard: $77.85

### Retractable Stanchion
- Discount: $64.09
- Standard: $83.31

### Poster Board - VER
- Discount: $102.96
- Standard: $133.85

### Poster Board - HOR
- Discount: $102.96
- Standard: $133.85

### Dry Erase Board - VER
- Discount: $102.96
- Standard: $133.85

### Dry Erase Board - HOR
- Discount: $102.96
- Standard: $133.85

### Security Cage - Sm
- Discount: $158.64
- Standard: $206.23

### Security Cage - Med
- Discount: $201.72
- Standard: $262.23

### Display Ped - Sm
- Discount: $44.65
- Standard: $58.05

### Display Ped - Lg
- Discount: $48.85
- Standard: $63.51

### Arm Light - 50W
- Discount: $73.13
- Standard: $95.07

---

**Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.**

Carry this total to payment summary page

**Total**: $ ____________
## THE CARPET COLLECTION

### STANDARD CARPET

**BLACK (01)** | **BURGUNDY (04)** | **PURPLE (07)** | **SILVER (10)** | **BLUEJAY (13)**
---|---|---|---|---
**GREEN (02)** | **RED (05)** | **BLUE (08)** | **TUXEDO (11)**
**TEAL (03)** | **BERRY (06)** | **LATTE (09)** | **CAYENNE (12)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8x10</td>
<td>BLACK</td>
<td>$126.60</td>
<td>$164.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GREEN</td>
<td>$252.67</td>
<td>$328.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TEAL</td>
<td>$379.27</td>
<td>$493.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BERRY</td>
<td>$505.86</td>
<td>$657.62</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM CUT STANDARD CARPET (per SQ. FT.)

<table>
<thead>
<tr>
<th>Color</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>$3.00</td>
<td>$3.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 28 oz. PLUSH CARPET (per SQ. FT.)

**BLACK (01)** | **WHITE (04)** | **CREAM (07)** | **CABERNET (10)** | **WEDGEWOOD (13)**
**GREY PEARL (02)** | **NAVY (05)** | **PINE (08)** | **TOAST (11)**
**CHARCOAL (03)** | **SEA BREEZE (06)** | **CARDINAL (09)** | **BAYWATER (12)**

<table>
<thead>
<tr>
<th>Color</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>$3.01</td>
<td>$3.91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GREY PEARL</td>
<td>$3.43</td>
<td>$4.46</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 40 oz. PLUSH CARPET (per SQ. FT.)

**BLACK (01)** | **GREY PEARL (02)** | **CHARCOAL (03)** | **WHITE (04)** | **NAVY (05)**

<table>
<thead>
<tr>
<th>Color</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>$3.43</td>
<td>$4.46</td>
<td></td>
<td></td>
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</tbody>
</table>

### PADDING / PROTECTIVE SHEETING (per SQ. FT.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Pad</td>
<td>$1.05</td>
<td>$1.37</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poly Vinyl Sheeting</td>
<td>$0.49</td>
<td>$0.64</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $ ______________

*Carry this total to payment summary page*
# Cleaning Service

**Booth Cleaning** - includes vacuuming and emptying of wastebaskets  
(100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>Cleaning Service</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Cleaning</td>
<td>$0.39/sq. ft.</td>
<td>$0.51/sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

**One Time Only**  
*Before Show opens*

Booth Size: ______ x ______ = ______ sq. ft.  
Discount Rate: $0.39/sq. ft.  
Standard Rate: $0.51/sq. ft.  
Total: $ ______

**Daily Service**

Booth Size: ______ x ______ = ______ sq. ft.  
Discount Rate: $0.39/sq. ft.  
Standard Rate: $0.51/sq. ft.  
Total (per day): $ ______  
Number of Days: ______  
Total: $ ______

---

Please send pages with items selected and transfer all totals to payment summary page.

---

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

---

*Carry this total to payment summary page*
CART SERVICE

Available during Exhibitor move-in and move-out
This special service is offered exclusively for this show - Small Passenger Vehicles ONLY!

A Triumph attendant will transfer materials from your personal vehicle onto one of our carts and transport it to and/or from your booth for a charge of $77.25 round trip OR $38.63 one way (into or out of the show).

The minimum charge is $38.63.

A cartload is Ten (10) pieces or less (weighing less than 250 lbs total).

Payment must be made prior to performance of service. Advance payments can be made using this form, or you can pay for the service at the Triumph Service Center at show site. Please see the cart service attendants when you are ready for the service to be performed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cart Service - Round Trip</td>
<td>$77.25</td>
<td></td>
</tr>
<tr>
<td>Cart Service - In OR Out</td>
<td>$38.63</td>
<td></td>
</tr>
</tbody>
</table>
## INSTALLATION & DISMANTLE LABOR

### LABOR RATE INFORMATION

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.

**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

### INSTALL/DISMANTLE LABOR RATES:

**EXHIBITOR SUPERVISED:**
- STRAIGHT TIME: $76.00
- OVERTIME $113.00

**TRIUMPH SUPERVISED:**
- STRAIGHT TIME: $98.00
- OVERTIME $147.00

Please note that 30% additional charge applies to all labor orders received after the discount deadline date.

### INSTALL

<table>
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<tr>
<th>EXHIBITOR SUPERVISED LABOR</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TIME</td>
<td># OF PERSONS A</td>
<td>HOURLY RATE B</td>
<td># HRS PER PERSON C</td>
<td>TOTAL AxBxC</td>
</tr>
<tr>
<td>TRIUMPH SUPERVISED LABOR</td>
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<td></td>
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### DISMANTLE

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TIME</td>
<td># OF PERSONS A</td>
<td>HOURLY RATE B</td>
<td># HRS PER PERSON C</td>
<td>TOTAL AxBxC</td>
</tr>
<tr>
<td>TRIUMPH SUPERVISED LABOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SET-UP INFORMATION

- SET-UP PLANS/PHOTO: attached [ ] to be sent [ ] with exhibit [ ] In crate # ________
- CARPET: with exhibit [ ] rented from Triumph [ ] *(Please complete carpet order form)*
- ELECTRICAL PLACEMENT: drawing attached [ ] drawing with exhibit [ ] electrical under carpet [ ]
- GRAPHICS: with exhibit [ ] shipped separately [ ]
- Special equipment/tools/hardware required: ________________________________
- Showsite Contact Person: ____________________________ Ph: ____________________________

### COMMENTS / NOTES:

**IF YOU ARE COMPLETING THIS PAGE, PLEASE ALSO FILL OUT THE NEXT PAGE, TITLED “SHIPPING INFORMATION FOR EXHIBIT LABOR.”**

**TOTAL** $ ____________

**DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.**

*Carry this total to payment summary page*
SHIPPING INFORMATION FOR EXHIBIT LABOR

Please complete the following information if your display is to be installed and/or dismantled by Triumph Expo & Events Inc.

INBOUND SHIPPING INSTRUCTIONS

Carrier ___________________________ Carrier Phone ___________________________

Shipped to: Warehouse [ ] Show Site [ ] From: City/State ___________________________

Total No. of: Crates ___ Cartons ____ Fiber Cases ___ Other (specify) ___________________________

OUTBOUND SHIPPING INSTRUCTIONS

SHIP TO:

METHOD: [ ] Common Carrier [ ] Air Freight [ ] Van Line [ ] Other ___________________________

CARRIER: [ ] Show Carrier [ ] Other ___________________________

FREIGHT CHARGES: [ ] Collect [ ] Bill to: ___________________________

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name ___________________________ Phone ___________________________
Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than $1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

<table>
<thead>
<tr>
<th>PLUMBING</th>
<th>ELECTRICAL</th>
<th>TELEPHONE LINES</th>
<th>DRAYAGE</th>
<th>RIGGING</th>
<th>BOOTH CLEANING</th>
<th>CATERING</th>
</tr>
</thead>
</table>

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.

Exhibitor Name_________________________________________________________ Signature_____________________________________________________

Credit Card Account #__________________________ Exp Date__________ Personal □ Company □

EAC INFORMATION

EAC Company Name____________________________________________________

Address________________________________________________________________________

City/State/Zip_____________________________________________________________________

Contact and/or On Site Rep____________________________________________________

Ph________________________________ Fax_____________________________ E-Mail________________________

Comments_______________________________________________________________________
THIRD PARTY AUTHORIZATION
for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- [ ] ALL SERVICES
- [ ] RENTAL FURNITURE AND CARPET
- [ ] BOOTH CLEANING
- [ ] GRAPHICS
- [ ] I&D LABOR - SUPERVISION
- [ ] OTHER SERVICES
- [ ] MATERIAL HANDLING - IN & OUT

### THIRD PARTY AGENT INFORMATION

<table>
<thead>
<tr>
<th>Agent/Cardholder Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Account #</td>
<td>Exp Date</td>
</tr>
<tr>
<td>Billing Address</td>
<td></td>
</tr>
<tr>
<td>Billing City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Third Party Company Name</td>
<td></td>
</tr>
<tr>
<td>Third Party Billing Address</td>
<td></td>
</tr>
<tr>
<td>Third Party City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Ph</td>
<td>Fax</td>
</tr>
</tbody>
</table>

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>Exhibitor Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Company Name</td>
<td>Booth#</td>
</tr>
<tr>
<td>Exhibitor Address</td>
<td></td>
</tr>
<tr>
<td>Exhibitor City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Ph</td>
<td>Fax</td>
</tr>
</tbody>
</table>
Welcome to the Spokane Convention Center and the Group Health Exhibit Halls. Come join us “Near Nature, Near Perfect”. The Spokane Convention Center was built with environmentally-friendly materials and practices, energy efficient operations and environmental practices such as, green cleaning, recycling, water conservation and many more. Meet us by the river and we will introduce you to Spokane.

On-line Ordering Instructions
Electrical and internet services from the Spokane Convention Center

Please go to:
www.spokanecenter.com/orders
1. Scroll down the page to the heading Exhibitor Services – Calendar of Events
2. The events are listed by month
3. Choose your event **(click on the name of the event NOT the calendar icon)**
4. This will take you to the User Portal
5. Fill in the appropriate information to create your account
6. Enter your order
7. Enter your credit card information
8. Submit your order
9. Print copies of your order
10. Store your user name and password for future use.

Once you have submitted your order it will automatically send your order request to the Exhibit Services Coordinator.

Make sure you print your receipt and make note of your user name and password for future use.

If you are having difficulties with our system, have electrical or general questions, or are in need of a paper order form please contact:

Kay Sieck
Exhibit Services Coordinator
ksieck@spokanepfd.org
509-279-7021

Quick Important Reminders:
- Do not ship items to the center. Contact the Decorator for shipping instructions
- No painting or spraying of any kind in the buildings
- Only green certified cleaners can be used in the buildings
- Do not use duct tape or any other type of tape on the floor or walls, you may use gaffers tape and uhu tac only.
- Do Not open the floor boxes. Our onsite electrician will help you with your electrical needs
- Do Not Stand on the chairs or tables, please ask for a step ladder.
- Limited carts are available on a first come, first serve basis, you are always welcome to bring your own, please make sure it is marked for easy identification.
- No outside Food or Beverage, please contact Dawn Frye at dfrye@centerplate.com
- No Wireless Routers without prior approval.

Please read our “Exhibitor Guidelines” located at
http://www.spokanecenter.com/planners-exhibitor.php
## EXHIBITOR PRICE LIST

### Electrical Description

<table>
<thead>
<tr>
<th>Electrical Description</th>
<th>Advanced Rate</th>
<th>Five Business Days Prior to Show Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watt, or 5 amp</td>
<td>40.00</td>
<td>50.00</td>
</tr>
<tr>
<td>1000 Watt, or 10 amp</td>
<td>55.00</td>
<td>70.00</td>
</tr>
<tr>
<td>1500 Watt, or 15 amp</td>
<td>70.00</td>
<td>90.00</td>
</tr>
<tr>
<td>2000 Watt, or 20 amp</td>
<td>80.00</td>
<td>100.00</td>
</tr>
<tr>
<td>20 Amps Single Phase 208V</td>
<td>90.00</td>
<td>110.00</td>
</tr>
<tr>
<td>30 Amps Single Phase 208V</td>
<td>110.00</td>
<td>140.00</td>
</tr>
<tr>
<td>40 Amps Single Phase 208V</td>
<td>135.00</td>
<td>170.00</td>
</tr>
<tr>
<td>50 Amps Single Phase 208V</td>
<td>160.00</td>
<td>200.00</td>
</tr>
<tr>
<td>60 Amps Single Phase 208V</td>
<td>185.00</td>
<td>230.00</td>
</tr>
<tr>
<td>20 Amps Three Phase 208V</td>
<td>110.00</td>
<td>130.00</td>
</tr>
<tr>
<td>30 Amps Three Phase 208V</td>
<td>150.00</td>
<td>170.00</td>
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<td>40 Amps Three Phase 208V</td>
<td>190.00</td>
<td>210.00</td>
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<tr>
<td>50 Amps Three Phase 208V</td>
<td>230.00</td>
<td>250.00</td>
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<tr>
<td>60 Amps Three Phase 208V</td>
<td>270.00</td>
<td>290.00</td>
</tr>
<tr>
<td>Drinking Water</td>
<td>120.00</td>
<td>170.00</td>
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<tr>
<td>Fill Water</td>
<td>100.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Extension Cord Rental</td>
<td>10.00</td>
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</tr>
<tr>
<td>Plug Strip Rental</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>100 Amp Service</td>
<td>400.00</td>
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</tr>
<tr>
<td>200 Amp Service</td>
<td>800.00</td>
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</tbody>
</table>

**Please call for pricing on compressed air**

### Internet/Telecom

<table>
<thead>
<tr>
<th>Internet/Telecom</th>
<th>Advanced Rate</th>
<th>Five Business Days Prior to Show Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Speed Internet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Wireless

<table>
<thead>
<tr>
<th>Wireless</th>
<th>Rate</th>
<th>Per Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Speed Level 1Meg</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>High Speed 5Meg</td>
<td>100.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

### Wired Internet

<table>
<thead>
<tr>
<th>Wired Internet</th>
<th>Rate</th>
<th>Per Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Connection First 3 days*</td>
<td>150.00</td>
<td>180.00</td>
</tr>
<tr>
<td>Private Vlan w/internet (wired or wireless) First 3 days*</td>
<td>1,000.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Private Vlan w/o internet First 3 days*</td>
<td>600.00</td>
<td>720.00</td>
</tr>
<tr>
<td>Special Network Configuration requests Per Event</td>
<td>Please Call</td>
<td>Please Call</td>
</tr>
</tbody>
</table>

*An additional 20% of the original price will be applied each day after the first three days

### Network/Hardware Rental

<table>
<thead>
<tr>
<th>Network/Hardware Rental</th>
<th>Rate</th>
<th>Per Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single layer Switch 4/8/16 Port First 3 days*</td>
<td>20.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Lynksys 8/8 Port POE Switch* First 3 days*</td>
<td>35.00</td>
<td>45.00</td>
</tr>
<tr>
<td>HP 2626 24 Port Switch* First 3 days*</td>
<td>50.00</td>
<td>60.00</td>
</tr>
<tr>
<td>HP 2650 48 Port Switch* First 3 days*</td>
<td>80.00</td>
<td>96.00</td>
</tr>
<tr>
<td>Laptop PC (Internet Included) Per Day</td>
<td>100.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Internet Café - 4 Computers First 3 days*</td>
<td>800.00</td>
<td>960.00</td>
</tr>
<tr>
<td>Black &amp; White Laser Printer Per Day</td>
<td>25.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Printer Paper - Per Ream</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

*Programing Charges may Apply

### Telecom

<table>
<thead>
<tr>
<th>Telecom</th>
<th>Rate</th>
<th>Per Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line Analog (no dial 9) Per Event</td>
<td>75.00</td>
<td>90.00</td>
</tr>
</tbody>
</table>

Please include 8.7% Washington State Sales Tax to your order