

## Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The National College Fair Inland Empire 2024. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email [orders@totalexpo.com](mailto:orders@totalexpo.com).

### 8'x10' Booth Package Includes:

- 8' Back Wall Draping in Blue, White, Blue
- 3' Side Rail Draping in Blue
- One 6' x 30" High Skirted Table in Blue
- Two folding Chairs
- One Wastebasket
- One 7" x 44" ID Sign

### Facility information

Ontario Convention Center, Hall A  
2000 East Convention Center Way  
Ontario, CA 91764  
[www.ontariocc.org](http://www.ontariocc.org)

\*The exhibit hall is not carpeted

### Show Schedule

|                           |  |                                     |   |
|---------------------------|--|-------------------------------------|---|
| <b>Exhibitor Move-In:</b> | Tuesday, February 6 <sup>th</sup><br>Wednesday, February 7 <sup>th</sup> | 3:00pm - 5:00pm<br>7:00am - 8:30am  |   |
| <b>Show Hours:</b>        | Wednesday, February 7 <sup>th</sup><br>Continued                         | 9:00am - 12:00pm<br>6:00pm - 8:00pm |   |
| <b>Dismantle:</b>         | Wednesday, February 7 <sup>th</sup>                                      | 8:00pm                              |   |
| <b>Carrier Check In:</b>  | Wednesday, February 7 <sup>th</sup>                                      | 8:00pm - 9:00pm                     | Shipments not picked up by 9:00pm will be rerouted or sent back to the TotalExpo, Inc. warehouse at the exhibitors expense. |

### Important Dates and Reminders

- **Discounted rates are available through Mon, January 22<sup>nd</sup>, 2024 by 4:30pm.** Orders & payments received after this date will be billed at the regular rates.
- **Online ordering is available through Mon, January 29<sup>th</sup>, 2024 by 4:30pm.** Orders can be faxed or emailed after this date.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than 1 hours after show close, will be dismantled and packaged. Labor charges will apply.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges for verification and delay shipping of said materials.
- **BOOTH ABANDONMENT /EXCESSIVE TRASH:** Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**

### Shipping and Freight Deadlines

Material Handling charges will apply to all shipments sent and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Wed, January 3<sup>rd</sup>– Tue, January 30<sup>th</sup>, 2024 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Not Available for this event. All shipments must be sent to the Advance Warehouse.
- **Driver Check-In deadline** is 9:00pm on Wed, February 7<sup>th</sup>, 2024. If drivers have not checked-in by this time shipments will be rerouted through the show carrier at the exhibitors expense. To avoid Return to Warehouse charges confirm your carrier will pick up by 9:00pm.

### Advance Warehouse Address

[Exhibiting Company and booth #]  
NCF Inland Empire 2024  
C/O TotalExpo  
1161 Sandhill Ave., Unit A  
Carson, CA 90746

### Direct to Show-Site Address—Not Available for this event

All Shipments must be sent to the Advance Warehouse. If a shipment is sent to the Convention Center it may be declined and it will incur additional charges (in addition to Material Handling); possible delayed delivery to booth as well as additional. TotalExpo will not be able to track these shipments. Any shipment not handled by TotalExpo on the inbound will incur charges for empty storage and outbound handling. These charges will be 60% of the material handling charges.

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

### Outbound Shipping

- A completed TotalExpo bill of lading is required for all shipments. This can be picked up from the on site service desk.
- It is the exhibitors responsibility to schedule pick up with their carrier.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx/UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- Any shipment not picked up by 9:00pm on Wed, February 7<sup>th</sup>, 2024 will be rerouted via the show carrier, at the exhibitor's expense.

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Company Name

Booth Number

**Discounted Rate Deadline: Mon, January 22<sup>nd</sup>, 2024 by 4:30pm.** After this date all orders and payments will be processed at the regular rates.  
**Online Ordering Ends: Mon, January 29<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> NCF Inland Empire Show Code: IE2024

## How to Submit Your Order

### Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

#### For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **IE2024**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

#### For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

#### For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **IE2024** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

**Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to [orders@totalexpo.com](mailto:orders@totalexpo.com).**

### Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to [orders@totalexpo.com](mailto:orders@totalexpo.com). Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

### Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

### Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|---------------------|---------------------|

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Submit your order online! Visit <https://orders.totalexpo.com/> NCF Inland Empire Show Code: IE2024

## Payment Authorization

This form must be included with all orders

### Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

### Cancellation Policy

No adjustments will be made to invoices after the close of show. There are no exchanges. Credit will not be issued for unused items. All cancellations must be received in writing at least 7 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. It is understood and agreed that the exhibitor accepts all responsibility for the safe return of all equipment including rental items. Exhibitor also agrees to be billed for any damages or loss of the equipment, including rental items, other than caused by normal operation. Orders cancelled within 7 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. Rates do not include any union related charges or fees, if charges or fees are incurred, they will subsequently be passed on to the exhibitor. Cancelled labor orders must be received in writing at minimum 7 business days prior to first move in date and will be credited, whichever is greater of 50% or 1 hour minimum per worker or crew in case of forklift/hanging/rigging. Installation labor orders cancelled without a 7 business day notice will not be refunded. Dismantle orders cancelled without 7 business days' notice will not be refunded. It is understood, that first move in date refers to first setup date.

### Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

### Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo., Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

**How to properly submit an order via email:** Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank.** Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to [orders@totalexpo.com](mailto:orders@totalexpo.com).

|                            |                        |                      |
|----------------------------|------------------------|----------------------|
| <b>Credit Card Number:</b> | <b>Expiration Date</b> | <b>Security Code</b> |
|                            |                        |                      |

**FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.**

### Billing Information

|                       |       |     |
|-----------------------|-------|-----|
| Company Name          |       |     |
| Cardholder Name       |       |     |
| Billing Address       |       |     |
| City                  | State | Zip |
| Phone                 | Fax   |     |
| Invoice Email Address |       |     |

### Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature

Authorized Name (Please print)

|                     |                     |
|---------------------|---------------------|
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## Contact Information and Order Recap

### Contact Information

|                       |            |          |
|-----------------------|------------|----------|
| Company Name          |            |          |
| Contact Name          | Cell Phone |          |
| Contact Email Address |            |          |
| Billing Address       |            |          |
| City                  | State      | Zip Code |
| Phone                 | Fax        |          |

### Order Recap

| Category                                     | Total     |
|--|-----------|
| Rental Items: Table, Chairs, and Accessories | \$        |
| Rental Items: Carpet, Padding, and Visqueen  | \$        |
| Advance Warehouse Receiving                  | \$        |
| Direct to Show-Site Receiving                | \$        |
| Return to Warehouse Service                  | \$        |
| Install and Dismantle Labor                  | \$        |
| <b>Total</b>                                 | <b>\$</b> |

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|                     |                     |
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| <b>Company Name</b> | <b>Booth Number</b> |
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## Rental Items: Furniture, Carpet and Accessories

| 30" High Tables with Skirting<br>Tables are 24" across                                      |      |                            |       |           |           |       |
|---|------|----------------------------|-------|-----------|-----------|-------|
| Qty   |      | Item                       | Color | Advance   | Regular   | Total |
|   | 2000 | 4ft Skirted Table          |       | \$ 161.00 | \$ 190.00 | \$    |
|   | 2001 | 6ft Skirted Table          |       | \$ 193.00 | \$ 234.00 | \$    |
|   | 2002 | 8ft Skirted Table          |       | \$ 224.00 | \$ 267.00 | \$    |
|   | 2300 | Skirting on all four sides |       | \$ 79.00  | \$ 95.00  | \$    |
| 42" High Counter Tables with Skirting<br>Counter Tables are 24" across                      |      |                            |       |           |           |       |
| Qty   |      | Item                       | Color | Advance   | Regular   | Total |
|   | 2003 | 4ft Skirted Counter Table  |       | \$ 215.00 | \$ 258.00 | \$    |
|   | 2004 | 6ft Skirted Counter Table  |       | \$ 244.00 | \$ 293.00 | \$    |
|   | 2005 | 8ft Skirted Counter Table  |       | \$ 279.00 | \$ 336.00 | \$    |
|   | 2301 | Skirting on all four sides |       | \$ 89.00  | \$ 107.00 | \$    |
| <b>Available colors:</b> Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White. |      |                            |       |           |           |       |

| 30" High Tables - Unskirted<br>Tables are 24" across                 |      |                       |           |           |       |
|--|------|-----------------------|-----------|-----------|-------|
| Qty  |      | Item                  | Advance   | Regular   | Total |
|  | 2100 | 4ft Unskirted Table   | \$ 95.00  | \$ 116.00 | \$    |
|  | 2101 | 6ft Unskirted Table   | \$ 116.00 | \$ 138.00 | \$    |
|  | 2102 | 8ft Unskirted Table   | \$ 135.00 | \$ 164.00 | \$    |
| 42" High Counter Tables - Unskirted<br>Counter Tables are 24" across |      |                       |           |           |       |
| Qty  |      | Item                  | Advance   | Regular   | Total |
|  | 2103 | 4ft Unskirted Counter | \$ 133.00 | \$ 163.00 | \$    |
|  | 2104 | 6ft Unskirted Counter | \$ 154.00 | \$ 185.00 | \$    |
|  | 2105 | 8ft Unskirted Counter | \$ 175.00 | \$ 211.00 | \$    |

| Pedestal Tables |      |                      |           |           |       |
|-----------------|------|----------------------|-----------|-----------|-------|
| Qty             |      | Item                 | Advance   | Regular   | Total |
|                 | 2201 | 30" round x 30" high | \$ 129.00 | \$ 155.00 | \$    |
|                 | 2202 | 30" round x 42" high | \$ 163.00 | \$ 193.00 | \$    |

| Chairs |      |                      |           |           |       |
|--------|------|----------------------|-----------|-----------|-------|
| Qty    |      | Item                 | Advance   | Regular   | Total |
|        | 1000 | Padded Side          | \$ 87.00  | \$ 101.00 | \$    |
|        | 1001 | Padded Arm           | \$ 124.00 | \$ 148.00 | \$    |
|        | 1002 | Padded Stool w/ back | \$ 140.00 | \$ 167.00 | \$    |
|        | 1003 | Folding Chair        | \$ 33.00  | \$ 39.00  | \$    |

| Booth Accessories |      |                            |           |           |       |
|-------------------|------|----------------------------|-----------|-----------|-------|
| Qty               |      | Item                       | Advance   | Regular   | Total |
|                   | 4000 | Wastebasket                | \$ 29.00  | \$ 34.00  | \$    |
|                   | 4001 | Chrome Easel               | \$ 54.00  | \$ 67.00  | \$    |
|                   | 4002 | Chrome 22"x28" Sign Holder | \$ 90.00  | \$ 108.00 | \$    |
|                   | 4003 | Bag Rack                   | \$ 163.00 | \$ 193.00 | \$    |
|                   | 4004 | Literature Rack            | \$ 92.00  | \$ 110.00 | \$    |
|                   | 4005 | Garment Rack               | \$ 163.00 | \$ 193.00 | \$    |
|                   | 4006 | Stanchion                  | \$ 69.00  | \$ 80.00  | \$    |
|                   | 4007 | 8' long Velour Rope        | \$ 53.00  | \$ 64.00  | \$    |
|                   | 4011 | 4'x8' Msg. Board           | \$ 333.00 | \$ 397.00 | \$    |
|                   | 4013 | 2'x8' Grid Wall w/ Feet    | \$ 127.00 | \$ 154.00 | \$    |
|                   | 4015 | Glass Showcase             | \$ 602.00 | \$ 721.00 | \$    |
|                   | 4100 | 3' H Side Drape, per ft.   | \$ 8.40   | \$ 13.65  | \$    |
|                   | 4101 | 8' H Back Drape per ft.    | \$ 13.65  | \$ 15.75  | \$    |

**Rental Drape Color:** \_\_\_\_\_  
**Available drape colors:** Blue, Red, Grey, Teal, Black, Plum, Green, White.

| Standard Carpet<br>For Inline Booths only, not Island Booths or Bulk Space   |       |                                     |           |             |       |
|--|-------|-------------------------------------|-----------|-------------|-------|
| Qty  |       | Item                                | Advance   | Regular     | Total |
|  | 3009A | 8'x10' Inline Booths                | \$ 234.00 | \$ 279.00   | \$    |
|  | 3009B | 8'x20' Inline Booths                | \$ 464.00 | \$ 557.00   | \$    |
|  | 3009C | 8'x30' Inline Booths                | \$ 693.00 | \$ 834.00   | \$    |
|  | 3009D | 8'x40' Inline Booths                | \$ 926.00 | \$ 1,111.00 | \$    |
| Island Booth and Bulk Space Carpet<br>Pre-show orders only.  |       |                                     |           |             |       |
| Qty  |       | Item                                | Advance   | Regular     | Total |
|  | 3010  | Island Booth/Bulk Carpet per sq.ft. | \$ 3.35   | \$ 4.00     | \$    |
| Plush Carpet<br>Pre-show orders only, there will be no refunds on custom carpet.   |       |                                     |           |             |       |
| Qty  |       | Item                                | Regular   | Total       |       |
|  | 3011  | Plush Carpet per sq.ft.             | \$ 5.95   | \$          | \$    |
| INDICATE YOUR CARPET COLOR   |       |                                     |           |             |       |
| <b>Carpet Color:</b>   |       | <b>Your booth size:</b>             |           |             |       |
| Available carpet colors : Blue, Red, Grey, Black, Hunter Green, Burgundy, Tuxedo, Blue Jay.<br>Please call for Custom Plush Carpet colors. |       |                                     |           |             |       |
| Carpet Padding and Visqueen  |       |                                     |           |             |       |
| Qty  |       | Item                                | Advance   | Regular     | Total |
|  | 3300B | Carpet Padding, per sq.ft.          | \$ 1.20   | \$ 1.45     | \$    |
|  | 3400  | Visqueen, per sq.ft.                | \$ 0.65   | \$ 0.80     | \$    |

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then booth vacuuming should be ordered). If you find debris or damage to the rental item / carpet prior to setup, please notify the TotalExpo service desk immediately. The Exhibitor is liable for loss or damage to the equipment during the show until TotalExpo employees arrive to remove it at the end of the show. Exhibitor also agrees to be billed for any damages or loss of equipment other than caused by normal operation. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs and tables should not be stood on; tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories. No credits or exchanges.

Company Name

Booth Number

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## Material Handling and Drayage Information

Please order these services on the following page

### Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

**We require that a credit card authorization form be on file for all shipments.** To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

### Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply your cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

### Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

### Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

Not Available for this event. All shipments must be sent to the advance warehouse.

### Regular Handling and Special Handling

**Regular Handling** applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

**Special Handling** applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

### Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs. these shipments will be billed at special handling rates.

### Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and times will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

### Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and/or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

### Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|                     |                     |

**Discounted Rate Deadline: Mon, January 22<sup>nd</sup>, 2024 by 4:30pm.** After this date all orders and payments will be processed at the regular rates.  
**Online Ordering Ends: Mon, January 29<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> NCF Inland Empire Show Code: IE2024

## Material Handling Services Order Form

**Before submitting your material handling order please review the Material Handling Information on the previous page**

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

**We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order.** To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

**Receiving Dates** Shipments will be received during the following dates at the listed location:

**Advance warehouse shipments** will be received between the following dates only: **Wed, January 3<sup>rd</sup>– Tue, January 30<sup>th</sup>, 2024 from 9:00am-3:30pm.**

**Direct to show-site shipments** will be received on the following dates only: **This Service is not available. MUST SHIP TO THE ADVANCE WAREHOUSE.**

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

### Advance Warehouse Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

|                  | Shipment Cwt | x | Rate                  | Total | Piece Count |
|------------------|--------------|---|-----------------------|-------|-------------|
| Regular          |              | x | \$ 164.00 (\$328 Min) | \$    |             |
| Special Handling |              | x | \$ 204.00 (\$408 Min) | \$    |             |

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

### Small Package Shipments 30lbs maximum per shipment

Small package rates apply to shipments weighing 30lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs. normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

| Number of pieces | x | Rate    | Total | Shipment is being Delivered to: |
|------------------|---|---------|-------|---------------------------------|
|                  | x | \$64.00 | \$    | ___ Advance Warehouse           |

### Return To TotalExpo Warehouse 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

| Your Cwt | x | Rate                   | Total |
|----------|---|------------------------|-------|
|          | x | \$86.00 (\$172.00 Min) | \$    |

### Outbound Shipping - Please verify that your carrier will Pick up between at 8:00pm and 9:00pm.

- It is the exhibitors responsibility to schedule their carrier to pick up.
- A completed TotalExpo bill of lading is required for all shipments. Ask the onsite TotalExpo representative during move out for this form.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- **Any shipment not picked up by 9:00pm will be rerouted** via the show carrier, or sent back to the warehouse at the exhibitor's expense.

### Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/ crates is \$35.00 per pallet. Banding is provided at \$0.60 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments rerouted via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.



|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|---------------------|---------------------|

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Submit your order online! Visit <https://orders.totalexpo.com/> NCF Inland Empire Show Code: IE2024

## ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

\_\_\_\_\_

Full Exhibiting Company Name

\_\_\_\_\_

Booth Number

National College Fair Inland Empire 2024  
C/O TotalExpo, Inc.  
1161 Sandhill Ave., Unit A  
Carson, CA 90746



SHIPMENT MUST ARRIVE BETWEEN:  
Wed, January 3<sup>rd</sup> – Tue, January 30<sup>th</sup>, 2024 from 9:00am-3:30pm

Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.

## ADVANCE WAREHOUSE

SHIP TO:

\_\_\_\_\_

Full Exhibiting Company Name

\_\_\_\_\_

Booth Number

National College Fair Inland Empire 2024  
C/O TotalExpo, Inc.  
1161 Sandhill Ave., Unit A  
Carson, CA 90746



SHIPMENT MUST ARRIVE BETWEEN:  
Wed, January 3<sup>rd</sup> – Tue, January 30<sup>th</sup>, 2024 from 9:00am-3:30pm

Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
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## Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper TotalExpo personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a TotalExpo worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Worksite Rules and Regulations page for more information.

**Exhibitors may install or dismantle their own exhibit if it meets the following requirements:** Tools and/or ladders are not required; The work can be completed by NO MORE than exhibitor and (1) one full time employee of exhibiting company; The work can be completed within (1) one hour total. The work may **NOT** be split between more people to meet the time limit; These rules do not apply to the exhibiting company’s product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as the workers are full time permanent employees of the exhibiting company. This exemption does not apply if the exhibitor’s product is part of the exhibit or is used in the construction of the exhibit.

### Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- A Structural Integrity Statement must be submitted with your labor and/or sign hanging order if work includes a ground supported structure and/or suspended structure. See following pages for form.

### Rates for Installation and Dismantle Labor rates are subject to change

| Labor         | Advance Rate | Regular Rate | Schedule  |
|---------------|--------------|--------------|---|
| Straight Time | \$ 160.00    | \$ 195.00    | Monday through Friday from 8:00am to 4:30pm.    |
| Overtime      | \$ 242.00    | \$ 289.00    | Monday through Friday all other times.          |
| Double Time   | \$ 321.00    | \$ 387.00    | All day Saturday, <b>Sunday</b> , and Holidays. |

### Supervision of Labor Please indicate the supervision of your labor

**TOTALEXPO SUPERVISION** Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

**Emergency Contact:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

**Exhibitor Supervisor:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

### How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.

Advance Warehouse  Direct to Show Site **Carrier:** \_\_\_\_\_ **# of pieces:** \_\_\_\_\_ **ETA:** \_\_\_\_\_

### Order and Schedule Labor (All dismantle labor will be done on DOUBLE TIME)

| Install/Dismantle  | ST/OT/DT | Date | Start Time | End Time | Total Hours | x | # of Workers | x | Rate                | Total |
|--|----------|------|------------|----------|-------------|---|--------------|---|---------------------|-------|
|  |          |      |            |          |             | x |              | x | \$                  | \$    |
|  |          |      |            |          |             | x |              | x | \$                  | \$    |
|  |          |      |            |          |             | x |              | x | \$                  | \$    |
| Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time. <b>For all labor orders please provide drawings and instructions.</b> |          |      |            |          |             |   |              |   | 10% Supervision Fee | \$    |
|  |          |      |            |          |             |   |              |   | Labor total         | \$    |

### Labor Cancellation Policy

Cancelled labor orders must be received in writing at minimum 7 business days prior to first move in date and will be credited, whichever is grater of 50% or 1 hour minimum per worker or crew in case of forklift/hanging/rigging. Installation labor orders cancelled without a 7 business day notice will not be refunded. Dismantle orders cancelled without 7 business days’ notice will not be refunded. It is understood, that first move in date refers to first setup date.

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|---------------------|---------------------|

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## Structural Integrity Statement

For all Ground Supported and/or all Suspended Structures

This form must be completed and received by TotalExpo Inc. **at time labor order is placed.** If submitting your order online, please email this completed form to [info@totalexpo.com](mailto:info@totalexpo.com) or [orders@totalexpo.com](mailto:orders@totalexpo.com).

\_\_\_\_\_, the contracted exhibitor and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the structure have been properly engineered and tested. The structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. The ground supported structure can be set safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, Venue, TotalExpo, inc.** And subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

|  |               |
|--|---------------|
| Authorized Representative Signature (Exhibiting Company)                 |               |
| Authorized Name (Print)  | Date          |
| Exhibiting Company   | Booth Number: |
| Email:   |               |
| Display House/Builder Company (if applicable)                            |               |
| Display House/Builder Authorized Representative Signature (f applicable) |               |
| Authorized Name (Printed )   | Date          |
| Email:   |               |

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|---------------------|---------------------|

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## Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company’s booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date.** If these forms are not received by that date the EAC will not be allowed to work in an exhibitor’s booth.

**The following required forms MUST BE RECEIVED TOGETHER:**

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor’s responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC’s insurance.

|  |                         |
|--|-------------------------|
| <b>Exhibitor Appointed Contractor:</b> |                         |
| <b>Contact Name:</b>                   |                         |
| <b>Email Address:</b>                  | <b>Cell Phone:</b>      |
| <b>Office Phone:</b>                   | <b>Fax Number:</b>      |
| <b>Street Address:</b>                 | <b>City, State ZIP:</b> |

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC’s insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

\_\_\_\_\_  
Authorized Signature BY EXHIBITING COMPANY

\_\_\_\_\_  
Authorized Name (Print) Date

|                     |                     |
|---------------------|---------------------|
| <b>Company Name</b> | <b>Booth Number</b> |
|---------------------|---------------------|

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Submit your order online! Visit <https://orders.totalexpo.com/> NCF Inland Empire Show Code: IE2024

## EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all worksite rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EACs responsibility to obtain the proper language needed on the COI.

**The following required forms MUST BE RECEIVED TOGETHER:**

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

\_\_\_\_\_  
Authorized Representative Signature BY EAC COMPANY

\_\_\_\_\_  
Authorized Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

|                          |                  |
|--------------------------|------------------|
| Company:                 |                  |
| Shows-site Contact Name: | Cell Phone:      |
| Office Phone:            | Email Address:   |
| Street Address:          | City, State Zip: |



## Worksite Rules and Regulations

### Decoration: Exhibits and Displays

TotalExpo Inc. and it's Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Union workers.

If the below requirements cannot be met than all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

**Exhibitors may install or dismantle their own exhibit if it meets the following requirements:**

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

### Freight: Material Handling, Loading and Unloading

TotalExpo Inc. and it's Union Affiliates have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo Inc. and it's Union Affiliates also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

**Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)**

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company.
- OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

**Exhibitors MAY NOT USE:** hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

### Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

### Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

### Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

**Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.**

Company Name

Booth Number

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**LIMITS OF LIABILITY AND RESPONSIBILITY  
FOR MATERIAL HANDLING SERVICES  
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo Inc., is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo Inc. prior to the close of the show.

TotalExpo Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

# Fire Department Rules and Regulations

## **INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:**

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6”.
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

## **VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:**

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed three gallons or one-eighth tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

## **COMBUSTIBLES:**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

## **OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

## **ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:**

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

## **COMPRESSED CYLINDERS:**

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

## **COOKING AND/OR WARMING DEVICES:**

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

## **HEAT PRODUCING EQUIPMENT:**

Welding, soldering or any open flame devices are prohibited.



# ELECTRICAL SERVICE ORDER

**ASM GLOBAL - ONTARIO CONVENTION CENTER**  
 2000 E. Convention Center Way, Ontario, CA 91764  
 Tel:(909) 937-3069 | Fax:(909) 937-3850  
 Email: servicedesk@ontariocc.org | ontariocc.org

Exhibitor No/Booth: \_\_\_\_\_  
 Notes: \_\_\_\_\_

|   |  |                  |                           |             |
|---|--|------------------|---------------------------|-------------|
| Company Name:   |  | Booth No.        | Show Name:<br>(Required)  |             |
| Exhibitor Name:   |  |                  | Show Dates:               |             |
| Billing Address for Credit Card:  |  | City, State:     | Zip Code for Credit Card: |             |
| Name on Credit Card:  |  | Company Contact: | Phone:                    |             |
| Email me credit card link to pay: <input type="checkbox"/> Email: _____ |  |                  |                           |             |
| Payment Type: VISA M/C AMEX CHECK                                       |  | Amount:          | Check Number:             |             |
| Credit Card #:  |  | Expiration Date: | Signature (Required):     | Print Name: |

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to ASM Global-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may scan and email this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Checks accepted 2 weeks in advance only. Prices are subject to change.**

## NOTE: POWER SHUTS DOWN NIGHTLY - BATTERY PACKS NOT ALLOWED

BASIC

120 Volts Outlets \*One plug-in is a 500 Watt minimum to a 20 AMP maximum billable based upon draw of power.

| WATTS | Standard | QTY.                 | Total                  | Configuration  | Standard | QTY.                 | Total                  |
|-------|----------|----------------------|------------------------|--|----------|----------------------|------------------------|
| 500   | \$106.00 | <input type="text"/> | = <input type="text"/> | Surge Protector rental   | \$41.00  | <input type="text"/> | = <input type="text"/> |
| 1000  | \$153.00 | <input type="text"/> | = <input type="text"/> | Extension Cord rental  | \$31.00  | <input type="text"/> | = <input type="text"/> |
| 2000  | \$177.00 | <input type="text"/> | = <input type="text"/> | 20A & 30A, 5-pin hubble, twist-lock connector rental <b>(deposit required)</b> |          | <input type="text"/> | = <input type="text"/> |

(One Plug Outlet)

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location. **The discount rate applies only if this form is post-marked 21 Days prior to move-in date. The standard rate applies if this order is received within 21 days of the move-in date otherwise the standard rate will automatically be charged. Booths sharing electrical power is prohibited.**

EXTENSIVE

120 Volt Service | 208/480 Volt Service: \*208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)

| AMPS | 120 Volt.             |      | 208 Volt         |      | 208 Volt         |      | 480 Volt         |      | 4/0 - Cable Rental with camlocks                                       |      | TOTAL |
|------|-----------------------|------|------------------|------|------------------|------|------------------|------|--|------|-------|
|      | Disc. Rate / Standard | QTY. | 1 Phase          | QTY. | 3 Phase          | QTY. | 3 Phase          | QTY. | Standard Rate + Labor  | QTY. |       |
| 20   | \$175/ \$214          |      | \$232/ \$284     |      | \$315/ \$387     |      | \$555/ \$688     |      | \$350  |      | \$    |
| 30   |                       |      | \$289/ \$355     |      | \$403/ \$496     |      | \$776/ \$863     |      | Service Desk will add any and all rental fee's plus any labor charges. |      | \$    |
| 60   |                       |      | \$457/ \$565     |      | \$713/ \$885     |      | \$1,461/ \$1,821 |      |  | \$   |       |
| 100  |                       |      | \$684/ \$850     |      | \$1,109/ \$1,380 |      | \$2,021/ \$2,519 |      |  | \$   |       |
| 200  |                       |      | \$1,291/ \$1,593 |      | \$2,110/ \$2,632 |      |                  |      |  | \$   |       |
| 300  |                       |      | \$1,874/ \$2,336 |      | \$3,112/ \$3,884 |      |                  |      |  | \$   |       |
| 400  |                       |      | \$2,554/ \$3,187 |      | \$4,216/ \$5,264 |      |                  |      | \$   |      |       |

If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)  
 Add 25% for horsepower requirements. See HP to AMPS Conversion Table on back of contract.....  
 If hard-wiring is required then labor must be added (contact OCC) \_\_\_\_\_ hours @ \$\_\_\_\_\_/hr.....  
 Mon. - Fri. (8-5) at \$75.00/hr. and Sat., Sun & holidays at \$150.00/hour (one hour minimum)  
 Equipment deposit (required for all equipment on loan at \$150).....

**POWER PLACED IN BACK OF BOOTH**

|                    |           |
|--------------------|-----------|
| Sub Total          | \$        |
| Add 25%            | \$        |
| Add 25%            | \$        |
| Labor Fee          | \$        |
| Deposit            | \$        |
| <b>GRAND TOTAL</b> | <b>\$</b> |

### NOTE: CONFIRMATION OF PAYMENT CREATES SERVICE REQUEST!

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received. Payments not received 21 days prior to the move-in date will be billed at the standard rate. The discount rate applies to processed orders that are 22 or more days from move-in. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3069 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

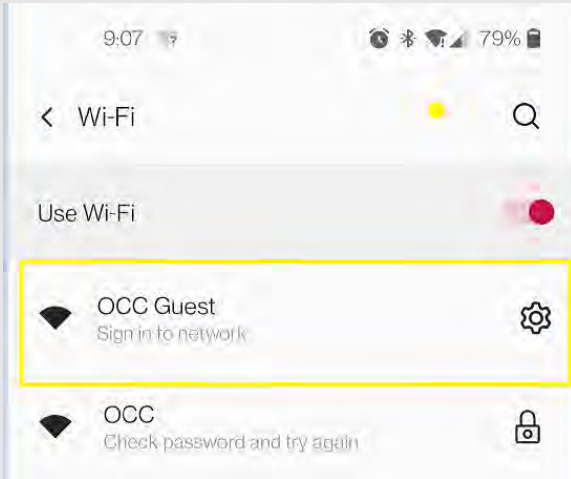
|   |      |
|---|------|
| Required Signature                                      | Date |
| Logged: _____ Processed Date: _____ Processed by: _____ |      |

## GENERAL TERMS AND CONDITIONS

- Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
- Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
- Straight time labor for an electrician is \$75.00 per hour. There is a one (1) hour minimum charge.

# WIFI SPLASH PAGE LOG IN:

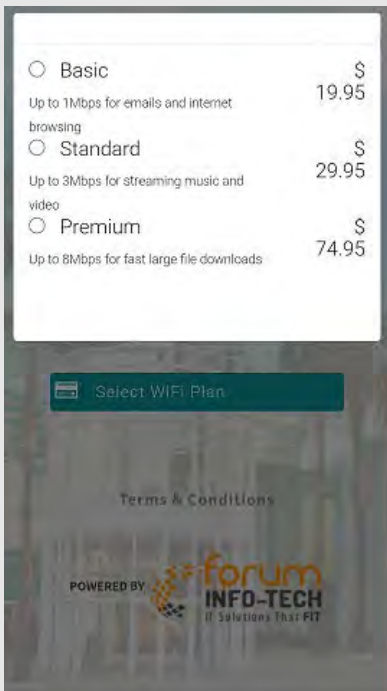
1. Go to your devices Wi-Fi settings – select **“OCC GUEST”**



2. Once selected the page will refresh



3. Select the speed you would like for your (1) device and follow the prompts.



**This must be done for all the devices that require Wi-Fi services**



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### **About Us:**

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