

NACAC National College Fair— Dallas

November 2, 2025

Kay Bailey Hutchison Convention Center Dallas
650 S Griffin St.
Dallas, TX 75202

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

NACAC
NACAC National College Fair—
Dallas

Sunday, November 2, 2025
Sunday, 11/02: 1 p.m.—4 p.m.

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

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

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

Makini Johnson
mjohnson@nacacnet.org
703.299.6859 (ext. 6859)

Each 8' L x 10' W or 8' L x 10' W Booth Space will Receive:

- 8' High Blue Back Drape
- 3' High Blue and White Side Drape
- 1 - 6' Blue Skirted Table (8' x 10' Booth)
- 1 - Identification Sign with logo
- 1—Wastebasket
- 2 - Chairs

EXHIBIT AREA INSTALLATION AND DISMANTLE SCHEDULE

Setup Dates

Saturday, November 1, 2025
Sunday, November 2, 2025

Setup Times

3:00 PM - 5:00 PM
11:00 AM - 12:30 PM

Show Dates

Sunday, November 2, 2025

Show Times

1:00 PM - 4:00 PM

Dismantle Date

Sunday, November 2, 2025

Dismantle Time

4:00 PM - 8:00 PM

During move-out, all freight carriers must check in with Coast to Coast no later than 5:00 PM.

All exhibit materials must be removed from the exhibit hall by 8:00 PM. No Exceptions.



EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 303-668-9166

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Email: jhandzel@coasttocoasttss.com



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show Kit

All other orders will be charged the standard prices.

When ordering, forms must be returned to accounting@coasttocoastss.com

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

Forms must be email to account-
ing@coasttocoasttss.com

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Booth Table Order	\$
Booth Furnishings Order	\$
Booth Accessories Order	\$
Carpet Order	\$
Display Labor Order	\$
Estimated Material Handling Order	\$
Back to Warehouse Order	\$

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX \$

Coast to Coast TSS reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name

Ordered By Booth Number

Address

City / State Zip Code

Phone () Fax ()

Email

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number

Name on Card Expiration Date Security Code

Address on Card

If sending a check it must arrive a week prior to the show. The order form must to be sent to Coast to Coast by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.

No adjustments will be made after the close of the show.



TABLE ORDER FORM

NACAC
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Sunday, 11/02: 1 p.m.—4 p.m.



<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 95.25	\$128.50	\$ _____
_____	4' UNSKIRTED	\$ 74.65	\$100.75	\$ _____
_____	6' SKIRTED	\$108.50	\$146.45	\$ _____
_____	6' UNSKIRTED	\$ 88.00	\$118.88	\$ _____
_____	8' SKIRTED	\$111.00	\$149.85	\$ _____
_____	8' UNSKIRTED	\$103.65	\$139.90	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 41.00	\$ 55.35	\$ _____

PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 15.70	\$156.20	\$ _____
_____	4' UNSKIRTED	\$ 94.00	\$126.90	\$ _____
_____	6' SKIRTED	\$131.50	\$177.50	\$ _____
_____	6' UNSKIRTED	\$109.65	\$148.00	\$ _____
_____	8' SKIRTED	\$150.70	\$181.65	\$ _____
_____	8' UNSKIRTED	\$116.35	\$203.45	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 45.90	\$ 61.95	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 45.90	\$ 61.95	\$ _____

PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



Coast to Coast
TRADE SHOW SERVICES, INC.

FURNITURE ORDER FORM

NACAC
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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
	Folding Chair	\$ 24.50	\$ 33.05	\$ _____
	Padded Side Chair	\$ 50.50	\$ 68.15	\$ _____
	Padded Arm Chair	\$ 59.00	\$ 79.65	\$ _____
	Counter Stool with Back	\$ 87.50	\$118.10	\$ _____
	36" Round x 30" High Pedestal Table	\$106.50	\$143.75	\$ _____
	36" Round x 40" High Pedestal Table	\$106.50	\$143.75	\$ _____
	Single Step Table Riser - 4'	\$ 53.00	\$ 71.55	\$ _____
	Single Step Table Riser - 6'	\$ 60.00	\$ 81.00	\$ _____
	Single Step Table Riser - 8'	\$ 67.00	\$ 90.45	\$ _____
	Black Tablecloth for 36" Round x 30" Tall Table	\$ 31.65	\$ 42.70	\$ _____
	Black Tablecloth for 36" Round x 40" Tall Table	\$ 31.65	\$ 42.70	\$ _____
	Grid Wall - 2' X 7'	\$ 65.00	\$ 87.75	\$ _____

<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
	Wastebasket	\$ 19.00	\$ 25.65	\$ _____
	Aluminum Floor Easel	\$ 39.20	\$ 52.90	\$ _____
	Bag Stand	\$ 70.00	\$ 94.50	\$ _____
	Chrome Sign Holder	\$ 32.50	\$ 43.90	\$ _____
	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
	Crossbar	\$ 17.00	\$ 22.95	\$ _____
	Drape Panels	\$ 15.00	\$ 20.25	\$ _____
	Fish Bowl	\$ 24.00	\$ 32.40	\$ _____
	Literature Rack	\$ 87.00	\$117.45	\$ _____
	Poster Board - 4' X 8'	\$140.00	\$189.00	\$ _____
	Raffle Drum	\$ 85.00	\$114.75	\$ _____
	Upright & Base	\$ 22.40	\$ 30.25	\$ _____
	Glass Showcase	\$ CALL C2C FOR PRICING		\$ _____

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 135.00	\$ 175.50	\$ _____
_____	9' X 20' CARPET	\$ 270.00	\$ 351.00	\$ _____
_____	9' X 30' CARPET	\$ 405.00	\$ 526.50	\$ _____
_____	9' X 40' CARPET	\$ 540.00	\$ 702.00	\$ _____

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

Rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. Any carpet cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

CUSTOM CUT BOOTH CARPET

<u>BOOTH AREA SIZE</u>		<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
_____ X _____ = _____ Sq. Ft. @		\$3.50	\$5.25		_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, front edge taping and pickup at the close of the show. Custom size booth carpet cancelled after being cut will be charged at 100%

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

ADDITIONAL ITEMS

		<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
<u>CARPET PADDING</u>	_____ X _____ = _____ Sq. Ft. @	\$1.20	\$1.56		_____
<u>PLASTIC COVERING</u>	_____ X _____ = _____ Sq. Ft. @	\$1.05	\$1.41		_____

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

* Please note that the ballroom will be carpeted but if you would like a specific color that represents your company, you do have the option to rent carpet.

EXHIBITOR NAME _____ BOOTH NUMBER _____



DISPLAY LABOR ORDER FORM

	Discount Price	Standard Price	
Straight Time	\$ 98.75	\$132.30	Monday through Friday: 8:00 am to 4:30 pm
Overtime	\$148.00	\$199.80	Monday through Friday: 4:30 pm to midnight and Saturday and Sunday: 8:00 am to 4:30 pm
Double Time	\$197.50	\$266.60	Monday through Sunday and National and Union Holidays: Midnight to 8:00 am

- Start time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- Cancellations received 5 days or less before the first day of exhibitor scheduled move-in will be billed at 100%.
- Labor service rates are per person, per hour, with a one (1) hour minimum.

A. Coast to Coast TSS, Inc. Supervised - This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Coast to Coast TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

B. Exhibitor Supervised - All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled laborer at the Coast to Coast TSS, Inc. customer service desk.

<u>Labor for</u>	<u># of Laborers</u>	<u>Date</u>	<u>Time</u>	<u>Estimated Time</u>	<u>Supervision Option (Circle A or B)</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

SUBTOTAL \$ _____

SUPERVISION FEE \$ _____

3.50% ADMINISTRATION FEE \$ _____

8.25% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____

TOTAL AMOUNT DUE \$ _____

Please Provide the Following Information:

Is display booth being shipped to warehouse of show site? _____

Shipment: # of crates: _____ # of cartons: _____ # of carpets/pads: _____

Blueprints & Exhibit Instructions: Attached? _____ Shipped with Display? _____ In What Item? _____

Show Site Contact Name _____ Cell Phone Number _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



LABOR JURISDICTION GUIDELINES

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Coast to Coast Trade Show Services, Inc. is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.

INSTALLATION AND DISMANTLE LABOR

Coast to Coast TSS, Inc. will provide the proper personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without assistance. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Coast to Coast TSS, Inc. will provide the proper personnel, as needed, for the handling of all materials within the convention facility. C2C personnel may unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled by C2C personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Coast to Coast TSS, Inc. Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Coast to Coast TSS, Inc. personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Coast to Coast TSS, Inc. personnel.



MATERIAL HANDLING INFORMATION & CATEGORIES

NACAC
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- Exhibitors may ship all freight to the Coast to Coast TSS advanced warehouse beginning a month before exhibitor move in date. Items will be delivered to your booth space prior to exhibitor move in.
- Exhibitors that ship to show site must ensure that freight does not arrive prior to the exhibitor set up date. Coast to Coast TSS staff will only be available to receive show site freight deliveries during move in hours. Material handling rates will be applied.
- When shipping freight, company name, booth number and show name must be clearly labeled on all items.
- All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.
- All shipments returned to the Coast to Coast TSS warehouse following the show will be charged a Back to Warehouse fee of \$49.50 100 pounds with a minimum of 200 pounds at \$99.00. It is the responsibility of the exhibitor to schedule the carrier pick up.
- To store empty containers on show site, please pick up empty stickers at the Coast to Coast TSS service desk. At the close of the show, containers will be brought to your booth space, in random order, and delivered as quickly as possible.
- Coast to Coast TSS does provide a Show Carrier, Event Service Solutions. To use this carrier, please contact them directly at 800-577-3929 or visit the Coast to Coast service desk during move in or move out hours.

FREIGHT CATEGORIES

CRATED OR SKIDDED RATE (200 Pound minimum) TO ADVANCE WAREHOUSE

Shipments that arrive at the warehouse via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at warehouse include 30 days of free storage, delivery to show-site booth, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO ADVANCE WAREHOUSE

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

SMALL PACKAGE SHIPMENTS TO ADVANCED WAREHOUSE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

CRATED OR SKIDDED RATE (200 Pound minimum) TO SHOW SITE

Shipments that arrive at show site via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at show site will receive free storage, delivery to booth space, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO SHOW SITE

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

SMALL PACKAGE SHIPMENTS TO SHOW SITE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

LATE SHIPMENT SURCHARGES

These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast TSS truck has left to set up the trade show event. Exhibitor will be charged for a truck and driver with a four hour minimum.



MATERIAL HANDLING RATES & ORDER FORM

NACAC
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All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments, other than small package rates, you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.

SHIPMENTS TO WAREHOUSE

Last day for shipment to arrive at warehouse:

Friday, October 26, 2024

SHIPMENTS TO SHOW SITE

May only arrive on Show Site on Monday, October 28 from 8:00 AM to 4:00 PM or on
Tuesday, October 30 from 8:00 AM until Noon.

MATERIAL HANDLING RATE SCHEDULE

<u>Category</u>	<u>Discount</u>	<u>Standard</u>
Crated or Skidded to Advance Warehouse	\$ 99.00	\$133.65
Special Handling to Advanced Warehouse	\$109.00	\$147.00
Small Package to Advanced Warehouse	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Crated or Skidded to Show Site	\$ 99.00	\$147.50
Special Handling to Show Site	\$109.00	\$133.65
Small Packages to Show Site	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Late Shipment Fees (\$75.00/hour /4 hour minimum) \$ _____		\$ _____

ESTIMATED CHARGES

	<u>Type of Freight</u>	<u># of Pieces</u>	<u>Weight</u>	<u>Carrier</u>	<u>Tracking #</u>	<u>Rate</u>	<u>Amount Due</u>
Shipment 1	_____	_____	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____	_____	_____

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.25% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____

ADVANCE WAREHOUSE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00 AM - 4:00 PM

<p>Coast to Coast TSS, Inc C/O Phoenix Events 1061 Duncan Perry Rd.—Suite 1—107 Arlington, TX 76011</p> <p>Exhibitor _____</p> <p>Booth Number ____</p> <p>NACAC—National College Fair—Dallas</p>	<p>Coast to Coast TSS, Inc C/O Phoenix Events 1061 Duncan Perry Rd.— Suite 1—107 Arlington, TX 76011</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>NACAC—National College Fair—Dallas</p>
<p>Coast to Coast TSS, Inc C/O Phoenix Events 1061 Duncan Perry Rd. Suite 1—107 Arlington, TX 76011</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>NACAC—National College Fair—Dallas</p>	<p>Coast to Coast TSS, Inc C/O Phoenix Events 1061 Duncan Perry Rd. Suite 1 –107 Arlington, TX 76011</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>NACAC—National College Fair—Dallas</p>



MATERIAL HANDLING LIMITS OF LIABILITY

**NACAC
NACAC National College Fair—
Dallas**

**Sunday, November 2, 2025
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COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the



MOVE OUT INFORMATION & BACK TO WAREHOUSE ORDER FORM

THIS SERVICE MAY BE ORDERED ANY TIME

NACAC
NACAC National College Fair—
Dallas

Sunday, November 2, 2025
Sunday, 11/02: 1 p.m.—4 p.m.

Each exhibitor must complete teardown Sunday, November 2, 2025 from 4:00 PM - 6:00 PM.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you have not made previous arrangements with a carrier you may use our Trade Show Carrier, Event Service Solutions. Please see a Coast to Coast representative following the show.

If you have made previous arrangements with a freight carrier, they **MUST** check in with Coast to Coast to pick up your items in the Event Center no later than 4:00 PM on Sunday, November 2, 2025. The address for the pick-up is:

Kay Bailey Hutchison Convention Center
650 S. Griffin ST.
Dallas, TX 75202

If your carrier does not show up to pick up your items, Coast to Coast TSS will be forced to ship your items back via our Trade Show Carrier. For this reason, all exhibitors shipping out at the close of the show **MUST** fill out a Bill of Lading with Coast to Coast TSS, Inc. informing us of your shipping needs. Contact information must be on this form in the event that your carrier is a "No Show" and we need to contact you with shipping information following the show.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH SPACE. In the event a Bill of Lading is not turned in to the Coast to Coast TSS Customer Service Representative, your freight carrier will not pick up your freight.

Coast to Coast Trade Show Services, Inc. will **NOT** be held responsible for any booth contents that become missing or damaged during the move out.

If you need to have your items brought back to the Phoenix Events Warehouse following the show please speak to a Coast to Coast TSS representative. The fee for this service is \$49.50 per 100 pounds with a 200 pound minimum of \$99.00.

Number of Pounds _____ Total _____

If you need your pallet shrink wrapped before shipping, the fee for this services is \$50.00 per pallet.

Number of Pallets _____ Total _____

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
8.25% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____