

IMPORTANT NOTICE TO THE EXHIBITORS OF:

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you.

Booth Package These items are provided at no additional cost to you:

Show Facts

Important Dates

Advance order discount deadline - prepayment required

Last day for shipments to arrive at Advance Warehouse without surcharges

Direct shipments may begin arriving at show site

Exhibitor Move-in

Event opens

Exhibitor Move-out

Policies

Recap and Payment Policy Form must accompany all orders!

Please fax or mail your order. Phone orders are not accepted.

Advance Order Pricing applies to orders received prepaid by

No credit will be applied to substitutions or changes to the booth package.

Cancellations after installation are invoiced at 50% of original price

Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services

LCD Exposition Services Phone: (509) 325-9656 Fax: (509) 325-9670



ACCT#

City

RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED SPECIAL BOOTH PACKAGE CARPET BOOTH FURNISHINGS - PAGE 1 BOOTH FURNISHINGS - PAGE 2 LABOR & BOOTH CLEANING\$ SIGNS, BANNERS & GRAPHICS\$ ELECTRICAL SERVICE \$_____ OTHER (total of any additional pages) \$______ SUB-TOTAL\$ SALES TAX FREIGHT HANDLING SERVICES (non taxable item) TOTAL \$ _____ Please submit by fax to (509)325-9670 or by email to "orders@lcdexpo.com" **PAYMENT POLICY** Advance order prices apply only to pre-orders received with full payment by All orders received after the deadline, or without payment, will be charged at floor order prices Orders placed at the show site must be guaranteed with a credit card. Cancellations & changes will be charged at 50% of the original price. Substitution of sponsor provided items is not permitted. Freight handling services only are exempt from sales tax. ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE EVENT Please indicate your method of payment. All payments must be made in U.S funds. ☐ CREDIT CARD ☐ COMPANY CHECK If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order plus any additional amounts ordered by you or your representative at the show site, please complete the following section. CVV CODE **EXPIRATION DATE** VISA/MC three digits AMEX four digits □ VISA ☐ MC ☐ AMERICAN EXPRESS Cardholder's Signature Cardholder's Name (Please Print) ******* Booth Company _ Payment Address ______ ______ State _____ Zip _____ Ordered by _____ Phone _____ Email (optional)



SPECIAL DISCOUNT BOOTH PACKAGE

LCD Exposition Services, your Official Trade Show Decorator, is pleased to offer special booth packages consisting of the most popularly ordered items. Please note substitutions can not be made to items in these packages.

☐ PACKAGE A	
This special booth package incl	udes the following for the discounted price of \$234.00
One 9' GREY Carpet One 6' draped table Two side chairs	in your choice of colors (choose below)
☐ PACKAGE B	
This special booth package incl	udes the following for the discounted price of \$129.00
One 6' draped table i Two side chairs	in your choice of colors (choose below)
Please indicate your color cho	ice for table skirting here:
□ Black □ Blue □ White □ R	☐ Burgundy ☐ Gold ☐ Red ust ☐ Light green ☐ Forest green
This pricing is only available i	f your order is received by
	Total This Page: \$
PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS	EXHIBITOR
PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER	ORDERED BY(Please Print)



CARPET ORDER FORM

- * Rental includes installation, taping of aisle facing edges and removal at close of show.
- ❖ All carpeting is available in 9' widths only.
- Special carpet cutting and installation will be quoted on an individual basis.
- Plastic covering to protect your carpet during move in is available as an advance order only.
- Carpet padding is available in booth sizes only.

Quantity		Prepaid Advance Order	Floor Order
9' x 10' Nylon Carpet		\$120.00	\$155.00
9' x 20' Nylon Carpet		\$240.00	\$310.00
9' x 30' Nylon Carpet		\$360.00	\$465.00
9' x 40' Nylon Carpet		\$480.00	\$620.00
Larger sizes (per sq. ft.)	\$1.35	\$1.75
Custom Cut Carpet (pe	r sq. ft.)	\$3.50	\$4.55
FOI Special Size	carpet please cáll for a q	uotei	
9' x 10' Carpet padding		\$60.00	\$77.50
9' x 20' Carpet padding		\$120.00	\$155.00
9' x 20' Carpet padding		\$120.00	\$155.00 \$232.50
9' x 20' Carpet padding 9' x 30' Carpet padding		\$120.00 \$180.00	\$155.00
9' x 20' Carpet padding 9' x 30' Carpet padding 9' x 40' Carpet padding		\$120.00 \$180.00	\$155.00 \$232.50
9' x 30' Carpet padding 9' x 40' Carpet padding Plastic Covering (per sq.ft., in	cl. installation & removal)	\$120.00 \$180.00 \$240.00	\$155.00 \$232.50 \$310.00
9' x 20' Carpet padding 9' x 30' Carpet padding	cl. installation & removal) ets facility requirements)	\$120.00 \$180.00 \$240.00 \$0.85	\$155.00 \$232.50 \$310.00 N/A \$17.50
9' x 20' Carpet padding 9' x 30' Carpet padding 9' x 40' Carpet padding Plastic Covering (per sq.ft., in	cl. installation & removal) ets facility requirements)	\$120.00 \$180.00 \$240.00 \$0.85 \$17.50 his Page: \$	\$155.00 \$232.50 \$310.00 N/A \$17.50



ADDITIONAL BOOTH FURNISHINGS 1

SKIRTED WOOD TABLES & COUNT	ERS	SKIRTING FOR TABLES & COUNTERS			
Includes white vinyl top and choice of skirting	J				
Prepai Advanc Quantity Order	e Floor	Prepai Advanc Quantity Order	e Floor		
4' Wood table, 24" wide, 30" tall \$79.00	\$103.00	4' Skirting - 4 sides - 30" high \$43.0	\$56.00		
6' Wood table, 24" wide, 30" tall \$89.00	\$116.00	6' Skirting - 3 sides - 30" high \$47.0	\$61.00		
8' Wood table, 24" wide, 30" tall \$99.00	\$129.00	8' Skirting - 3 sides - 30" high \$52.0	\$68.00		
4' Wood counter, 24" w, 40" tall \$89.00	\$116.00	4' Skirting - 4 sides - 40" high \$47.0	\$61.00		
6' Wood counter, 24" w, 40" tall \$99.00	\$129.00	6' Skirting - 3 sides - 40" high \$52.0	\$68.00		
8' Wood counter, 24" w, 40" tall \$109.00	\$141.00	8' Skirting - 3 sides - 40" high \$58.0	\$75.00		
_ 0 , _	□ Red st green	SKIRTING COLORS - please indicate choice: ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ White ☐ Rust ☐ Light green ☐ Fore	☐ Red est green		
 Skirting for 4th side, 30" tall * \$38.00 Skirting for 4th side, 40" tall * \$43.00 30" White vinyl, per lineal foot \$2.70 *available as addition to 6' or 8' skirted tables 	\$50.00 \$56.00 \$3.50	DRAPED TABLE TOP RISERS Covered with white vinyl —— 4' Table Riser, one step 10" wide \$39.0			
4' tables are already skirted on the 4th side		6' Table Riser, one step 10" wide \$43.0" 8' Table Riser, one step 10" wide \$48.0"			
UNSKIRTED WOOD TABLES & COUN 4' Wood table, 24" wide, 30" tall \$43.00 6' Wood table, 24" wide, 30" tall \$47.00	\$56.00 \$61.00	4' Table Riser, two step 10" wide ea \$51.0 6' Table Riser, two step 10" wide ea \$57.0 8' Table Riser, two step 10" wide ea \$64.0	0 \$69.00		
8' Wood table, 24" wide, 30" tall \$52.00	\$68.00				
4' Wood counter, 24" wide, 40" tall \$47.00 6' Wood counter, 24" wide, 40" tall \$52.00 8' Wood counter, 24" wide, 40" tall \$58.00		WE ARE CONTIUALLY UPDATING OUR EQUIP IF YOU HAVE ANY QUESTIONS, OR CAN'T FIN ITEM YOU WANT, PLEASE CALL OUR OFFICE (509) 325-9656 OR EMAIL "ORDERS@LCDEXF	ID AN AT		
PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS		Total This Page: \$			
FOR ORDER INSTRUCTIONS	ЕХ	(HIBITOR			
PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER	OF	RDERED BY(Please Print)			



ADDITIONAL FURNISHINGS 2

MISCELLANEOUS BOOTH FURNITURE		FRAMED PERFORATED BOARD - 1/4" HOLES			
Prepaid Advance Quantity Order	Floor Order	Prepaid Advance Floor Quantity Order Order			
Side chair \$35.00	\$45.00	4'x8' Vertical single sided \$92.00 \$120.00			
—— Arm chair \$43.00	\$56.00	4'x8' Vertical double sided \$110.00 \$143.00			
Bar stool with backrest \$65.00	\$84.00	2'x8' Vertical single sided \$76.00 \$99.00			
Pedestal tables below include black linen		4'x8' Horizontal single sided \$92.00 \$120.00			
30" round pedestal table, 15" tall \$76.00	\$99.00	4'x8' Horizontal double sided \$110.00 \$143.00			
30" round pedestal table, 30" tall \$76.00	\$99.00	Color: ☐ White ☐ Brown —— 4'x8' Poster Board - two sided \$92.00 \$120.00			
30" round pedestal table, 40" tall \$76.00	\$99.00	Poster Board only accepts pins			
Wastebasket \$16.00	\$21.00				
Metal easel\$30.00	\$39.00	PLANTS AND FLORAL SERVICES			
Literature rack\$45.00	\$58.00	Balloon Arrangements available - please call for quote			
Coat Tree\$45.00	\$58.00	Live flowering plants and balloon bouquets are purchases.			
Deluxe chrome rope stand \$30.00	\$39.00	You may take them with you after the show.			
Deluxe rope for above, per lineal foot \$3.50	\$4.50	All plants and balloons subject to a delivery charge.			
Aluminum rope stand \$12.00	\$16.00	6" Potted flowering <i>live</i> plants \$65.00 \$85.00			
LED overhead floodlight \$76.00	\$99.00	Small floral arrangement \$75.00 \$98.00			
120 watt clamp-on floodlight \$40.00	\$52.00	Medium floral arrangement \$100.00 \$130.00			
Other lighting needs? Please call or email: 509-325-9656 or orders@lcdexpo.com		Large floral arrangement			
SPECIAL BOOTH DRAPERY					
8' high drapery, per lineal foot \$8.00	\$10.00				
3' high drapery, per lineal foot \$6.00	\$8.00				
12' high drapery, per lineal foot \$13.00	\$17.00	WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.			
Framework only - no drape, per ft. \$6.00	\$6.00	IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN			
Select height: 3'h 8'h 12'h		ITEM YOU WANT, PLEASE CALL OUR OFFICE AT			
□ Black □ Blue □ Burgundy □ Gold □ White □ Rust □ Light green □ Fo	☐ Red rest green	(509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"			
		Total This Page: \$			
PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS	EXH	IBITOR			
PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER	ORD	PERED BY(Please Print)			



LABOR & BOOTH CLEANING

EXHIBIT INSTALLATION SERVICE	CE	BOOTH CLEANING SERVICE
We will require men and approximately to install our exhibit.	hours	Includes daily vacuuming of carpet and emptying of wastebaskets.
Please supervise exhibit installation. *		Per sq. ft., ONCE before opening only (100 sq. ft. minimum) @ 00.55/s.f
Our representative will be present to supervise.		☐ Per sq. ft., per day of show run
Schedule labor for: Date Time _		(100 sq. ft. minimum) @ 00.50/s.f
Supervisor		☐ Large Booths
EXHIBIT DISMANTLING SERVICE	E	500 s.f. & over, per day @ 00.35/s.f
We will require men and approximately to dismantle our exhibit.	hours	If you have special instructions please note
☐ Please supervise exhibit dismantling.*		them here. If you will not be supervising the labor please attach or send setup instructions.
Our representative will be present to supervi	se.	
* If your representative will not be present to sup a surcharge of 25% of total labor cost will apply		
Straight		
Quantity Time	time	
Man hours, one hour minimum \$70.00	\$105.00	
Forklift & driver, 1/2 hour minimum \$140.00	\$210.00	
Please note: Straight time is from 8 AM to 5 PM weekdays Overtime applies before 8 AM and after 5 PM weekdays all day Saturday, Sunday and Holidays.		
PAYMENT IN FU	LL MUST	ACCOMPANY THIS ORDER!
		Total This Page: \$
PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS	EXHI	IBITOR
PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER	ORD	ERED BY(Please Print)



SIGNS, BANNERS, & DIGITAL GRAPHICS

STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.
Suitable for booth signs, smaller table top or easel signs.
Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
	7" x 11"	\$25.00	\$33.00
	7" x 40"	\$30.00	\$39.00
	11" x 40"	\$33.00	\$43.00
	11" x 14"	\$30.00	\$39.00
	14" x 22"	\$35.00	\$46.00
	18" x 22"	\$38.00	\$50.00
	Add easel back for tableto	op signs	\$10.00

custom sizes available, please call for quote

Orientation:	<u> </u>	Vertical		Use our best judgement
--------------	----------	----------	--	------------------------

FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore. Great for larger signs requiring a rigid backing. High quality output up to 44"x96".

Qty	Standard Sizes	Advance Order	Floor Order
	7" x 11"	\$30.00	\$39.00
	7" x 44"	\$35.00	\$46.00
	11" x 44"	\$38.00	\$50.00
	11" x 14"	\$35.00	\$46.00
	14" x 22"	\$41.00	\$53.00
	18" x 22"	\$45.00	\$59.00
	22" x 28"	\$55.00	\$72.00
	28" x 44"	\$80.00	\$104.00
	44" x 60"	\$150.00	\$195.00
	44" x 96"	\$190.00	\$247.00
	Add easel back - for up to	o 22" x 28"	\$10.00
	custom sizes available, r	olease call fo	r auote

Orientation: Use our best

VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.
Only available as Advance Order.
Please note graphic guidelines below.

Includes hanging tabs on corners and every two feet.

Requested	size		Ivance Order
24" mat	terial - 3' minimum length	\$	60.00
	each additional foot	x \$8.00 _	
Total		······ –	
36" mat	terial - 2' minimum length	 \$	62.50
	each additional foot	x \$9.50 _	
Total	<u></u>	–	<u> </u>
42" mat	terial - 3' minimum length		75.00
	each additional foot	x \$12.00 <u> </u>	
Total		·····- –	
Orientation:	☐ Horizontal ☐ ☐ Ve	rtical I I	Jse our best udgement

GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text. Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines. Include any linked files or images.

Please include a hard copy or .pdf file of your artwork.

Graphic Design services are available at the rate of \$65.00 per hour.

PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM **MUST** ACCOMPANY THIS ORDER

TOTAL THIS PAGE \$		
(Please Print)		

TOTAL THE DACE



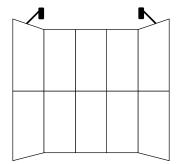
DISPLAY SYSTEM RENTAL FORM

10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

by INTEX - Gatefold design - top and bottom units stack Reversible - either black or silver grey fabric - Velcro attachable 5 panels top and bottom 22.5" x 45.5" - 112.5"w x 91"h overall

Available configurations:	Advance Order	Floor Order
(a) Full unit (includes 2 lights)	\$525.00	\$682.50
(c) 5 panel table top (no header)	\$280.00	\$364.00
Lights for table top	\$40.00	\$52.00
Labor to install (optional)	\$70.00	\$70.00
Labor to dismantle/repack (optional)	\$70.00	\$70.00



(a)

(b)

10' FULL FLOOR DISPLAY UNIT CONVERTS TO TABLE TOP

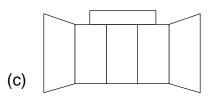
by Featherlite - Gatefold design - top and bottom units stack Reversible - either coal or silver fabric - Velcro attachable 5 panels middle 8'h x 22"w

5 panels top and bottom 22" x 44" - 110"w x 96"h overall w/mid section Header is 8"h x 44"w

_		

Available configurations:

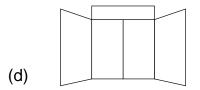
(b) Full unit (includes 2 lights)	\$525.00	\$682.50
(c) 5 panel table top with header	\$280.00	\$364.00
Lights for table top	\$40.00	\$52.00
Labor to install (optional)	\$70.00	\$70.00
Labor to dismantle/repack (optional)	\$70.00	\$70.00



6' TABLE TOP DISPLAY UNIT by Featherlite - Gatefold design

Reversible - either blue or silver fabric - Velcro attachable 4 panels 22" x 44" - 88"w x 44"h overall Header is 11"h x 44"w

(d) 4 panel table top (lights N/A)	\$250.00	\$325.00
Labor to install (optional)	\$70.00	\$70.00
Labor to dismantle/repack (optional)	\$70.00	\$70.00



10' CURVED POP-UP DISPLAY

by Classic Displays
Black or Navy Blue fabric - Velcro attachable
Overall dimensions 90" high x 108" wide

(e) Pop-up display	\$715.00
Labor to install (optional)\$70.00	\$70.00
Labor to dismantle/repack (optional) \$70.00	\$70.00



PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM **MUST** ACCOMPANY THIS ORDER

Total This Page: \$ _____

EXHIBITOR _____

ORDERED BY ______(Please Print)

Quantities limited - please order early



SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY WILL NOT ACCEPT ADVANCE SHIPMENTS

GENERAL INFORMATION

Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery

If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

TO: (Your company name)

FOR: Booth #

C/O: LCD Exposition Services 220 E Augusta Ave Spokane, WA 99207

- Please mark your shipment with your booth number if known.
- All shipments must be prepaid. Collect shipments will be refused!
- Warehouse shipments received after

will be subject to 25% surcharge.

- International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- Freight handling charges are exempt from sales tax.
- Outbound UPS shipments will be charged an additional handling fee of \$6.00 per piece, with a minimum charge of \$18.00 per shipment.
- Freight handling will be charged in 100# increments based on actual weight.
- All freight handling services must be guaranteed with a credit card
- Attention Fedex Ground Customers: Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless your provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.

LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL FREIGHT UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be routed to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



FREIGHT SERVICE ORDER FORM

MATERIAL HANDLING RATE SCHEDULE All Charges Based on Actual Weight in 100# Increments COLLECT SHIPMENTS WILL BE REFUSED!

All Receiving Services include the following: Receipt of shipment from carriers, delivery to booth; storage & return of empty containers, return of shipment to your carrier at the close of the event.

Warehouse Shipments received after subject to 25% additional handling fee

varonouse empirients received after		dabject to 20% additional naming	100.
RECEIVING AT ADVANCE WAREHOUS	SE: Includes advance s	torage up to 30 days.	
\$70.00 per 100# with	a 200# minimum		_
RECEIVING AT EXHIBIT HALL:			
•			_
SMALL PARCEL RATE: Cartons weighing \$35.00 per carton wi		ım of three cartons at this rate. iinimum	_
OUTBOUND SHIPPING ONLY: Delivery for \$50.00 per 100# with		ose of show.	_
UPS OUTBOUND SHIPPING SURCHAR to showsite as well as outbound only shipments.		shipping of materials received at our warehouse or di aterial handling charges as detailed above.	rect
\$6.00 per piece (\$18.00 minimum	n charge) (no. pcs	s. x \$6.00)	_
PLEASE PROVIDE YOUR UPS	ACCOUNT # HEI	RE:	
		nipments or any shipments requiring return to our war charges are in addition to any other services ordered	
\$35.00 per 100# with	a 200# minimum		-
SHIPMENTS TO THE SHOW		TotalThis Page:	
Shipped from (city)	Carrier	Pro no	
Shipping Date Total	number of pieces	Total weight of shipments	
Show representative		Telephone	
IMPORTANT: in order to trace shipments we	must have the name of o	carrier and assigned bill of lading number - "PRO NO	."
REFORWARDING INSTRUCTIONS			
Ship to(name)			
	(street ad	dress) □ Prepaid □ Coll	lect
Description			
Forward Via Motor Freight Air			
		rurn labels for Fedex Ground due to their billing restric	ctions.
		<u> </u>	
SPECIAL INSTRUCTIONS (Expedited shi	pping, Insurance, etc	5.): -	
PAYMENT POLICY / RECAP FORM MUST ACCOMPANYTHIS ORDER	EXHIBITOR	BOOTH#	
ALL FREIGHT HANDLING CHARGES MUST BE GUARANTEED WITH A			