



California Dialysis Council  
Wyndham Palm Springs  
April 24-26, 2008  
Advance Order Discount Deadline: 4/4/08

Dear Exhibitor:

Innovative Expo has been selected as the Official Service/Drayage Contractor for the **CDC 2007 Annual Conference**. We welcome the opportunity to assist you in every way possible to ensure a successful marketing presentation for your company.

Each **8x10** exhibit booth space will include the following:

- Pipe & Drape Display Booth**
- One Six Foot Skirted Table**
- Two Side Chairs**
- One Exhibitor ID Sign**
- 500 Watt Electrical Outlet**

Show Colors:	TBD		
Exhibitor Move-In:	Thursday	4/24/08	12PM-4PM
Show Open:	Thursday	4/24/08	4PM-730PM
Show On:	Friday	4/25/08	730AM-215PM
	Saturday	4/26/08	730AM-12PM
Show Close:	Saturday	4/26/08	12PM-4PM

**Please** consult your materials from show management for additional information, or changes to the schedule. Enclosed in this Exhibitor Kit are additional forms for rentals and services which you may desire, that are not included in your booth package.

- ◆ **Please note all deadlines as outlined in the packet to avoid additional charges.**
- ◆ **Innovative Expo does not issue credits or accept substitutions, for unused package items.**
- ◆ **Payment Authorization must accompany your order to be processed.**
- ◆ **Please mail or fax your orders to 760-778-7192.**

**Questions and Adjustments:** Any discrepancy in items ordered and items received or questions concerning service, etc., must be reported to the Innovative Expo service desk at the exposition immediately upon noting the discrepancy. Any problems will be resolved and/or any valid adjustments on your account will be made at that time. Credits and adjustments will not be made based on such information received after the close of the show.

Innovative Expo believes that exhibitors are valued customers and should be treated accordingly. We are committed to handling your needs efficiently and graciously. If you should have any questions, please do not hesitate to call.

Sincerely,

Customer Service



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**PAYMENT POLICY AND BILLING AUTHORIZATION**

**NOTE:** ORDERS WITHOUT CREDIT CARD INFORMATION WILL NOT BE PROCESSED. Payment in full of all charges. **Orders without payment or placed after discount date will be charged the floor rate.** Payment may be made by check. All rates quoted are for the duration of the show and are on a rental basis only, and remain the property of Innovative Expo. Payment of all labor and services, whether ordered by the exhibitor, display builder, or other parties, shall be the responsibility of the exhibitor. All charges are due and payable prior to the close of the show. I understand that charges incurred by my company, (pre-show, during the show, and post show) will be billed to the credit card on file. **Please print clearly or type the information.**

Check Here if Sending Check: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_ MasterCard    \_\_\_\_\_ Visa    \_\_\_\_\_ American Express    \_\_\_\_\_ Discover

**Account #** \_\_\_\_\_ **3 or 4-digit security code** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_ **Name On The Card:** \_\_\_\_\_  
(PLEASE PRINT)

**Authorized Signature:** \_\_\_\_\_

**CANCELLATION POLICY**

Any items cancelled after DELIVERY will be charged at 50% of the original rate. All requests for refunds must be in writing, within 30 days of the close of the show.

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**THIS FORM MUST ACCOMPANY ALL ORDERS PLACED WITH INNOVATIVE EXPO.  
PLEASE INDICATE BILLING ADDRESS FOR CREDIT CARD GIVEN ABOVE.**

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_



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**EXHIBITOR ORDER RECAP**

FURNITURE RENTAL TOTAL*	.....	\$ _____
ACCESSORIES RENTAL*	.....	\$ _____
CARPET & VISQUEEN RENTAL*	.....	\$ _____
BOOTH CLEANING/PORTER SERVICE	.....	\$ _____
SIGNAGE*	.....	\$ _____
DRAYAGE	.....	\$ _____
LABOR	.....	\$ _____
EXHIBIT RENTALS*	.....	\$ _____
FORKLIFT RENTAL	.....	\$ _____
SALES TAX	..... 7.75%	\$ _____
(multiply taxable items marked with * above)		
<b>TOTAL DUE</b>	.....	<b>\$ _____</b>

I acknowledge and accept responsibility for the accuracy of the order and the payment for all services provided. I also acknowledge and agree to the terms and conditions provided herein.

**COMPANY NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 (Please Print)

**SIGNATURE:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FURNITURE ORDER FORM**

Payment in full of rental charges must accompany your order to qualify for Discount rates. Charges include placing in booth ready for use. Items returned after placement will receive 50% credit.

<b>SKIRTED TABLE: 30" HIGH</b>	<b>DISCOUNT</b>	<b>STANDARD</b>	<b>TOTAL</b>
_____ 2'X4'	\$98.00	\$135.00	\$ _____
_____ 2'X6'	\$110.00	\$153.00	\$ _____
_____ 2'X8'	\$130.00	\$175.00	\$ _____
<b>SKIRTED COUNTER: 40" HIGH</b>			
_____ 2'X4'	\$115.00	\$160.00	\$ _____
_____ 2'X6'	\$135.00	\$180.00	\$ _____
_____ 2'X8'	\$150.00	\$195.00	\$ _____
_____ Alternate Skirt Color	\$50.00	\$75.00	\$ _____
_____ 4th Side Draping	\$50.00	\$75.00	\$ _____

→ **CIRCLE SKIRT COLOR:** WHITE BLUE BURGUNDY RED TEAL PLUM BLACK PEACH

<b>UNSKIRTED TABLE: 30" HIGH</b>			
_____ 2'X4'	\$60.00	\$85.00	\$ _____
_____ 2'X6'	\$72.00	\$100.00	\$ _____
_____ 2'X8'	\$90.00	\$130.00	\$ _____
_____ 36" Round Pedestal Table	\$135.00	\$175.00	\$ _____

<b>UNSKIRTED COUNTER: 40" HIGH</b>			
_____ 2'x4'	\$70.00	\$90.00	\$ _____
_____ 2'x6'	\$80.00	\$110.00	\$ _____
_____ 2'x8'	\$100.00	\$140.00	\$ _____
_____ 36" Round Pedestal Table	\$150.00	\$190.00	\$ _____

<b>1 TIER RISER: (1-STEP)</b>			
_____ 4' RISER	\$55.00	\$75.00	\$ _____
_____ 6' RISER	\$65.00	\$85.00	\$ _____
_____ 8' RISER	\$75.00	\$95.00	\$ _____

**ACCESSORIES ORDER FORM**

	<b>DISCOUNT</b>	<b>STANDARD</b>	<b>TOTAL</b>
_____ Side Chair	\$49.00	\$72.00	\$ _____
_____ Arm Chair	\$68.00	\$94.00	\$ _____
_____ Stool	\$80.00	\$115.00	\$ _____
_____ Wastebasket	\$18.00	\$26.00	\$ _____
_____ Easel	\$29.00	\$40.00	\$ _____
_____ 4'x8' Poster Board	\$150.00	\$190.00	\$ _____
(Can be placed vertical or horizontal)			
_____ 2'x8' Black grid	\$60.00	\$75.00	\$ _____
_____ Garment rack	\$80.00	\$110.00	\$ _____
_____ Literature stand (4 pocket silver mesh)	\$50.00	\$75.00	\$ _____
_____ Bag holder	\$72.00	\$102.00	\$ _____
_____ 22" x 28" sign holder	\$72.00	\$102.00	\$ _____
_____ 1 Meter x 1/2 Meter counter	\$300.00	\$425.00	\$ _____
_____ 6' full view showcase	\$325.00	\$450.00	\$ _____
_____ Business card collection	\$15.00	\$20.00	\$ _____

**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

**CARPETING ORDER FORM**

**This exhibit area is carpeted with ballroom carpet.**

**→CIRCLE CARPET COLOR:**

GRAY BLUE RED TEAL BLACK  
 BURGUNDY

Prices include installation and taping of front edge only.

Amount	Size	Discount	Standard	Total
	8 or 10 x 10'	\$125.00	\$190.00	
	" x 20'	\$250.00	\$380.00	
	" x 30'	\$375.00	\$540.00	
	" x 40'	\$500.00	\$760.00	
	" x 50'	\$600.00	\$900.00	

Visqueen:	\$0.44/Sq.Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$
Padding Under Carpet:	\$0.72/Sq.Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Additional Taping:	\$0.83/Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$

**DELUXE CARPET**

Deluxe carpet is available for one time rental at very reasonable rates. Carpeting is 30 oz, stain resistant nylon. (There is a minimum order of 200 square feet). Must be ordered no later than 2 weeks prior to move in.

**COLORS:** Royal Blue, Navy Blue, Charcoal, Red, Spice, Teal, Hunter Green, Gray, Beige And Boysenberry. Additional colors may be available. Please call 800-332-8834 for a quote.

**RENTAL PRICE:** Order includes installation, poly covering, and removal.

**CARPET COLOR:** \_\_\_\_\_ **BOOTH SIZE:** \_\_\_\_\_

**Formula:** Booth size \_\_\_\_\_ x \_\_\_\_\_ = SQ. FT. @ \$3.50/SQ.FT. = \$ \_\_\_\_\_

**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_



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**BOOTH CLEANING ORDER FORM**

**Note:** Vacuuming of rugs, sweeping of booths, emptying of wastebaskets is not included in your rental. To ensure your booth is show ready please order cleaning service.

**Charges are based on gross exhibit booth area with a 100 sq. ft. minimum.**

**Advance Orders:**

Daily vacuuming, emptying wastebaskets: \$.29/sq. ft with a minimum daily cleaning charge of \$29.00.

\_\_\_\_\_ Sq. ft. x \$.29 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Cleaning ordered on-site:**

Daily vacuuming, emptying wastebaskets: \$.32/sq. ft with a minimum daily cleaning charge of \$32.00.

\_\_\_\_\_ Sq. ft x \$.32 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Note:** Carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstrations or food sampling add \$.15 per sq. ft.

To eliminate any misunderstandings regarding the invoice for this service, please bring any complaints to our immediate attention or inform show management. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night when service was to have been performed. No credits will be issued after the close of the show.

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_  
(Labor Not Taxed)

**SIGNAGE ORDER FORM**

Qty	Size	Discount	Standard	Total
	7" x 11"	\$45.00	\$90.00	
	7" x 44"	\$55.00	\$110.00	
	11" x 14"	\$55.00	\$110.00	
	14" x 22"	\$57.00	\$114.00	
	22" x 28"	\$75.00	\$150.00	
	28" x 44"	\$96.00	\$192.00	
	20" x 60"	\$105.00	\$210.00	
	40" x 60"	\$150.00	\$300.00	

Indicate Your Sign Copy Here:

**BANNERS (cannot be floor ordered) (All prices quoted are for single sided)**

Qty	Size	Advance	Total
	2' x 6'	\$240.00	
	2' x 8'	\$320.00	
	3' x 6'	\$360.00	
	3' x 8'	\$480.00	

**Choose Desired Layout & Color:**

Vertical

Horizontal

**OPTIONAL SERVICES**

Item	Qty	Advance	Total
Artwork	Hrs 1 HR Mini	\$72.00/hr ST	
Logo, Emblem, Special Lettering		Quoted on Request	
Easel Back		\$8.00 Per Sign	
Lamination		Quoted on Request	

Background Color: \_\_\_\_\_

Letter Color: \_\_\_\_\_

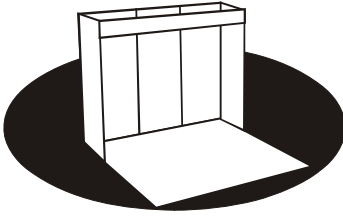
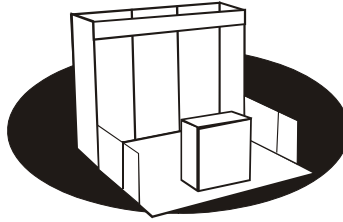
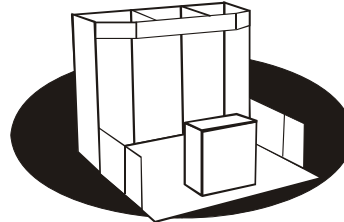
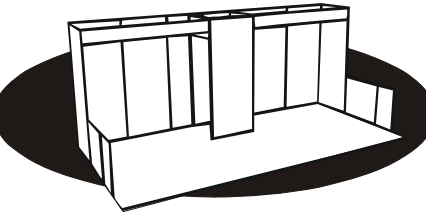
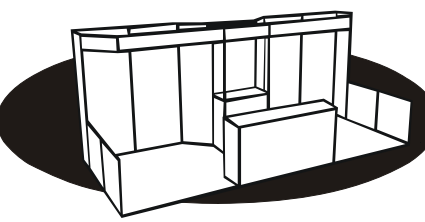
Orders received 5 working days prior to move in are subject to overtime labor rates. Please see labor order form.

EXHIBITOR: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOTAL FOR THIS PAGE: \$** \_\_\_\_\_

**HARDWALL EXHIBIT RENTAL**

<p><b>INNO1</b> <input type="checkbox"/></p>  <p><b>10' Exhibit</b>      <b>\$1100.00</b></p>	<p><b>INNO2</b> <input type="checkbox"/></p>  <p><b>10' Exhibit</b>      <b>\$1450.00</b></p>	<p><b>INNO3</b> <input type="checkbox"/></p>  <p><b>10' Exhibit</b>      <b>\$1575.00</b></p>
<p><b>INNO4</b> <input type="checkbox"/></p>  <p><b>10' x 20' Exhibit</b>      <b>\$2600.00</b></p>	<p><b>INNO5</b> <input type="checkbox"/></p>  <p><b>10' x 20' Exhibit</b>      <b>\$3250.00</b></p>	

**Booth Information**

Quotes on custom configurations available. Accessories available. Prices are based on rental only and include standard white Sintra panels. Custom colors are available please call for a quote.

**All Booths Include:**

- Install & Dismantle Labor
- Booth Carpet (Circle One) Grey, Red, Black, Blue
- Lighting (2 Lights per 10' of Rental)
- Standard Header Copy
- Custom Graphics Quoted Separately

**EXHIBITOR:** \_\_\_\_\_ **BOOTH#:** \_\_\_\_\_

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### **IMPORTANT SHIPPING INSTRUCTIONS**

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative warehouse or the convention facility. **All shipments are to be labeled as follows:**

#### **\*Warehouse Receiving:**

To: Name of Exhibiting Company & Booth Number  
For: **CDC 2008**  
C/O Innovative Expo  
1261 Valdivia Way  
Palm Springs, CA 92262  
760-327-2884

Shipments must arrive at the warehouse no later than **4/22/08**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE FACILITY**

**ALL SHIPMENT MUST BE SENT PRE-PAID.**  
**NO COD'S WILL BE ACCEPTED.**

**NOTE:** Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.



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**DRAYAGE INFORMATION / RATES**

**In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.**

We plan to ship our material to the Advance Shipment Warehouse.

We plan to ship on (date):	<b>Number of Pieces</b>	<b>Weight (Estimated)</b>
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

**ADVANCE SHIPMENTS TO WAREHOUSE:** Shipments will be received from carriers, with free storage, up to 30 days prior to set-up date, delivered to booth and delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor is furnished. This also includes the removal, storage, and return of empty crates and cartons when necessary.

<b>Standard Service Rates</b>	<b>100 Lb. Increments (Insert Weight)</b>	<b>Rate Per 100 Lbs.</b>	<b>200 Lb. Min Per Shipment</b>	<b>Total</b>
Common Carrier (regular rout LTL carriers)	LBS.	\$90.00	\$180.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$112.00	\$224.00	\$
Small Package—Same as Above				\$
Special Handling/ Overtime and Late Shipments	LBS.	\$112.00	\$224.00	\$

### **DRAYAGE LIMITS OF LIABILITY** **LIMITS OF LIABILITY AND RESPONSIBILITY**

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to Innovative Expo within thirty (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 Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 9.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES. CONTACT YOUR INSURANCE REPRESENTATIVE. BE SURE YOUR LIABILITY INSURANCE IS IN EFFECT AT THE SHOW SITE. CONTACT YOUR INSURANCE REPRESENTATIVE.**



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**AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES**

**If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo**

We hereby authorized **INNOVATIVE EXPO** to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment(s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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LABOR ORDER FORM

\*Display labor for Installation of exhibit:

Exhibitors must check in at the Service Center before labor is dispatched

DAY: DATE:

CONTRACTOR SUPERVISED: EXHIBITOR SUPERVISED: TIME:
COST ESTIMATE:

# Persons X Hours X \$ Hourly Rate = \$
(Please refer to labor rates below)

\*Display labor for Dismantling of exhibit:

Exhibitors must check in at the Service Center before labor is dispatched

DATE:

CONTRACTOR SUPERVISED: EXHIBITOR SUPERVISED: TIME:
COST ESTIMATE:

# Persons X Hours X \$ Hourly Rate = \$
(Please refer to labor rates below)

For Dismantle Labor only, Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service request.

Plans for exhibit assembly attached with order: Yes No
Number of containers:

Banding/Blanket Wrapping/Shrink Wrapping: 1/2 Hour minimum (Includes material)

LABOR RATES

Supervision Fee: 25% of Hourly Rate
Straight Time: \$78.00 per hour/one hour minimum per person
Overtime: \$120.00 per hour/one hour minimum per person

All labor before 8:00am and after 4:30pm weekdays, and all hours on Saturdays, Sundays, and Holidays will be charged at the overtime rate.

Failure to utilize labor at the time ordered above does not guarantee that requested labor will be available on demand. We agree that if the pre-ordered labor is not utilized for any reason, the order is cancelled and the Cancellation Policy as outlined in this kit applies.

If you are utilizing a installation/dismantle company other than Innovative Expo please supply Innovative Expo with the name of the company, and a certificate of insurance must be provided to Innovative Expo by that company.

EXHIBITOR: BOOTH #

ORDERED BY: DATE:

## **INNOVATIVE EXPO SHOW SITE WORK RULES**

To assist you in planning for your participation in the forth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### **EXHIBIT LABOR**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, performance, testing, and/or maintenance of your products.

You may install, or dismantle, your exhibit display if one person can accomplish the task in less than 1/2 hour, without the use of tools. If your exhibit installation or dismantling, requires more than 1/2 hour, you must use union personnel supplied by Innovative Expo. To secure labor, please use the Labor Order Form enclosed in your exhibitor service kit. You will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

### **FREIGHT HANDLING**

Members of this union claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Exhibitors who hand carry materials onto the show floor will not be permitted vehicle access to the loading dock and/or freight doors. All such vehicles must be parked in the designated "exhibitor parking lot".

### **HELPFUL TIPS FOR EXHIBITORS**

1. Place your orders with payment before the deadline to avoid "standard pricing". The deadline is strictly enforced and will not be waived for any reason.
2. Ship your exhibit materials as early as possible. We will store your materials up to 30 days prior to move-in at no charge. Please review deadlines for receiving of freight to avoid additional charges.
3. Call our office at least two working days prior to move-in to confirm the arrival of your shipments. This allows time for tracking or re-shipping before the show.
4. Innovative Expo uses Yellow Freight Systems exclusively for re-shipping material at the close of the show.
5. If you choose to use another carrier, your representative on the show floor must:
  - Provide Innovative Expo with the name of the carrier and copy of bill of lading or air bill
  - Contact the carrier to arrange pick up
  - Be aware of the time deadline for clearing the show floor to avoid forcing the shipment onto our or corresponding designated carriers. This time varies with each event, it is best to check with Innovative Expo if there is any questions.
6. Your representative must be prepared to settle any balances due at show site before the close of the show. Innovative Expo does not invoice for show rentals or services.

## **FIRE DEPARTMENT REGULATIONS FOR EXHIBITORS**

### **A. BOOTH DECORATIONS:**

All 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. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

### **B. VEHICLES/INTERNAL COMBUSTION ENGINES:**

Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. 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 one gallon. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.

### **C. COMBUSTIBLES:**

Literature on display shall be limited to reasonable quantities. Reserve supplies be kept in closed containers and stored in a neat and compact manner. No empty cardboard boxed or combustible materials may be stored on or near any electrical wiring in the spaces behind any display.

### **D. OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction, tables, chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

### **E. ELECTRICAL EXTENSIONS CORDS:**

All extension cords shall be ground fault interrupter protected and/or over current protected. No additional taps are to be in any device. All extension cords shall be of 12/3 gauge wire. All spliced wires are prohibited.

### **F. COMPRESSED CYLINDERS:**

Compressed cylinders must be secured to a stand. Compressed flammable gases are prohibited inside a building, this includes acetylene, hydrogen, propane, butane, and L.P.G.

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

Cooking and/or warming devices shall be eclectic. Sterno may be used for warming trays. Cooking devices shall be approved by recognized testing laboratory: e.g. U.L., F.M. Decorative candles, oil lamps, torches, candle lamps and non-vented cooking devices are prohibited.



California Dialysis Council  
Wyndham Palm Springs  
April 24-26, 2008  
Advance Order Discount Deadline: 4/4/08

**NON-OFFICIAL CONTRACTOR FORM**

MAIL TO: INNOVATIVE EXPO  
1261 VALDIVIA WAY \* PALM SPRINGS, CA 92262 \* PHONE: 760-327-2884

**EVENT or SHOW:** \_\_\_\_\_ **BOOTH NUMBER(S):** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If your company plans to use a firm other than INNOVATIVE EXPO to erect or dismantle your exhibit, this form must be filled out completely and returned to Innovative Expo no later than (30) days prior to show opening.

**DEFINITION:** A Non-Official Service Contractor is any company, other than Innovative Expo, that an exhibitor wishes to use and which will require access to the exhibit hall before, during, or after the show. No permission will be given to a Non-Official Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

**EXHIBITING COMPANY CONTACT AT SHOW:** \_\_\_\_\_

**EXHIBITOR APPOINTED CONTRACTOR:** \_\_\_\_\_

**EAC CONTACT AT SHOW:** \_\_\_\_\_

**TYPE OF SERVICE TO BE PERFORMED:** \_\_\_\_\_

**24 HOUR PHONE CONTACT #:** \_\_\_\_\_

- NOTE:**
1. Please inform your Non-Official Contractor that they **MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE** at least (30) days prior to show date or they will not be permitted to service your exhibit.
  2. They **MUST** comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.
  3. It is the responsibility of the exhibiting company to see that each representative of Non-Official Contractors abides by the official rules and regulations of this event.



MAIL OR FAX FORMS WITH PAYMENT TO:  
**CTS**  
 6455 S. Dean Martin Dr., Suite C / Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328

**BOOTH NUMBER**

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM.  
 PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

Event Name:		Event Dates:		Location:	
Exhibiting Company Name:					
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Fax Number:		
Ordered By:			Print Name:		
CC Type:		Expiration Date:		CC Number:	
Cardholders Signature:				Email:	

## ELECTRICAL SERVICE ORDER FORM

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total
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### 120V LIGHTING & UTILITY OUTLETS

	500 Watt or 5 Amps			
	1000 Watt or 10 Amps	\$ 141.00	\$ 212.00	
	2000 Watt or 20 Amps	\$ 197.00	\$ 296.00	
	30 Amps <i>Requires Labor</i>	Call for Quote		

### 208V 1 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	\$ 211.00	\$ 317.00	
	20 Amp	\$ 295.00	\$ 443.00	
	30 Amp	\$ 413.00	\$ 620.00	
	60 Amp	\$ 578.00	\$ 867.00	
	100 Amp	\$ 867.00	\$ 1,301.00	
	150 Amp	\$ 1,214.00	\$ 1,821.00	
	200 Amp	\$ 1,700.00	\$ 2,550.00	

### 208V 3 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	\$ 282.00	\$ 423.00	
	20 Amp	\$ 395.00	\$ 593.00	
	30 Amp	\$ 553.00	\$ 830.00	
	60 Amp	\$ 774.00	\$ 1,161.00	
	100 Amp	\$ 1,084.00	\$ 1,626.00	
	150 Amp	\$ 1,518.00	\$ 2,277.00	
	200 Amp	\$ 1,951.00	\$ 2,927.00	

### TRANSFORMER(S) TO BOOST 208V TO 230V

Total Amps	Circle Outlets Requiring Boost	\$3.50 / AMP	(\$75.MIN.)

### 480V 3 PHASE MOTOR & EQUIPMENT OUTLETS

	20 Amp	\$ 712.00	\$ 1,068.00	
	30 Amp	\$ 854.00	\$ 1,281.00	
	60 Amp	\$ 1,025.00	\$ 1,538.00	
	100 Amp	\$ 1,230.00	\$ 1,845.00	
	200 Amp	\$ 1,722.00	\$ 2,927.00	

*Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS*

### FLOODLIGHTS / TRACK

	150 Watt Flood Light	\$ 78.50	\$ 118.00	
	Double 150 Watt Flood	\$ 136.00	\$ 204.00	
	18" Track with 1 fixture	\$ 78.50	\$ 118.00	
	1000 Overhead Quartz*	\$ 248.00	\$ 372.00	

\*Quartz light may require labor and lift to install - Call for Quote

**PAYMENT ENCLOSED \$**

### TERMS AND CONDITIONS

Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.

#### IMPORTANT:

**\*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use \* to indicate 24-Hr. Outlet(s).**

**\*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.**

**\*No credits will be issued on unused outlets or lights installed as ordered.**

\*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

#### ELECTRICAL LABOR:

\*Labor rates are subject to Union contract effective at time of show. ST \$70.50, OT \$130.00

\*Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

\*All labor requests require a credit card on file.

\*Lift Rates: \$175.00 per hour plus operator. (One hour minimum)

\*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

#### OUTLET LOCATION & DISTRIBUTION:

\*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

\*All electrical outlets for island booths will be dropped to one main location per the exhibitors floor plan. If no plan is provided, the outlets will be installed at our discretion.

\*Distribution and connection of outlets are chargeable on a time and material basis.

\*Any additional power drop or locations are chargeable on a time and material basis.

#### CTS JURISDICTION:

**(REQUIRES LABOR AND OR MATERIAL)**

\*All under-carpet distribution of electrical wiring.

\*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.

\*All motor and equipment hook-ups requiring wiring connections.

\*Installation of electrical motors and electrical apparatus to be energized.

\*Installation and/or repair of electrical fixtures.

\*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

\*Labor is required to inspect equipment pre-wired to plug into our system.

\*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

#### LABOR REQUEST:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers.

\_\_\_\_ CTS Supervision (25% Supervision Fee)      \_\_\_\_ Exhibitor and/or EAC Supervision (Assume Liability)

ORDER ONLINE AT WWW.EXPOSERVICEDESK.COM

# HEARTY PLANTS AND MORE



Fax Orders To: 760-568-3035

Blooming Color Plants Six Inch	Price Each	Quantity	Total
Azaleas (seasonal)	\$22.00		
Bromeliads	\$20.00		
Chrysanthemums	\$18.00		
Kalanchoes	\$16.00		

Green Plants Eight Inch	Price Each	Quantity	Total
Boston Ferns	\$18.00		
Pothos	\$18.00		

Floor Plants	Price Each	Quantity	Total
2 Foot	\$20.00		
3 Foot	\$30.00		
4 Foot	\$40.00		
5 Foot	\$50.00		
6 Foot	\$60.00		
7 Foot	\$70.00		

<b>Bubble Bowl</b>	\$15.00		
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Floral	One Sided	All Around	Quantity	Total
\$40.00				
\$60.00				
\$80.00				

Plant Containers	Mark Preferred Container
Black Pots	
Wicker Baskets	

<b>Order Subtotal:</b>	_____
<b>CA Sales Tax 7.75%:</b>	_____
<b>Delivery Charge and Pick Up:</b>	<u>          \$10.00          </u>
<b>Order Main Total:</b>	_____

**\*Form of Payment**

**Mail Checks To: 71-601 Gardess Road, Rancho Mirage, CA 92270 \*Ph: 760-346-5592**

Check  Visa  Mastercard  Discover  American Express

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

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Show Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_