



TRIUMPH
expo & events inc.



**PORTLAND
GOLF
SHOW**

2015 PORTLAND GOLF SHOW

Oregon Convention Center

February 20 - 22, 2015

Portland, Oregon

Triumph Expo & Events Inc. is proud to be your general services contractor for 2015 PORTLAND GOLF SHOW.

**HOW TO USE THIS
EXHIBITOR KIT:**

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

ORDERING ONLINE:

Click [HERE](#) and then click on the link to 2015 PORTLAND GOLF SHOW

(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

USERNAME:

7956

PASSWORD:

Proficient (case sensitive)

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

Install & Dismantle Labor
Standard & Premium Furnishings

Shipping Services
Top-quality graphics

Custom Booths
Personal Service

To make the exhibiting process as simple as possible, we've included an FAQ page in this kit as well as a quick facts page.

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

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 877-607-1010
Fax: 206-431-4846
csr@triumphexpo.com



2015 PORTLAND GOLF SHOW

Oregon Convention Center

February 20 - 22, 2015

DISCOUNT PRICE DEADLINE - Friday, February 6, 2015

QUICK FACTS

DEADLINES

EAC/INSURANCE:	TUESDAY, JANUARY 20, 2015	4:00 PM
DISCOUNT PRICING:	FRIDAY, FEBRUARY 6, 2015	4:00 PM
ADVANCE SHIPPING:	MONDAY, FEBRUARY 16, 2015	4:00 PM
DIRECT SHIPPING:	WEDNESDAY - THURSDAY, FEBRUARY 18 - 19, 2015	4:00 PM

SCHEDULE

THE SHOW IS IN A NEW LOCATION THIS YEAR, HALLS A/A1.
PLEASE LOOK FOR RAMP B WHEN YOU ARRIVE FOR MOVE-IN

EXHIBITOR MOVE IN:	THURSDAY, FEBRUARY 19, 2015	9:00 AM - 4:00 PM
	FRIDAY, FEBRUARY 20, 2015	8:00 AM - 10:00 AM

SHOW DATES/TIMES:	FRIDAY, FEBRUARY 20, 2015	11:00 AM - 5:00 PM
	SATURDAY, FEBRUARY 21, 2015	9:00 AM - 5:00 PM
	SUNDAY, FEBRUARY 22, 2015	9:00 AM - 4:00 PM

EXHIBITOR MOVE OUT:	SUNDAY, FEBRUARY 22, 2015	4:00 PM - 8:00 PM
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CARRIER CHECK-IN DEADLINE:	SUNDAY, FEBRUARY 22, 2015	6:00 PM
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Empty crates will be returned on Sunday, February 22, 2015 at 4:00 PM.

All exhibitor materials must be removed from the facility by 8:00 PM Sunday.

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

INCLUDED FURNISHINGS:	10' X 10' Booth	Two Side Chairs
	Green & white 8' high back drape	Wastebasket
	Green 3' high side drape	One-line Exhibitor ID sign
	One 6' table draped in green	

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

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



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SHIPPING INFORMATION

**ADVANCE SHIPPING
ADDRESS:**

Company Name and Booth Number
2015 PORTLAND GOLF SHOW
c/o UPS Freight & Triumph Expo & Events
1025 NE Columbia Blvd
Portland, OR 97211

**ADVANCE SHIPMENTS
ACCEPTED:**

Beginning January 20, 2015

**ADVANCE SHIPPING
DEADLINE:**

4:00 PM on Monday, February 16, 2015

**DIRECT SHIPPING
ADDRESS:**

Company Name and Booth Number
2015 PORTLAND GOLF SHOW
c/o Triumph & OREGON CONVENTION CENTER
777 NE MLK, JR. BLVD
PORTLAND, OR 97232

**DIRECT SHIPMENTS
ACCEPTED:**

February 18 & 19, 2015 **ONLY**

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

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE FEBRUARY 16, 2015

TO: _____

EXHIBITOR NAME

**C/O TRIUMPH EXPO / UPS FREIGHT
1025 NE COLUMBIA BLVD
PORTLAND OR 97211**

WAREHOUSE

PDX GOLF SHOW

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE FEBRUARY 16, 2015

TO: _____

EXHIBITOR NAME

**C/O TRIUMPH EXPO / UPS FREIGHT
1025 NE COLUMBIA BLVD
PORTLAND OR 97211**

WAREHOUSE

PDX GOLF SHOW

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 18, 2015

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

OREGON CONVENTION CENTER

777 NE MLK, JR. BLVD

PORTLAND, OR 97232

SHOW SITE

PDX GOLF SHOW

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 18, 2015

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

OREGON CONVENTION CENTER

777 NE MLK, JR. BLVD

PORTLAND, OR 97232

SHOW SITE

PDX GOLF SHOW

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

OUTBOUND SHIPPING INFORMATION

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

SHIPPING WITH TRIUMPH

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

MATERIAL HANDLING AGREEMENT/BILL OF LADING:	Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.
LABELS:	Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.
METHOD OF PAYMENT:	A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.
TRACKING:	Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.
BILLING OF SHIPPING CHARGES:	Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING:	All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.
LABELS:	Exhibitors using other carriers may use the outbound shipping labels provided in this kit.
DRAYBACK:	If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$150 (up to 750 lbs).
WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:	OREGON CONVENTION CENTER 777 NE MLK, JR. BLVD PORTLAND, OR 97232
WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:	All carriers MUST be checked in by 6:00 PM on 2-22-15. After 6:00 PM, freight will be re-routed according to the information given on the MHA/BOL.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

FROM: 2015 PORTLAND GOLF SHOW
OREGON CONVENTION CENTER
777 NE MLK, JR. BLVD
PORTLAND, OR 97232

TO: _____

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

FROM: 2015 PORTLAND GOLF SHOW
OREGON CONVENTION CENTER
777 NE MLK, JR. BLVD
PORTLAND, OR 97232

TO: _____

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

UNION LABOR JURISDICTION



TRIUMPH
expo & events inc.

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

EXHIBIT HALL INSTALLATION & DISMANTLING:

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

MATERIAL HANDLING / DRAYAGE:

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

SAFETY:

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

TIPPING:

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



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COMPANY _____ BOOTH#(S) _____



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

FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 43.00

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

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.25/lb off-target fee. This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs)

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

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 168.00	Minimum Charge	\$ 200.00	Minimum Charge
\$ 0.84	each add'l pound over 200 lbs	\$1.00	each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: FEBRUARY 16, 2015

DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
\$ 176.00	Minimum Charge	\$ 208.00	Minimum Charge
\$ 0.88	each add'l pound over 200 lbs	\$ 1.04	each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: ONLY FEBRUARY 18 - 19, 2015

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

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

RETURN TO WAREHOUSE: Exhibitors will be charged 25 cents per pound (\$150 minimum for any shipment that must be returned to the warehouse plus 25 cents per pound for each additional pound over 750 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

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

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT DIRECT SHIPMENT

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

Total Estimated Fees \$ _____

TOTAL \$ _____

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

Carry this total to payment summary page

MATERIAL HANDLING - TERMS AND CONDITIONS

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

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

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

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

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

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

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

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

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

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

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

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

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

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

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

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
- EXHIBITOR'S violation of Federal State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

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



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COMPANY _____ BOOTH#(S) _____

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

INBOUND / OUTBOUND SHIPPING REQUEST

for Triumph Transportation Only - (SHOW CARRIER)

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

PICK-UP ADDRESS:

[Empty box for pick-up address]

Insurance: Inbound Outbound Both Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

Hours your dock is opened for pickup:

Dock opened: _____ am/pm Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION
NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)	LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)
<small>Carton/Crate/Pallet/Fibercase</small>					<small>Carton/Crate/Pallet/Fibercase</small>				
EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs		Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
Total Pieces :					Total Weight :				

Are the pallets/skids stackable? YES NO If additional insurance, declared value is \$ _____

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

RETURN ADDRESS:

[Empty box for return address]

SHIPPING METHOD: Deferred / Ground: 3-7 Bus. Days

Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates Cartons Fiber Cases Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:
Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
Inside Delivery: Delivery including a flight of stairs or an elevator
Lift Gate: Truck required when no elevated dock or forklift is available



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PAYMENT SUMMARY

EXHIBITOR INFORMATION

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

Prepared by (Print Name) _____ Date _____

Signature _____ Booth #(s) _____

Company Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

CREDIT CARD AUTHORIZATION

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

Visa
 Mastercard
 American Express
 Check
 Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail **(REQUIRED)** _____

Authorized Signature _____

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers \$ _____

Chairs, Fabric and Accessories \$ _____

Carpeting \$ _____

Graphics and Signage \$ _____

TRU-X Modular Exhibits \$ _____

TRU-X Accessories \$ _____

Installation and Dismantle Labor \$ _____

Freight/Material Handling \$ _____

Cleaning Services \$ _____

PAYMENT MUST ACCOMPANY ALL ORDERS

To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:

Triumph Expo & Events Inc

FOR ALL CHECK ORDERS

Credit card authorization must be provided for any additional fees incurred.

TOTAL \$ _____



PAYMENT and LABOR - TERMS AND CONDITIONS

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

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

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

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

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

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

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

IMPORTANT

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

COMPANY _____ BOOTH#(S) _____



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

TABLES AND COUNTERS - THE CLASSIC COLLECTION

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



- | | | | | |
|--|---|---|--|---|
|  BLACK (01) |  BLUE (04) |  TEAL (07) |  PURPLE (10) |  BURGUNDY (13) |
|  WHITE (02) |  GREEN (05) |  DOVE (08) |  YELLOW (11) |  CHAMPAGNE (14) |
|  SILVER (03) |  RED (06) |  BERRY (09) |  WILLOW (12) |  TERRA COTTA (15) |

TABLES - 24" W x 30" H

COUNTERS - 24" W x 42" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	95.06	123.57	
		6'	105.98	137.78	
		8'	121.83	158.37	
		4th Side	39.33	51.13	

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	109.81	142.76	
		6'	123.47	160.51	
		8'	136.58	177.56	
		4th Side	44.25	57.53	

UNSKIRTED TABLES				
Qty.	Length	Discount	Standard	Amount
	4'	55.72	72.44	
	6'	66.65	86.65	
	8'	82.49	107.24	
	Skirt	39.33	51.13	

UNSKIRTED COUNTERS				
Qty.	Length	Discount	Standard	Amount
	4'	65.56	85.22	
	6'	79.22	102.98	
	8'	92.33	120.02	
	Skirt	44.25	57.53	



TABLE RISERS				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	62.28	80.96	
	4' L x 13" H x 8" D	62.28	80.96	
	6' L x 7" H x 8" D	71.57	93.04	
	6' L x 13" H x 8" D	71.57	93.04	

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

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



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

PEDESTAL TABLES

All pedestal tables come with a spandex cover in your choice of color. If you fail to specify a color, the show color will be given or, if show color isn't available, black will be given.



Black - 1 White - 2 Navy Blue - 3 Burgundy - 4 Yellow - 5 Red - 6

30" and 42" High Pedestal Tables

COVERED PEDESTAL TABLES					
Qty.	Size	Color	Discount	Standard	Amount
	30" high		117.02	152.13	
	30" high		117.02	152.13	
	30" high		117.02	152.13	
	42" high		138.25	179.72	
	42" high		138.25	179.72	
	42" high		138.25	179.72	

PIPE & DRAPE

- BLACK (01)**
- BLUE (04)**
- TEAL (07)**
- PURPLE (10)**
- BURGUNDY (13)**
- LT BLUE (16)**
- WHITE (02)**
- GREEN (05)**
- DOVE (08)**
- YELLOW (11)**
- CHAMPAGNE (14)**
- NAVY BLUE (17)**
- SILVER (03)**
- RED (06)**
- BERRY (09)**
- WILLOW (12)**
- TERRA COTTA (15)**

DRAPE (W/ HARDWARE TO SET UP)					
Qty.	Color	Size	Discount	Standard	Amount
		8' H (per ft)	8.00	10.40	
		3' H (per ft)	6.00	7.80	

DRAPE UPRIGHTS/RAILS				
Qty.	Size	Discount	Standard	Amount
	8' UP w/ Base	10.00	13.00	
	3' UP w/ Base	8.00	10.40	
	6'-10' Rail	10.00	13.00	
	9'-16' Rail	10.00	13.00	

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SEATING - THE CLASSIC COLLECTION


**Black OR Grey
Plastic Stack Chair**

**Black OR Grey
Padded Side Chair**

**Black OR Grey
Padded Arm Chair**

Black Steno Chair

**Black Executive
Chair**

STANDARD SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Plastic Stack Chair	44.25	57.53	
	Black Padded Side Chair	71.57	93.04	
	Black Padded Arm Chair	77.03	100.14	
	Black Steno Chair	96.70	125.71	

STANDARD SEATING				
Qty.	Item	Discount	Standard	Amount
	Grey Plastic Stack Chair	44.25	57.53	
	Grey Padded Side Chair	71.57	93.04	
	Grey Padded Arm Chair	77.03	100.14	
	Black Executive Chair	160.00	208.00	


Black Bar Stool

Grey Gaslift Stool

Black Gaslift Stool

Mimi Stool in Red, Black or White

Cascade Stool in Black or White

RAISED SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	87.96	114.34	
	Grey Gaslift Stool	96.70	125.71	
	Black Gaslift Stool	96.70	125.71	

RAISED SEATING					
Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	145.60	189.28	
		Cascade Stool	145.60	189.28	

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COMPANY _____ BOOTH#(S) _____



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STANDARD ACCESSORIES



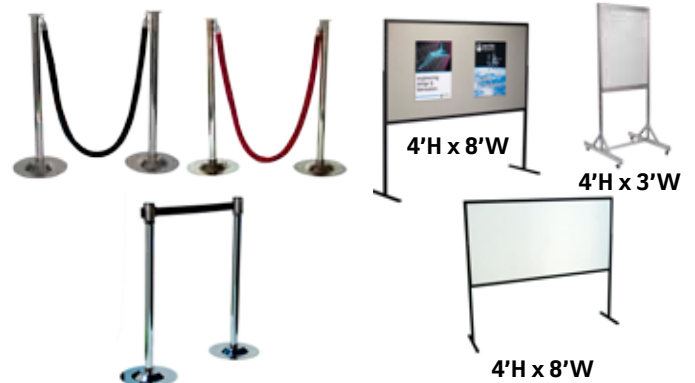
Qty.	Item	Discount	Standard	Amount
	Coat Tree	37.70	49.00	
	Easel	43.70	56.82	
	Chrome Sign Holder (22" x 28")	65.56	85.22	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	65.56	85.22	
	20-Pocket Lit Rack	75.92	98.70	
	Accordian Lit Rack	102.96	133.85	
	Bag Stand - Straight	65.56	85.22	
	Bag Stand - Waterfall	65.56	85.22	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	15.03	19.54	
	Raffle Drum	54.63	71.02	
	Fish Bowl	20.21	26.28	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	37.70 62.29	49.00 80.97	
	Chrome Stanchion (Single w/ red rope)	37.70 62.29	49.00 80.97	
	Retractable Stanchion	56.00	72.80	
	Poster Board - HOR	107.08	139.20	
	Poster Board - VER	107.08	139.20	
	White Board - Lg	161.71	210.22	
	White Board - Sm	114.40	148.72	



Qty.	Item	Discount	Standard	Amount
	Ballot Box - Tabletop	37.70	49.00	
	Garment Rack	77.03	100.14	
	Hand Sanitizer Stand	140.40	182.52	
	Small Refrigerator	133.85	174.00	

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Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



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

THE CARPET COLLECTION

STANDARD CARPET














 BLACK (01)	 BURGUNDY (04)	 PURPLE (07)	 SILVER (10)	 BLUEJAY (13)
 GREEN (02)	 RED (05)	 BLUE (08)	 TUXEDO (11)	 GRANITE (14)
 TEAL (03)	 BERRY (06)	 LATTE (09)	 CAYENNE (12)	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	131.66	171.16	
		10x20	262.78	341.61	
		10x30	394.44	512.77	
		10x40	526.10	683.93	

CUSTOM CUT STANDARD CARPET (per SQ. FT.)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.12	4.05	

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

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

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.23	4.20	

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

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

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.57	4.64	

PADDING / PROTECTIVE SHEETING (per SQ. FT.)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		1.09	1.42	
Poly Vinyl Sheeting		0.51	0.67	

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TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



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

FORKLIFT

LABOR RATE INFORMATION

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

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

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

STANDARD FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				\$198.31	\$257.80		
OVERTIME - IN				\$258.41	\$335.93		
STRAIGHT TIME - OUT				\$198.31	\$257.80		
OVERTIME - OUT				\$258.41	\$335.93		

RIGGING

PLEASE NOTE: For signs other than banners, include blueprint or drawing with detailed information, so hanging anchor points can be determined. Rules, regulations or ceiling and support beam structure may require your sign to be moved from your specified location.

SIGN TYPE: Cloth Banner Metal or Wood Other **SIZE:** Height _____ Length _____ Width _____

SHAPE: Square Triangle Rectangle Other

 Does your sign require: ELECTRICITY? ASSEMBLY? WEIGHT OF SIGN: _____

SCISSOR LIFT (2-man crew included)

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				\$277.53	\$360.78		
OVERTIME - IN				\$378.05	\$491.46		
STRAIGHT TIME - OUT				\$277.53	\$360.78		
OVERTIME - OUT				\$378.05	\$491.46		

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

TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



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INSTALLATION & DISMANTLE LABOR

LABOR RATE INFORMATION

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

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

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

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

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

EXHIBITOR SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				\$78.50	\$102.05		
OVERTIME - IN				\$116.50	\$151.45		
STRAIGHT TIME - OUT				\$78.50	\$102.05		
OVERTIME - OUT				\$116.50	\$151.45		

TRIUMPH SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				\$101.00	\$131.30		
OVERTIME - IN				\$151.50	\$196.95		
STRAIGHT TIME - OUT				\$101.00	\$131.30		
OVERTIME - OUT				\$151.00	\$196.95		

 COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

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

TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



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CHECKLIST FOR EXHIBIT LABOR

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached to be sent with exhibit In crate # _____

CARPET: with exhibit rented from Triumph (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached drawing with exhibit electrical under carpet

GRAPHICS: with exhibit shipped separately

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier _____ Carrier Phone _____

Shipped to: Warehouse Show Site From: City/State _____

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

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

DELIVER TO:

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____

COMPANY _____ BOOTH#(S) _____



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

Exhibitor Appointed Contractor (EAC) Approval Form

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

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

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

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

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

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

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



COMPANY _____ BOOTH#(S) _____



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

THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

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

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

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



Exhibitor Audio Visual Service Order Form

NO FAX ORDERS

Effective dates 07/01/14 through 06/30/15

Prices subject to change without notice
See other side for conditions and regulations

Set _____
Billed by _____
Strike _____
Tel **503.235.7578**
Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232
Attn Operations Department
Email serviceorders@oregoncc.org

RATES SHOWN ARE STANDARD* DAILY RATES

AUDIO EQUIPMENT

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	Mic. (Handheld or Lapel)	44.00	_____	_____
_____	Mic./Wireless (Handheld or Lapel)	150.00	_____	_____
_____	6 Channel Mixer	63.00	_____	_____
_____	2 Powered Speakers with 6 Channel Mixer and Cable	188.00	_____	_____
_____	Powered speaker w/stand	94.00	_____	_____
_____	CD Player	63.00	_____	_____
_____	Audio Cable Adapter	15.00	_____	_____
SUB-TOTAL		_____	_____	_____

COMPUTER & VIDEO MONITORS

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	22" LCD Monitor	163.00	_____	_____
_____	32" LCD Monitor	288.00	_____	_____
_____	47" Plasma w/table stand	613.00	_____	_____
_____	Floor stand for plasma	81.00	_____	_____
SUB-TOTAL		_____	_____	_____

PROJECTION EQUIPMENT

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	8' Tripod Projection Screen	44.00	_____	_____
_____	9' x 12' Cradle Projection Screen	75.00	_____	_____
_____	Fastfold Projection Screens w/front or rear screen fabric	Call for Quote	_____	_____
_____	Safe Lock Stand	25.00	_____	_____
_____	DVD Player	69.00	_____	_____
_____	LCD Projector 3000 Lumen	375.00	_____	_____
SUB-TOTAL		_____	_____	_____

SPECIAL ORDERS

_____	Cable Television Feed/Patch	125.00	_____	_____
_____	DMX Background Music	125.00	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
We are an on-site, full service provider. Please call us for any services not listed including lighting, rigging, etc.		SUB-TOTAL	_____	_____

LABOR & EQUIPMENT TOTALS

Audio Equipment	SUB-TOTAL	_____
Computer & Video Monitors	SUB-TOTAL	_____
Projection Equipment	SUB-TOTAL	_____
Special Order Equipment	SUB-TOTAL	_____

LABOR REQUEST	# HOURS
Set-up/Strike Technician @ \$45.00 per hour	_____
Show Technician @ \$55.00 per hour	_____

GRAND TOTAL \$

* Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.

Name of Event _____ Date(s) Needed _____
Exhibitor Name _____ Booth _____
Email _____ Phone _____
Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of \$ _____ (Make payable to Oregon Convention Center)
Credit Card Info. Visa Mastercard American Express Discover Account No. _____ Exp. Date _____
Name _____ Authorized Signature _____

Payment in full must be rendered before service is provided

Exhibitor Audio Visual Service Conditions and Regulations

1. All material and equipment furnished by the Oregon Convention Center shall remain the property of the Oregon Convention Center.
2. The customer shall be responsible for returning all equipment to OCC Personnel at the close of the event.
3. Equipment not returned to OCC staff at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
4. Payment in full must be rendered before service is provided.
5. Advance orders shall receive priority service.
6. Equipment prices and service rates are subject to change without notice.
7. Credit will not be given for equipment installed and not used.
8. Claims will not be considered unless filed by exhibitor prior to close of show.
9. A minimum of one hour labor up to the full rental cost may be charged to all orders cancelled within 72 hours of the first event day.
10. Standard rate available for orders with payment 14 days prior to and including first contracted move-in day.
11. Floor rate applies to any order placed after first contracted move-in day.
12. Advance ordering rate only available on-line until a minimum of 14 days prior to first contracted move-in day.

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



Exhibitor Booth Cleaning & Porter Service Order Form

NO FAX ORDERS

Effective dates 07/01/14 through 06/30/15

Prices subject to change without notice

See other side for conditions and regulations

Tel 503.235.7578
 Mail to Oregon Convention Center
 777 NE MLK Jr. Blvd.
 Portland OR 97232
 Attn OCC Operations Department
 Email serviceorders@oregoncc.org

EVENT NAME: _____

If you wish special services, as listed below, please complete and return this order form to the operations department at the address above.

Exhibitor is responsible for the removal of any floor covering (i.e. plastic or visqueen) before ordered services will be performed. The emptying of wastebaskets will be included with all cleaning services. There will be an additional charge for cleaning of carpets that are in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

ALL RATES BASED ON A GROSS SQUARE FOOT MINIMUM

VACUUMING BOOTH CARPET

# of Days	How Often	Date/s	Description	Booth Size	Standard Rate	Floor Rate	Total
_____	Daily	_____	Vacuuming Booth	(10 x 10)	\$36.00 per day	\$46.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(10 x 20)	\$62.00 per day	\$72.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(10 x 30)	\$88.00 per day	\$98.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(20 x 20)	\$115.00 per day	\$125.00 per day	_____

PORTER SERVICE

# of Days	How Often	Date/s	Description	Booth Size	Standard Rate	Floor Rate	Total
_____	Every 2 hours	_____	Porter Service	Under 1000 sq ft	\$57.00 per day	\$67.00 per day	_____
_____	Every 2 hours	_____	Porter Service	Over 1000 sq ft	\$78.00 per day	\$88.00 per day	_____
_____	Hourly	_____	Porter Service	Any Size	\$39.00 per hr	\$42.00 per hr	_____

Porter Service Includes:

- Emptying trash cans
- Removing empty boxes for disposal
- Wiping down tables and counters

GRAND TOTAL _____

- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Floor rate applies to any order placed on or after show's first contracted move-in day.

Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment Enclosed is my check or money order in the amount of: \$ _____ (Make checks payable to Oregon Convention Center)

Visa Mastercard American Express Discover Account No. _____ Exp. Date _____

Name: _____ Authorized Signature _____

Exhibitor Booth Cleaning & Porter Service Conditions and Regulations

1. Oregon Convention Center operations department provides exclusive booth cleaning services. No outside contractors will be permitted to provide cleaning services.
2. Claims will NOT be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Advance orders shall receive priority service.
5. To receive the rates as listed on this form orders must be received prior to the show's first contracted move-in day, and payment must accompany order.
6. Credit will not be given for services already completed.
7. Cancellation of any ordered service must be received by the OCC Operations department 72 hours prior to the date the work was to be completed.
8. Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
9. Floor rate applies to any order placed on or after show's first contracted move-in day.
10. Advance rate only available on-line until 14 days prior to show's first contracted move-in day.
11. **Payment in full must be rendered prior to service.**

ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



Exhibitor Electrical Service Order Form

Date Received _____

Service Order # _____

NO FAX ORDERS

Effective dates 07/01/14 through 06/30/15

Prices subject to change without notice.

See other side for conditions and regulations

Tel 503.235.7578

Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232

Attn OCC Operations Department
Email serviceorders@oregoncc.org

OCC Standard Electrical Services - One (1) Outlet Per Order

120 Volt	Quantity	Standard	Floor	Totals
5 Amps (500 Watts)		\$105.00	\$121.00	\$
10 Amps (1000 Watts)		\$135.00	\$156.00	\$
15 Amps (1500 Watts)		\$153.00	\$176.00	\$
20 Amps (2000 Watts)		\$171.00	\$197.00	\$
			Total	\$

All OCC rental equipment will be picked up at show closing

Rental Equipment	Quantity	Standard	Floor	Totals
Power Strip (6-outlets)		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
150 Watt Floodlight (Includes power. Floodlight is installed at rear of booth.)		\$155.00	\$178.00	\$
			Total	\$

Electrical Labor	Quantity	Standard	Totals
Mon - Sun, 8am - 5pm		\$75.00	\$
Evenings & Holidays		\$113.00	\$
		Total	\$

- Call the OCC Operations Department for service needs above 30 amps.
- Call the OCC Operations Department for services not listed on this form. Material and labor charges may apply.
- Labor is charged in one (1) hour increments. Minimum charge is one (1) hour.
- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Floor rate applies to any order placed on or after show's first contracted move-in day.

- Electrical service will be installed at the rear of the booth.
- Please submit a floor plan or mark the diagram if you need your service in a specific location.
- Add one (1) hour of electrical labor at \$75.00 if you submit a floor plan or need service in a specific location.
- Any changes in location after initial installation will result in one (1) hour of electrical labor charged at \$75.00.



208 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$164.00	\$189.00	\$
10 Amps		\$187.00	\$215.00	\$
15 Amps		\$210.00	\$241.00	\$
20 Amps		\$235.00	\$271.00	\$
30 Amps		\$317.00	\$365.00	\$
			Total	\$

208 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$198.00	\$227.00	\$
10 Amps		\$219.00	\$252.00	\$
15 Amps		\$245.00	\$282.00	\$
20 Amps		\$261.00	\$300.00	\$
30 Amps		\$348.00	\$401.00	\$
			Total	\$

480 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$327.00	\$376.00	\$
10 Amps		\$431.00	\$496.00	\$
15 Amps		\$524.00	\$602.00	\$
20 Amps		\$604.00	\$695.00	\$
30 Amps		\$792.00	\$911.00	\$
			Total	\$

480 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$453.00	\$520.00	\$
10 Amps		\$550.00	\$633.00	\$
15 Amps		\$654.00	\$752.00	\$
20 Amps		\$721.00	\$830.00	\$
30 Amps		\$911.00	\$1,047.00	\$
			Total	\$

GRAND TOTAL \$

Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth # _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of \$ _____. (Make check payable to Oregon Convention Center.)

Credit Card Info: Visa Mastercard American Express Discover No. _____ Exp. Date _____

Name _____ Authorized signature _____

Payment in full must be rendered before service is connected

Exhibitor Electrical Service Conditions and Regulations

STANDARD ELECTRICAL SERVICES

120 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Three Phase, 60 Cycle

Available upon request: 480 Volt, A.C., Single OR Three Phase

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to allow installation of service.
10. All exhibitors 120 Volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's lead electrician.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. To receive an advance rate orders must be placed on-line fourteen (14) days prior to show's first contracted move-in day, and payment must accompany order.
15. Credit will not be given for outlets installed and not used unless notified 72 hours prior to the first contracted move-in day.
16. Payment in full must be rendered prior to service connection.
17. Advance orders shall be given priority service.
18. Prices are based upon current wage rates and are subject to change without notice.
19. Obstructions blocking utility floor boxes are subject to relocation, if necessary, to properly service electrical orders.

ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



Exhibitor Telecommunications • Internet • Networking Service Order Form

NO FAX ORDERS

Effective dates 07/01/14 through 06/30/15

Prices subject to change without notice.

See other side for conditions and regulations

Date Received _____

Service Order # _____

Tel **503.235.7578**

Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232

Attn OCC Operations Department
Email serviceorders@oregoncc.org

A. Telephone Services	Quantity	Standard	Floor	Total
1. Standard Voice Line - Includes line with telephone.		\$275.00	\$315.00	
2. Credit Card/Fax Line - Includes line with jack.		\$275.00	\$315.00	
3. Do you want long distance? (Please circle one) Yes No		-	-	
4. Voice, Credit Card / Fax Line (Daily Rate)		\$175.00	\$200.00	
Total				

B. Shared Internet Services (Includes 1 10/100 Base T Ethernet cable drop with RJ 45 jack to booth) Each service is for one (1) computer connection.	Quantity	Standard	Floor	Total
1. Net Gold – Up to 8 Mbps shared Internet	1	\$850.00	\$925.00	
2. Net Silver – Up to 4 Mbps shared Internet	1	\$650.00	\$745.00	
3. Net Bronze – Up to 2 Mbps shared Internet	1	\$500.00	\$575.00	
4. Internet – Additional device		\$150.00	\$170.00	
5. Internet – *Daily Rate* Up to 8 Mbps shared Internet	1	\$325.00	\$375.00	
6. Internet – Additional device *Daily Rate*		\$75.00	\$86.00	
Total				

C. WiFi Internet Services	Quantity	Standard	Floor	Total
1. WiFi is available throughout the entire facility. There are three levels of WiFi service to choose from by connecting to (OCCWiFi) with your computer. WiFi Internet can only be ordered on-site with a credit card.		-	-	

D. Miscellaneous Services	Quantity	Standard	Floor	Total
1. Line installation under carpet (Per line)		\$35.00	\$40.00	
2. LAN connection per existing wall jack		\$250.00	\$288.00	
3. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for pricing)		503.235.7578	503.235.7578	
Total				

• Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
• Floor rate applies to any order placed on or after show's first contracted move-in day.

GRAND TOTAL \$

Service Placement

- Service will be installed at the rear of the booth.
- Any variation must be marked on the diagram.
- Please attach a second page with additional placement information if necessary.
- If island booth please attach a drawing of an adjacent booth for reference.



Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth # _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of \$ _____. (Make check payable to Oregon Convention Center.)

Credit Card Info: Visa Mastercard American Express Discover No. _____ Exp. Date _____

Name _____ Authorized signature _____

Payment in full must be rendered before service is connected

30Rev. 6-16-14

TERMS AND CONDITIONS

TELECOMMUNICATIONS - INTERNET – NETWORKING – MISC. DATA SERVICE ORDER FORM

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE “PLACE ORDER” BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- 1. PROCESSING THE SERVICE ORDER FORM** requires: A) Payment in US dollars for ALL services ordered. B) All information on the Service Order Form to be completed. Missing information will delay processing. C) Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms)
- 2. EQUIPMENT & SERVICE PROCEDURES:** A) Customer is responsible for returning all equipment issued by or rented from OCC in good condition. B) Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates. C) Clients requesting single line telephone, credit card line or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting wired Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. D) All lines will be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. There will be a charge for these types of calls.
- 3. PAYMENTS AND REFUNDS:** A) Payment in full is required before service can be connected. B) The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C) Long distance charges may apply. D) Refunds in full will be granted (except on special order items*) if requested prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made on or after the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by OCC. No refunds will be given.) E) Services installed but not used will not be refunded. F) Customer service issues must be reported to OCC during the event. In order for a refund to be considered, all claims must be filed with OCC prior to the close of the event.
- 4. DIAL-UP INTERNET AND ISDN:** A) Service will be delivered over a standard RJ-11 jack. B) All lines may be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. A charge may apply for this. C) Long distance charges may apply. D) Telephone and long distance service providers for services will be OCC's selected provider(s).
- 5. OCC INTERNET/DATA SERVICES RESPONSIBILITIES:** A) Service will be delivered over a standard RJ-45 jack or 802.11abgn wireless access points. B) All service is provided over CAT 5/6 wiring and a 1000 Mbps infrastructure. C) Customers will be issued a user name and password or IP address for each connection purchased. D) Due to the nature of the Internet OCC cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E) The choice of the Internet Service Provider (ISP) is at the sole discretion of OCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F) OCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. G) OCC PROVIDES NO FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK.
- 6. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A) OCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK. B) AT NO TIME shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. C) At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. D) Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E) Any customer device that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network. F) Customer must provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100 Mbps, RJ-45 connection. G) Internet client has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or OCC. H) Customer is responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. I) Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- 7. OCC'S OBLIGATIONS** under this Agreement are subject to, and OCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than OCC, its representatives, agents, subcontractors or employees, or any other cause beyond OCC's reasonable control. In no event shall OCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 8. COMMUNICATION SERVICES** are to be ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from OCC shall be charged for that service at standard rates on a complete second Service Order Form.
- 9. ONLY OCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of OCC.
- 10. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. OCC reserves the right to limit use of outside communication devices, including wireless devices.
- 11. ALL FLOOR BOXES** must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access.