



CANNABIS COLLABORATIVE CONFERENCE 2019

January 23-24, 2019

Portland Expo Center

Portland, Oregon

HOW TO USE THIS MANUAL:

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

ORDERING ONLINE: Click [HERE](http://www.triumphexpo.com/order.shtml) and then click on the link for CANNABIS COLLABORATIVE CONFERENCE 2019

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

USERNAME: 11216

PASSWORD: Innovate (case sensitive)

Triumph Expo + Events is proud to be your official services contractor for the CANNABIS COLLABORATIVE CONFERENCE 2019.

We partner with you to bring your exhibit to the next level with the very best in creative design, graphics, labor, furnishings, and other event services. We are there, invisible, behind the scenes, supporting you every step of the way starting with **your** brand, **your** audience and **your** event needs.

To some, this is called exceptional service. To us, it's simply how we do business. We are here to help you **TRIUMPH!**

Triumph Expo + Events
Phone: 503-417-8000
Fax: 206-431-4846
esr@triumphexpo.com

QUICK FACTS

DEADLINES

EAC/INSURANCE:	WEDNESDAY, DECEMBER 26, 2018	4:00 PM
DISCOUNT PRICING:	TUESDAY, JANUARY 8, 2019	4:00 PM
ADVANCE SHIPPING:	THURSDAY, JANUARY 17, 2019	4:00 PM
DIRECT SHIPPING:	TUESDAY, JANUARY 22, 2019	11:30 AM - 5:00 PM

SCHEDULE

EXHIBITOR MOVE IN:	TUESDAY, JANUARY 22, 2019	11:30 AM - 7:00 PM
SHOW DATES/TIMES:	WEDNESDAY, JANUARY 23, 2019	10:00 AM - 6:30 PM
	THURSDAY, JANUARY 24, 2019	10:00 AM - 4:30 PM
EXHIBITOR MOVE OUT:	THURSDAY, JANUARY 24, 2019	4:30 PM - 8:30 PM
CARRIER CHECK-IN DEADLINE:	THURSDAY, JANUARY 24, 2019	6:30 PM

Empty crates will be returned beginning at 4:30 PM on THURSDAY.

All exhibitor materials must be removed from the facility by 8:30 PM.

Please note that UPS, FedEx 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.

BOOTH SIZE:	10' deep x 10' wide	
INCLUDED FURNISHINGS:	Black 8' high back drape Black 3' high side drape One 6' table skirted in black	Two Side Chairs Wastebasket One-line Exhibitor ID sign
EXHIBIT HALL FLOORING:	Exhibit booth spaces will be carpeted in black. Aisles will not be carpeted.	
PAYMENT POLICY:	Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to esr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.	
VENUE:	Venue electrical/AV/internet forms are at the end of this manual. Triumph DOES NOT take orders for the venue. Please return completed forms directly to those vendors.	

PAYMENT SUMMARY

EXHIBITOR INFORMATION

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

Company Name _____ Booth #(s) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

Prepared by (Print Name) _____ Date _____

Signature _____

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 _____

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.

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpet Pad / Carpeting	\$ _____
Graphics + Signage	\$ _____
Modular Exhibits	\$ _____
Exhibit Accessories	\$ _____
Installation + Dismantle Labor	\$ _____
Other	\$ _____
Cleaning Services	\$ _____
Material Handling	\$ _____

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 a 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.

EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

MAY I PHONE IN MY ORDER?

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from Show Management.

MAY I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC?

The furnishings included with your booth are part of a package that is paid for by Show Management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you may set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this manual to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Triumph Transportation. Our Exhibitor Services Representatives will support you every step of the way, completing your Material Handling Agreement (MHA), providing printed shipping labels, and communicating with you after the event about the status of your shipment.

If your company is using another freight carrier, your on-site rep will need to complete a MHA for each outbound shipment. Please keep in mind that parcel carriers (FedEx, UPS, and DHL) DO NOT pick up from the show floor and your on-site rep will need to take the shipment to a local office.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$180 for up to 600 lbs and 30 cents per each additional pound.

COMPANY _____ BOOTH#(S) _____



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

MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 40.75

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 \$0.30/lb off-target fee (Minimum 200 lb). 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

\$ 158.00 Minimum Charge
\$ 0.79 each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 208.00 Minimum Charge
\$ 1.04 each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: JANUARY 17, 2019

DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS

\$ 176.00 Minimum Charge
\$ 0.88 each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 228.00 Minimum Charge
\$ 1.14 each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: JANUARY 22, 2019 ONLY

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.

SPECIAL HANDLING: These rates apply to 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 30 cents per pound (\$180 minimum for any shipment that must be returned to the warehouse plus 30 cents per pound for each additional pound over 600 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

Shipments are subject to re-weigh and will be invoiced based on actual weight. By returning 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 page that accompanies this form.

CALCULATION OF MATERIAL HANDLING FEES

ADVANCE SHIPMENT ☐ DIRECT SHIPMENT ☐

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

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

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND 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. The extent of TE+E's liability shall be limited to the specific article in question, and in any event, TE+E's maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

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.

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS: Company Name and Booth Number
CANNABIS COLLABORATIVE CONFERENCE
Triumph Expo + Events
330 SE Division Pl.
Portland, OR 97202

ADVANCE SHIPMENTS ACCEPTED: ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

ADVANCE SHIPPING DEADLINE: 4:00 PM on JANUARY 17, 2019

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING ADDRESS: Company Name and Booth Number
CANNABIS COLLABORATIVE CONFERENCE
c/o Triumph & Portland Expo Center
2060 North Marine Drive
Portland, OR 97217

DIRECT SHIPMENTS ACCEPTED: JANUARY 22, 2019 **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 **JANUARY 17, 2019**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO + EVENTS**
330 SE DIVISION PLACE
PORTLAND, OR 97202

WAREHOUSE

CANNABIS COLLABORATIVE

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

9

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **JANUARY 17, 2019**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO + EVENTS**
330 SE DIVISION PLACE
PORTLAND, OR 97202

WAREHOUSE

CANNABIS COLLABORATIVE

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **JANUARY 22, 2019**

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO + EVENTS
PORTLAND EXPO CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

SHOWSITE

CANNABIS COLLABORATIVE

BOOTH #: _____ NO OF PIECES _____

CARRIER: _____

10

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

NOT BEFORE **JANUARY 22, 2019**

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO + EVENTS
PORTLAND EXPO CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

SHOWSITE

CANNABIS COLLABORATIVE

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 manual saves you time and confusion by ensuring your material handling agreement (MHA) and labels are already complete and waiting for you at move out. Simply check-in at our service desk, pack your materials and turn the MHA back in. It's that simple!

MATERIAL HANDLING AGREEMENT:

Pick up your MHA 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:

We require a credit card on file to guarantee all shipping.

TRACKING:

Tracking information for Triumph Transportation 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:

All outbound shipments from the show MUST have a Triumph material handling agreement. This form gives us permission to release your freight to your carrier. Failure to complete an MHA can result in a delay in shipping.

LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this manual.

RETURN TO WAREHOUSE:

If freight is left on the floor without turning in a properly completed Triumph MHA to the service desk, it will be returned to the warehouse and a fee will be assessed. This fee is a minimum of \$180 (up to 600 lbs) and 30 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?

PORTLAND EXPO CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?

All carriers MUST be checked in by 6:30 PM on JANUARY 24, 2019. After 6:30 PM, freight will be re-routed according to the information given on the MHA.

OUTBOUND

DO NOT DELAY

FROM: CANNABIS COLLABORATIVE CONFERENCE
PORTLAND EXPO CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

TO: _____

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

OUTBOUND

DO NOT DELAY

FROM: CANNABIS COLLABORATIVE CONFERENCE
PORTLAND EXPO CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

TO: _____

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

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:

 Insurance: ☐ Inbound ☐ Outbound ☐ Both ☐ Neither

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

☐ Loading Dock ☐ Lift Gate Needed

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)

Carton/Crate/Pallet/Fibercase

EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Pieces :

LIST EACH PIECE

DIMENSIONS IN INCHES

WT. (LBS)

Carton/Crate/Pallet/Fibercase

	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

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:

 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 _____

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: A special truck is required when no elevated dock or forklift is available

COMPANY _____ BOOTH#(S) _____



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

TABLES + COUNTERS - THE CLASSIC COLLECTION

6' and 8' tables and counters are skirted on 3 sides.

Please order 4th side for all sides to be skirted on 6' and 8' tables and counters.


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

TABLES - 24" W x 30" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	90.02	126.03	
		6'	100.63	140.88	
		8'	116.49	163.09	
		4th Side	37.18	52.06	

COUNTERS - 24" W x 42" H

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	99.29	139.01	
		6'	111.76	156.46	
		8'	130.40	182.56	
		4th Side	37.18	52.06	

UNSKIRTED TABLES

Qty.	Length	Discount	Standard	Amount
	4'	52.84	73.97	
	6'	63.35	88.68	
	8'	79.21	110.89	
	Skirt	37.18	52.06	

UNSKIRTED COUNTERS

Qty.	Length	Discount	Standard	Amount
	4'	62.11	86.95	
	6'	74.47	104.26	
	8'	93.11	130.36	
	Skirt	37.18	52.06	



TABLE RISERS

Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	59.02	82.63	
	4' L x 13" H x 8" D	59.02	82.63	
	6' L x 7" H x 8" D	67.77	94.88	
	6' L x 13" H x 8" D	67.77	94.88	

**** Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

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 30" DIAMETER

All pedestal tables come with a spandex cover in your choice of color.
 If you do not specify a black cover will be provided.



30" and 42" High Pedestal Tables



Black



White



Navy Blue



Burgundy



Yellow



Red



Uncovered

COVERED PEDESTAL TABLES

Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		104.34	146.07	
	30" HIGH		104.34	146.07	
	42" HIGH		123.19	172.46	
	42" HIGH		123.19	172.46	

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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

SEATING - THE CLASSIC COLLECTION



**Black
Plastic Stack Chair**



**Black OR Grey
Padded Side Chair**



**Black OR Grey
Padded Arm Chair**



Black Steno Chair



**Black Executive
Chair**

STANDARD SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Black Plastic Stack Chair	39.45	55.23	
		Padded Side Chair	63.76	89.26	
		Padded Arm Chair	68.60	96.04	
		Black Steno Chair	86.21	120.70	
		Black Executive Chair	142.55	199.57	



Black Bar Stool



Black Gaslift Stool



Mimi Stool in Red or White



Cascade Stool in Black or White

RAISED SEATING

Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	78.38	109.74	
	Black Gaslift Stool	86.21	120.70	

RAISED SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	129.78	181.69	
		Cascade Stool	129.78	181.69	

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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

STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	35.23	49.32	
	Easel	40.89	57.25	
	Chrome Sign Holder (22" x 28")	61.29	85.80	
	Wastebasket	14.11	19.76	
	Raffle Drum	51.09	71.52	
	Fish Bowl	18.95	26.53	
	Poster Board 8'x4'	100.22	140.31	
	Garment Rack	72.10	100.94	
	Mini Refrigerator	125.25	175.35	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	61.29	85.80	
	20-Pocket Lit Rack	71.07	99.50	
	Accordion Lit Rack	66.64	93.30	
	Bag Stand - Straight	61.29	85.80	
	Bag Stand - Waterfall	61.29	85.80	
	Chrome Stanchion	35.23	49.32	
	Chrome Stanchion - black rope	58.30	81.62	
	Chrome Stanchion - red rope	58.30	81.62	
	Chrome Stanchion - retractable belt	52.43	73.40	

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER
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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

THE PREMIUM COLLECTION

Styles may vary based on availability


Leather Sofa in White

Leather Loveseat in White

Leather Arm Chair in White

WHITE LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	White Sofa	405.00	566.99	
	White Loveseat	337.94	473.12	
	White Arm Chair	299.83	419.77	


Leather Sofa in Black

Leather Loveseat in Black

Leather Arm Chair in Black

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	405.00	566.99	
	Black Loveseat	337.94	473.12	
	Black Arm Chair	299.83	419.77	

 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

THE PREMIUM COLLECTION

Coffee Tables

End Tables

 Black/
Brown


White


 Glass/Black
(also w/
white legs)


LED



Charging Coffee Table (in black or white)


 Swivel Ottoman
in Black

 Swivel Ottoman
in White

 Cube Ottoman
in Black

 Cube Ottoman
in White


Bench Ottoman in Black Bench Ottoman in White Bench Ottoman in Espresso

COFFEE + END TABLES

Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	110.52	154.73	
	End Table - blk/brn	72.82	101.95	
	Coffee Table - white	110.52	154.73	
	End Table - white	72.82	101.95	
	Coffee Table - gls/blk	230.00	322.00	
	Coffee Table - gls/wht	230.00	322.00	
	End Table - gls/blk	178.91	250.48	
	End Table - gls/wht	178.91	250.48	
	Coffee Table - LED	323.63	453.08	
	End Table - LED	254.20	355.89	
	Charging Table - blk	301.58	422.22	
	Charging Table - wht	301.58	422.22	
	Charging Table w/Custom Graphic	354.53	496.34	

OTTOMANS

Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	72.82	101.95	
	Swivel Ottoman - wht	72.82	101.95	
	Cube Ottoman - blk	72.92	102.09	
	Cube Ottoman - wht	72.92	102.09	
	Bench Ottoman - blk	96.00	134.39	
	Bench Ottoman - wht	96.00	134.39	
	Bench Ottoman - esp	96.00	134.39	

LAMPS

Qty.	Item	Discount	Standard	Amount
	Table Lamp	48.51	67.92	
	Floor Lamp	60.67	84.93	

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

THE CUSTOM COLLECTION: ACCESSORIES


DISPLAY CASE 6' FULL-VIEW

DISPLAY CASE 4' QUARTER VIEW

DISPLAY CASE 6' UPRIGHT

DISPLAY CASE 6' UPRIGHT TOWER

DISPLAY CASE 6'x2' UPRIGHT TOWER

DISPLAY CASE LED PEDESTAL

DISPLAY CASES

Qty.	Item	Discount	Standard	Amount
	Display Case - 6' Full-View (6'L x 38"H x 18"D)	334.44	468.22	
	Display Case - 4' Quarter-View (4'L x 42"H x 18"D)	250.50	350.69	
	Display Case - 6' Upright (6'H x 38"W x 18"D)	346.39	484.94	
	Display Case - 6' Upright Tower (6'H x 18"W x 18"D)	250.50	350.69	
	Display Case - 6'x2' Upright Tower (6'H x 24"W x 18"D)	212.59	297.63	
	Display Case - LED Pedestal (42"H x 18"W x 18"D)	346.70	485.38	


SINGLE-SIDED GONDOLA

DOUBLE-SIDED GONDOLA

1M COUNTER
 (Also Available in 1.5 and 2M)

1MD CURVED COUNTER
 FLAT BACK

LED CURVED BAR

LED PEDESTAL

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, BLACK FABRIC, GREY FABRIC AND BLUE FABRIC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

GONDOLAS/COUNTERS

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	247.72	346.80	
		Double Sided Gondola (38"H x 39"L x 24"D)	314.46	440.24	
		1M Counter (1M L x .5M"D x 42"H)	220.32	308.44	
		1.5M Counter (1.5M L x .5M"D x 42"H)	233.09	326.32	
		2M Counter (2M L x .5M"D x 42"H)	259.77	363.67	
		1MD Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	297.46	416.45	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	382.13	534.98	
		LED Pedestal (42"H x 18"D x 18"W)	323.32	452.64	
		Cabinet Lock w/ 2 keys (can also be used for display cases)	34.61	48.45	

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


POP-UP TABLE TOP
POP-UP TABLE TOP

Package Includes:

- Standard Header
- 6' Draped Table
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 506.97	\$ 709.75	\$ _____

TABLE SKIRT COLOR

- ☐ Black ☐ Silver ☐ Blue ☐ Green ☐ Red
☐ Burgundy ☐ Teal ☐ Berry ☐ Purple

LETTERING COLOR

- ☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly) _____

POP-UP FLOOR UNIT
POP-UP FLOOR UNIT

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 715.85	\$ 1,002.19	\$ _____

CARPET COLOR

- ☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte
☐ Burgundy ☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay

LETTERING COLOR

- ☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly) _____

COMPANY _____ BOOTH#(S) _____



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


TRU-X PACKAGE A1
TRU-X PACKAGE A1

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,684.26	\$ 2,357.96	\$ _____


TRU-X PACKAGE A2
TRU-X PACKAGE A2

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,078.64	\$ 2,910.10	\$ _____


TRU-X PACKAGE A3
TRU-X PACKAGE A3

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Counter
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,803.22	\$ 2,524.51	\$ _____


TRU-X PACKAGE A4
TRU-X PACKAGE A4

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,094.40	\$ 2,932.16	\$ _____

CARPET COLOR
☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte ☐ Burgundy
☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay

PANEL OPTIONS
FABRIC - ☐ Black ☐ Blue ☐ Grey
HARDWALL - ☐ White ☐ Custom Graphic

METAL FRAME COLOR
☐ Black ☐ Silver

LETTERING COLOR
☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly)

COMPANY _____ BOOTH#(S) _____



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


TRU-X PACKAGE B1
TRU-X PACKAGE B1

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 4 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
---------------	---------------	-------

\$ 3,845.51	\$ 5,383.71	\$ _____
-------------	-------------	----------


TRU-X PACKAGE B2
TRU-X PACKAGE B2

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
---------------	---------------	-------

\$ 4,188.70	\$ 5,864.18	\$ _____
-------------	-------------	----------


TRU-X PACKAGE B3
TRU-X PACKAGE B3

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 1M Counter
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
---------------	---------------	-------

\$ 4,718.22	\$ 6,605.51	\$ _____
-------------	-------------	----------

CARPET COLOR
☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte ☐ Burgundy
☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay

PANEL OPTIONS
FABRIC - ☐ Black ☐ Blue ☐ Grey
HARDWALL - ☐ White ☐ Custom Graphic

LETTERING COLOR
☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

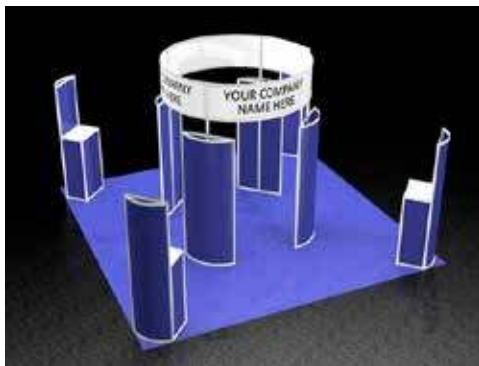
Standard Header Copy
 (please print clearly)

METAL FRAME COLOR
☐ Black ☐ Silver

COMPANY _____ BOOTH#(S) _____



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


TRU-X PACKAGE C1

Package Includes:

- 4 Section Circular Standard Header
- 20' X 20' Standard Color Carpet
- 4 - Arm Lights (power not included)
- 4 - Display/ Computer Counters with 8' high Curved Display Surface
- Central Structure with 8' High Display Surfaces
- Installation + Dismantle of Exhibit

LETTERING COLOR

- ☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly)

TRU-X PACKAGE C1
METAL FRAME COLOR

- ☐ Black ☐ Silver

DISCOUNT RATE

\$ 4,064.38

STANDARD RATE

\$ 5,690.13

TOTAL

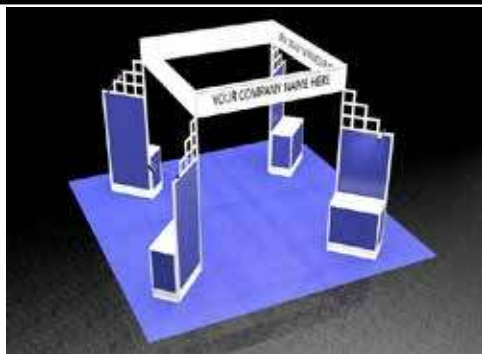
\$ _____

PANEL OPTIONS
FABRIC - ☐ Black ☐ Blue ☐ Grey

HARDWALL - ☐ White ☐ Custom Graphic

CARPET COLOR

- ☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte ☐ Burgundy
☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay


TRU-X PACKAGE C2

Package Includes:

- 4 Section Square Standard Header
- 20' X 20' Standard Color Carpet
- 4 - Arm Lights (power not included)
- 4 - 1 Meter x .5 Meter Counters with Locking Sliding Doors
- 4 - 8' High x 1 Meter Display Surfaces
- 4 - 54" High x 1 Meter Display Surfaces
- Installation + Dismantle of Exhibit

LETTERING COLOR

- ☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly)

TRU-X PACKAGE C2
METAL FRAME COLOR

- ☐ Black ☐ Silver

DISCOUNT RATE

\$ 2,648.44

STANDARD RATE

\$ 3,707.81

TOTAL

\$ _____

PANEL OPTIONS
FABRIC - ☐ Black ☐ Blue ☐ Grey

HARDWALL - ☐ White ☐ Custom Graphic

CARPET COLOR

- ☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte ☐ Burgundy
☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay

COMPANY _____ BOOTH#(S) _____



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

GRAPHICS + SIGNAGE

SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS SUBMISSION GUIDELINES** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22"x 28" Single-Sided	82.19	115.07			3'x6' Single-Sided	275.73	386.02	
	22"x28" Double-Sided	106.91	149.68			3'x6' Double-Sided	358.34	501.67	
	28"x44" Single-Sided	110.31	154.44						
	28"x44" Double-Sided	143.38	200.73						
	24"x87" Single-Sided	280.68	392.95						
	24"x87" Double-Sided	364.93	510.90						
	38"x87" Single-Sided	320.85	449.18						
	38"x87" Double-Sided	417.05	583.87						

 BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

CUSTOM BANNER/GRAPHIC		DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.		_____ sq. ft. X \$17.00/sq. ft.	OR \$23.79/sq. ft.	= \$ _____

 CUSTOM BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

 38"x87"
w/T-Base

 22"x28"
Chrome Sign Holder not included

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?
 Contact our exhibitor services department at esr@triumphexpo.com or
 call 503-417-8000 for a quote or assistance with your order.

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

GRAPHICS SUBMISSION GUIDELINES

This document specifies details for graphics submitted to Triumph Expo + Events by our clients.

Any content that does not meet these specifications and requires in-house work to bring files to a print-ready state will incur additional fees.

FILE TYPES

Digital formats should be sent in their **Native files*** Adobe Illustrator (Ai), Photoshop (Ps), InDesign (Id), EPS or PDF, with a minimum resolution of 300 dpi OF FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Images must be embedded.

Do not submit GIF, Word (.doc), PowerPoint (.ppt), or any file formatted for or taken from a website. Web graphics are not suited for large format printing.

FONTS

All fonts should be converted to outlines or paths. Send fonts if there is an anticipation of any changes or additions to the provided art so they can be made in-house by our designers.

PAGE LAYOUT AND IMAGE SIZE

Image should be cropped and scaled to intended print size. Graphics to be printed should be submitted in CMYK color mode. Graphics to be used on LCD Monitors should be submitted in RGB color mode.

LOGOS

Please submit all logos in a Vector (line art) **Native file*** format to ensure proper quality.

FINISHING

Prints: No graphic bleed or crop required

Directional w/base (Meter Board): Bottom 6" will be covered by base - 38"W x 93"H (Print will be 38"W x 87"H)

Standard Infill panel: 1/4" of graphic perimeter will be covered by channel

Standard Overlay panel: Send complete graphic, we will panel and divide in-house

Banner (pocketed): Avoid placing logos or text on pocket area (pole pocket 4" top and bottom)

Banner (grommited): Avoid placing logos or text in grommited area

SENDING FILES

For information on our web based file transfer services, contact your Account Manager or Exhibitor Services Representative.

***Native application file types are Adobe Photoshop (CC), Illustrator (CC), InDesign (CC).**

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				162.23	210.89		
OVERTIME - IN				202.81	263.65		
STRAIGHT TIME - OUT				162.23	210.89		
OVERTIME - OUT				202.81	263.65		

4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				212.49	276.24		
OVERTIME - IN				265.64	345.33		
STRAIGHT TIME - OUT				212.49	276.24		
OVERTIME - OUT				265.64	345.33		

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

INSTALLATION + DISMANTLE LABOR 1 of 2

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				83.00	107.90		
OVERTIME - IN				124.50	161.85		
STRAIGHT TIME - OUT				83.00	107.90		
OVERTIME - OUT				124.50	161.85		

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				107.90	140.27		
OVERTIME - IN				161.85	210.41		
STRAIGHT TIME - OUT				107.90	140.27		
OVERTIME - OUT				161.85	210.41		

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 \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



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

INSTALLATION + DISMANTLE LABOR 2 of 2

DID YOU ORDER TRIUMPH LABOR?

IF YES (please fill out this page)

IF NO (please skip this page)

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 (specify) _____

 CARRIER: Show Carrier ☐ Other (specify) _____

 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 Manual. 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 Manual. 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**☐ **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 _____



Lead Retrieval Order Form

2019

SCANNERS SCAN BARCODE OF YOUR IMPORTANT LEADS, NEW SALES CONTACTS & EVERYONE THAT WALKS INTO YOUR BOOTH!
LEADS ARE IMPORTABLE TO POPULAR DATABASE PROGRAMS.

CHOOSE FROM ONE OF THE SCANNERS BELOW.

GO TO WWW.ACTIONREG.COM FOR INFORMATION ON THE SCANNERS.

Qty.	Item Description	Pre-Show Price Each	On-site Price Each	Total
	HANDISCAN – Battery-operated, hand-held scanner that captures contact information (name, co. name, address, phone, fax and email)	\$ 165.00	\$ 195.00	
	Scan Fab – Battery-operated, hand-held scanner that captures the contact information, as well as follow-up codes to list demographics, products.	\$ 195.00	\$ 225.00	

Leads will be emailed to email address given below.

Order Total \$ _____

PAYMENT METHOD *Visa, Mastercard, American Express or Check* Checks payable to **Action Registration, Inc**

CREDIT CARD #

Expiration Date: _____

SIGNATURE _____

TODAYS DATE _____

Authorized Signature

Agrees to accept responsibility for charges as indicated above. Action Registration, Inc will show on your statement.

Liability for lack of performance is limited to refund of services and items ordered.

Full payment must be received by one week before show date or on-site price will be charged.

No refunds will be given for equipment not picked up and/ or utilized by booth personnel.

Cancellations of orders prior to move-in will be subject to a \$ 75.00 administration fee. Orders canceled after move-in are non-refundable.

CONTACT INFORMATION *Please fill out form completely.*

Booth # _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

ORDERED BY _____ TITLE _____



SEND ORDERS TO:

Email to: info@actionreg.com

OR Fax to: 360-326-4166



To All Exhibitors:

Hollywood Lights, Inc. is pleased to be the official electrical contractor for the **Cannabis Collaborative Conference 2019** at the **Portland Expo Center**, on **January 23, 2019 to January 24, 2019**. In an effort for us to serve you better, we would like you to know about the services we provide.

Your booth does not come equipped with electricity. If you require electrical services or lighting, please fill out the enclosed Electrical Order Form and return it to us as soon as possible.

Our special **discount payment order price**, which must be received at least **two weeks** in advance of the first opening show date, January 23rd, 2019, will save you money off the standard order price. All orders must be paid before service is rendered and payment must accompany the order form. We accept cash, check, Visa, MasterCard, Discover, and American Express.

We cannot accept phone orders or orders via email.

Exhibitors that have ordered electrical service: your service will be energized daily from one hour prior to show opening until 15 minutes after show closing. 24-hour service is available, please call us for pricing. If you have any questions about your lighting or electrical needs, please feel free to contact us. We want to provide you with the services you require early, so installation is free of delays.

To order online, go to www.hollywoodlights.biz. Hover over the "Order Power" option on the menu. Select the Cannabis Collaborative Conference 2019. There is a big green button that says, "Order Now." Once you click on that, you will be taken to the event's order form. The event code is **CANNABIS19**. Please note the code is case sensitive.

****Pre-Order Discount Deadline is 01/10/2019 ****

Sincerely,
Hollywood Lights Inc.
Event Services

PLEASE FAX OR MAIL ORDERS TO:

ELECTRICAL SERVICES RENTAL ORDER FORM



CANNABIS COLLABORATIVE CONFERENCE 2019

Venue: **Portland Expo Center**

Dates : 01/23/19 to 01/24/19

5251 SE McLoughlin Boulevard
Portland, OR 97202-4836

Payment deadline for Pre-Order Discount Rate: 01/09/19

TEL 503-232-9001 FAX 503-517-8686

To Order Online, go to www.hollywoodlights.biz and use **Event Code: CANNABIS19**

COMPANY NAME:			BOOTH#(S)
ADDRESS:			BROKER:
CITY:	STATE:	ZIP:	TEL:
ORDERED BY:			FAX:
SIGNATURE:			PAID:

I authorize Hollywood Lights, Inc. to debit my credit card for the changes listed below and for any additional charges incurred.

CREDIT CARD #:	CVV#:	EXP. DATE:
CARDHOLDER:	AUTH. SIGNATURE:	

Card holder billing address (if different from above):

Add all labor,outlets, lights, AV, tax (if applicable) AND an \$8.95 Event Planning Fee:

ADDRESS:			TOTAL DUE:
CITY	STATE	ZIP:	WA TAX 0 %:

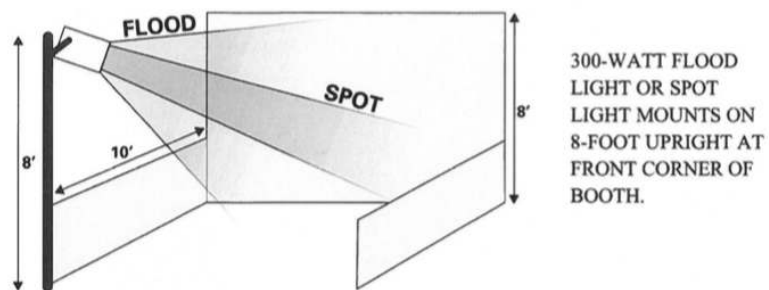
LABOR:Order labor in 1 hour increments, applies as listed below: Outlet location other than back wall of booth. Cords taped down or run under carpet. Overhead work. (Lift rental may also apply).	Labor Hours	Mon-Fri 8 Am - 5 PM	EVENINGS WEEKENDS	Journeyman Lift Operator	Amount
		\$85.00	\$127.50	\$120.00	
		\$85.00	\$127.50	\$120.00	

ELECTRICAL SERVICES AND EQUIPMENT	QUANTITY	QUANTITY 24 Hour (double rate)	PRE-ORDER DISCOUNT PRICE	FLOOR ORDER PRICE	AMOUNT
120 VOLT DUPLEX RECEPTACLE					
0 - 600 WATTS / 5 AMPS			\$100.00	\$125.00	
601 - 1200 WATTS / 10 AMPS			\$120.00	\$150.00	
1201 - 1800 WATTS / 15 AMPS			\$145.00	\$180.00	
1801 - 2400 WATTS / 20 AMPS			\$160.00	\$200.00	
SPOT OR FLOODLIGHTS					
300 WATT FLOOD () OR SPOT ()			\$140.00	\$175.00	
500 WATT ARM FLOODLIGHT			\$140.00	\$175.00	
1000 WATT SPOTLIGHT (ceiling mounted)			\$195.00	\$240.00	
ELECTRICAL ACCESSORY RENTAL					
15 AMP 120 VOLT POWER STRIP			\$24.00	\$30.00	
25' 120 VOLT EXTENSION CORD			\$24.00	\$30.00	
15 AMP 120 VOLT GFCI WHIP			\$24.00	\$30.00	

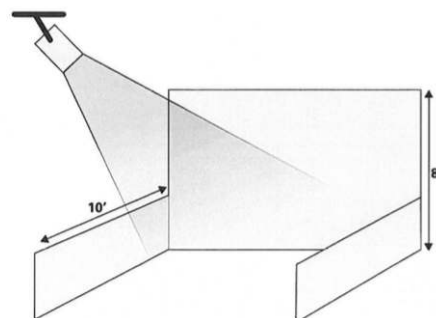
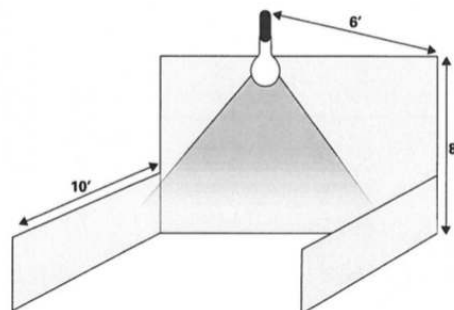
	QUANTITY	QUANTITY 24 Hour (double rate)	PRE-ORDER DISCOUNT PRICE	FLOOR ORDER PRICE	AMOUNT
ELECTRICAL ACCESSORY RENTAL CONT.					
50 AMP 208 VOLT GFCI (HOT TUB)			\$60.00	\$75.00	
50 AMP 208 - 230 VOLT TRANSFORMER			\$75.00	\$100.00	
PLEASE NOTE: Audio Visual equipment does not Include power source. Order outlets on first page If show is not providing outlets. Audio Visual equipment is subject to availability and should be ordered in advance.					
VIDEO					
17" LCD Display on table stand			\$500.00	\$625.00	
22" LCD Display on table stand			\$600.00	\$750.00	
32" LCD Display on table stand			\$900.00	\$1,125.00	
46" LCD Display on table stand			\$1,500.00	\$1,875.00	
55" LCD Display on table stand			\$1,800.00	\$2,250.00	
80" LCD Display on floor or table stand			\$3,600.00	\$4,500.00	
65" Plasma Display on table stand			\$2,700.00	\$3,375.00	
AV Cart with Black Skirt - No Display			\$160.00	\$200.00	
Floor Stand - No Display			\$300.00	\$375.00	
Universal Mount - No Display			\$125.00	\$156.25	
DVD Player			\$210.00	\$262.50	
PC Show Computer			\$600.00	\$750.00	
Macbook 15"			\$900.00	\$1,125.00	
Brightsign Player			\$250.00	\$312.50	
DA 1x2 (Link two displays to one source)			\$250.00	\$312.50	
DA 1x4 (Link four displays to one source)			\$500.00	\$625.00	
HD DVD Player			\$450.00	\$562.50	
Other			CALL	CALL	
AUDIO					
10" Full Range Powered Speaker on Tripod Stand			\$250.00	\$312.50	
12" Full Range Powered Speaker on Tripod Stand			\$450.00	\$562.50	
18" Sub Powered Speaker			\$450.00	\$562.50	
4 Channel Mixer			\$300.00	\$375.00	
16 Channel Mixer			\$450.00	\$562.50	
CD Player			\$225.00	\$281.25	

	QUANTITY	QUANTITY 24 Hour (double rate)	PRE-ORDER DISCOUNT PRICE	FLOOR ORDER PRICE	AMOUNT
Wired Hand Held Microphone			\$125.00	\$156.25	
Wireless Hand Held Microphone			\$600.00	\$750.00	
Wireless Lapel or Earset Microphone			\$750.00	\$937.50	
Table Top Microphone Stand			\$75.00	\$93.75	
Floor Microphone Straight Stand			\$75.00	\$93.75	
Floor Microphone Boom Stand			\$125.00	\$156.25	
Other			CALL	CALL	

LIGHTING INFORMATION



500-WATT FLOOD LIGHT ATTACHES TO BACK WALL AND EXTENDS OUT OVER BOOTH #. THIS IS OUR MOST POPULAR LIGHT.



500-WATT AND 1000-WATT QUARTZ SPOTLIGHT INSTALLED OVERHEAD IN CEILING. THESE UNITS WORK WELL FOR LIGHTING SPECIFIC MACHINERY.

GENERAL INFORMATION

Rental Information:

1. Material and equipment provided by this order shall be and shall remain the property of Hollywood Lights, Inc. and shall be removed ONLY by Hollywood Lights personnel at the close of the show.
2. Credit will not be given for service installed as requested in this order even though not used.
3. Exhibitors are not allowed to share power.
4. Outlets are located at the back center of each 10' x 10' booth space. Booths measuring 10' x 20' or larger must order an outlet for each 10' x 10' section if electrical service is required for each.
5. Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor charges apply to these booths.
6. Electrical power is on continually during move in. On show days, power is turned on 2 hours before show opening and turned off 15 minutes after show closing. If you need power on 24 hours, YOU MUST ORDER 24 HOUR SERVICE. Any exhibitor wishing early turn on or late turn off of electrical to booths, must make special arrangements with the show management and Hollywood Lights, Inc.
7. Wall, column and permanent building utility outlets are not part of your booth space and are not to be used. If services are found to be used which have not been purchased, they will be charged at twice the LATE ORDER rate.
8. Exhibitor holds Hollywood Lights, Inc. harmless for any and all losses of power beyond Hollywood Lights Inc. control, including but not limited to: losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, Exhibitor equipment not compatible with GFCI outlets or overloads caused by exhibitor.
9. All Electrical Equipment must comply with Federal, State and Local Codes. Hollywood Lights, Inc. is required to refuse connection where the exhibitor wiring is not in accordance with electrical codes.

10. CLARK COUNTY WA ONLY

Dept of Labor and Industries Rules: GFCI PROTECTION: Exhibitors must provide GFCI protection at all times when utilizing Power tools and/or electrical features with water: Hot Tubs, sinks, fountains, etc. including during move in/move out. Hollywood Lights has a limited supply of GFCI protection for rent.

11. Electrical Permits are required on all 208 volt and higher services and will be added to your electrical order. Please call for pricing.

Labor Information:.

12. Labor Charges apply to the following:

- A) All 208 volt or higher
- B) All 120 volt outlets above 20 amps
- C) Power needed other than back wall
- D) Electrician to tape down cords
- E) Overhead service requests

13. There is a 1 hour minimum labor charge on all 208-volt orders. Material charges may apply. This includes wiring of our pigtail into your machine or removing your plug and putting ours on. If you require services not posted, please call for a quote.

14. The electricians will not connect any exhibit that does not meet the electrical code. Hollywood Lights, Inc. is not responsible for problems arising from unlabeled, mislabeled and the use of non-standard wiring practices on equipment.

Payment Information:.

15. Orders must be received with payment by the pre-order deadline date to receive discounted rate. All other orders will be charged the Standard Rate. Orders received without payment will not be processed. Orders received after the pre-order deadline date will be charged as a late order. Phone orders cannot be accepted.

16. Charges for electrical services must be paid prior to the opening of the show (in US funds) EXHIBITORS are not billed for services provided. (Power will be disconnected for non payment.)

ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW