

# Exhibitor Service Kit

International Society of Hair Restoration Surgery (ISHRS) 2018 World Congress  
Loews Hollywood Hotel, Hollywood (Los Angeles), CA, USA  
October 10-14, 2018



# INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor,

Thank you for choosing to exhibit at our upcoming meeting this October 2018 at the Loews Hollywood Hotel in Hollywood (Los Angeles), California, USA. I hope you enjoy your time in this action-packed city and that your experience exhibiting with us is a rewarding one.

The 2018 World Congress Planning Committee chaired by Dr. Parsa Mohebi has assembled a premiere faculty with a rich scientific program, full of informative and thought-provoking sessions. Please visit the Congress website for up-to-date information: [www.26thannual.org](http://www.26thannual.org)

This year's Exhibit Area is located on the mezzanine level of the hotel, comprised of the Hollywood Ballroom, Preston's and the foyer. The continental breakfast and morning and afternoon coffee breaks will take place in the Exhibit Area, providing exhibitors good exposure time to socialize with the group. At this time, we are planning lunch to be served each day, Thursday through Saturday, in the 5<sup>th</sup> level meeting space for attendees and exhibitors (not served in the Exhibit Area). We will hold the Welcome Reception in the Exhibit Area on Thursday/October 11, 2018, 6:00PM-7:30PM. This will be a great way to wrap up a busy opening day.

I hope you have a successful show. We are always open to suggestions and ideas. Please share your thoughts regarding our exhibits program. You are a valued part of our meeting, and on behalf of the ISHRS leadership, I thank you for your participation.

Most sincerely,

Victoria Ceh, MPA  
Executive Director

BUSINESS ADDRESS:  
303 WEST STATE STREET  
GENEVA, IL 60134 USA  
TELEPHONE: +1-630-262-5399  
U.S. TOLLFREE: 1-800-444-2737  
FAX: +1-630-262-1520  
[info@ishrs.org](mailto:info@ishrs.org)  
[www.ISHRS.org](http://www.ISHRS.org)



International Society of Hair Restoration Surgery  
26th World Congress  
October 10-14, 2018  
Loews Hollywood Hotel, Hollywood (Los Angeles), CA, USA

## EXHIBITOR INFORMATION AT-A-GLANCE

### ► WHO PROVIDES WHAT?

#### **#1: Curtin Convention & Exposition Services:**

**Curtin Convention & Exposition Services is the official and exclusive exposition service contractor for the World Congress.** They are the sole provider of the following services: trade show rental equipment & furnishings, carpet rental (some of the exhibit areas are not carpeted), booth cleaning, \*exhibit labor for installation & dismantle, advance freight handling/drayage, and cleaning services.

\*If an exhibiting company hires an outside installation and dismantle company (I&D company) to install and dismantle their exhibit, the I&D company must be signatory to Local #510. In addition, Curtin's Exhibitor Appointed Contractor Form, found in the Exhibitor Service Kit, must be completed and returned to Curtin by the exhibiting company, along with a certificate of insurance from the I&D company.

All order forms for Curtin Convention & Exposition Services are in the Exhibitor Service Kit PDF and available via the Curtin online store.

#### **CURTIN'S DEADLINES:**

**Early order discount deadline:** September 19, 2018

**Advance Freight Paperwork & Payment Due:** October 8, 2018

**Freight will be accepted at the Curtin warehouse between these dates:** September 10-October 8, 2018 at 2:00PM

#### **REGARDING THE SHIPPING & HANDLING OF YOUR EXHIBIT FREIGHT:**

Due to **Teamster labor union rules at the Loews Hollywood Hotel**, it is **highly recommended that you ship your freight in advance to Curtin's warehouse**. The alternatives of Show Site Delivery (possible on the day of set-up only, which is Wednesday, October 10) and hand carrying of your own materials into the exhibit hall are restricted. **Please refer to the Exhibitor Service Kit for specific details and union regulations.**

**All international shipments must be cleared through U.S. Customs.** Neither Curtin nor their advance warehouse will clear your shipments through U.S. Customs, so be sure you address your customs clearance needs with your chosen shipper.

If you have **questions**, you may contact **Curtin Convention & Exposition Services** at:

**Phone:** 1-415-883-7818

**Fax:** 1-415-883-1755

**E-mail:** [info@curtinconvention.com](mailto:info@curtinconvention.com)

**Online Ordering:** <http://www.curtinconvention.com/order-now/>

(Curtin will email each exhibiting company detailed instructions on how to access their online store. You will be asked to create your own username and password.)

#### **#2: Audio-Visual Equipment & Computers:**

These services will be provided by **Event Technology Services (ETS)**. Their order forms are included in the Exhibitor Service Kit. No microphones or loud speakers are allowed as sound must not be projected to reach outside of your booth.

**Early Discount Deadline for A/V & Computers:** September 21, 2018

**If you have questions, contact ETS at:**

**Phone:** 1-972-756-0100

**Fax:** 1-972-756-0123

**E-mail:** [kgooch@ets-av.com](mailto:kgooch@ets-av.com)

**Online Ordering:** [www.ets-av.com/orders](http://www.ets-av.com/orders)

#### **#3: Internet, Phone & Electrical Power:**

PSAV, located in-house at the Loews Hollywood Hotel, is the provider of Internet, Phone & Electrical Power services. Their order form for these services is included in the Exhibitor Service Kit.

Note that the ISHRS will provide shared **complimentary wireless internet service** throughout the meeting and exhibit space for all attendees and exhibitors. However, if you require assured connection in your booth, you will want to order a dedicated line through PSAV.

If you have questions, please contact **PSAV** at:

**Phone:** 1-323-491-1030

**Fax:** 1-323-491-1061

**E-mail:** [jscarlos@psav.com](mailto:jscarlos@psav.com)

### ► **Union Jurisdiction:**

The Teamster Union has jurisdiction over the handling of trade show materials and freight at the Loews Hollywood Hotel. Please review the "Show Site Information" section in the Exhibitor Service Kit to be sure you are adhering to union requirements.

### ► **Location of the Exhibition:**

Exhibit booths are located in two nearby rooms and the foyer in between – the Hollywood Ballroom and Preston's, all located on the Mezzanine Level of the Loews Hollywood Hotel. The ISHRS Registration Desk is located near these exhibit spaces. The General Session is located on the 5th Level.

### ► **Exhibit Booth Personnel Registration:**

All personnel staffing the exhibit booths must register as booth personnel at \$450 per person, with a maximum of 4 booth personnel per 8 ft. x 10 ft. booth. If you wish, you may add booth personnel up to the maximum of 4 per booth using the [Exhibitor Information Form](#), up until August 15, 2018. All exhibitor personnel must be approved in advance of the show.

The continental breakfast and coffee breaks will take place in the Exhibit Area, providing exhibitors good exposure time to socialize with the group. At this time, we are planning lunch to be served each day, Thursday through Saturday, in the 5th level meeting space for attendees and exhibitors (not served in the Exhibit Area). And as always, we will hold the Welcome Reception in the Exhibit Area on Thursday/October 11, 2018, 6:00PM-7:30PM.

Note: Tickets to the Saturday Gala Dinner may be purchased through the exhibitor registration system.

### ► **Exhibit Space Dimensions & Details:**

Each single booth measures 8 feet deep x 10 feet wide.

Included in your fee of \*\$3,500 USD per booth is: (\*plus \$1,000 for prime foyer booths)

- The 8 feet deep x 10 feet wide exhibit area,
- The standard pipe and draped exhibit booth (the draping color is black),
- A basic company ID sign showing company name, city, province/state and country,
- Janitorial services for the aisles only.
- Basic room lighting (note that no individual lights or electrical outlets are provided in the booth space for product lighting).

**No furnishings are provided with the booths. For anything additional, you will need to order it through Curtin Convention & Exposition Services or the applicable supplier, at your own expense.**

### ► **Exhibit Area Carpeting:**

The majority of the exhibit booth are on a carpeted floor, however **the following booths are NOT - they are located on a hard floor surface: 12, 13, 50, 51, 52, 53, 57, 58, 66, and 67.** Those exhibitors with booths on the hard floor surface may want to consider renting carpeting from Curtin Convention & Exposition Services for exhibitor representative comfort while standing.

### ► **Show Colors:**

The draping of your provided pipe & drape booth will be black.

### ► **Show Schedule:**

#### **SET-UP:**

Wednesday/October 10, 2018      12:00PM-8:00PM

#### **SHOW HOURS:**

Thursday/October 11, 2018      7:30AM- 7:30PM (Welcome Reception in Exhibit Area is 6:00PM-7:30PM)

Friday/October 12, 2018      10:30AM- 6:30PM

Saturday/October 13, 2018      8:00AM- 2:30PM

**DISMANTLE:**

Saturday/October 13, 2018

2:30PM- 4:30PM

Exhibits must **NOT be disturbed, dismantled or removed before 2:30PM on Saturday, October 13, 2018. All exhibit materials must be fully removed from the exhibit area by 6:00PM on Saturday, October 13, 2018,** otherwise it will be rerouted at your own expense.

► **Hotel Reservations:**

ISHRS group reservations will open in June. When open, you can make your hotel reservation by visiting the housing/hotel tab at [26<sup>th</sup> World Congress](#). The ISHRS group rate at the Loews Hollywood Hotel is \$244 single/double occupancy plus 15.5% tax and .3% CA Tourism Fee (taxes subject to change). Guest room wifi is included in the group rate and there is also complimentary wifi in our meeting space. Please make your reservation early to help assure availability. The ISHRS group rate is available until September 13, 2018 or while room supplies last.

[END]

# ISHRS 26th Annual World Congress

## October 10-14, 2018

### Loews Hollywood Hotel

#### Mezzanine Level



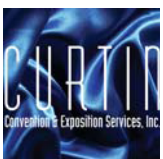
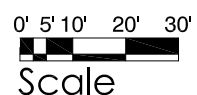
Notes:  
Hollywood Ballroom  
 (36) 8'x10' booths

Hollywood Ballroom Lobby  
 (5) 8'x10' booths

Preston's  
 (18) 8'x10' booths

Solano Foyer  
 (6) 8'x10' booths

**KEY**  
 Red lined booths are subject to supplemental fee.  
 Green dotted booths are not on a carpeted surface.  
 The rest of the booths are on a carpeted surface.



**Disclaimer:** This drawing is intended as a guide only. Curtin Convention & Exposition Services, Inc. cannot be held responsible for on-site variations or adjustments  
 \* Floor plan is subject to Fire Marshal approval.

Loews Hollywood Hotel  
 Hollywood & Preston's Ballroom  
 Los Angeles, CA

Drawing Started: 02 21 18  
 Revision Date: 03 14 18



# EXHIBITOR SERVICE KIT

## (INFORMATION AND ORDER FORMS)

### TABLE OF CONTENTS

Page #	INFORMATION AND CURTIN ORDER FORMS
2-5	Important Exhibitor Information
6-7	Limits of Liability and Responsibility
8	Petroleum Surcharge Information
9	Computation of Charges Form
10	Credit Card Charge Authorization Form (*Use for Curtin Order Forms only.)
11	Furniture Order Form
12	Posterboard Order Form
13	Booth Cleaning Order Form
14	Signage Order Form
15	Display Labor Order Form
16	Material Handling Order Form
17	Reforwarding instructions for outbound shipping
18	Advance Warehouse Shipping Labels
19	Exhibitor Appointed Contractor
20	YRC Freight Information Sheet
Page #	ADDITIONAL VENDOR ORDER FORMS
	<b>*Please submit the following forms with payment directly to appropriate vendor</b>
21	Electrical, Internet and Order Form (PSAV)
22-24	Audio Visual Rentals Order Form (ETS)

Welcome ISHRS Exhibitors,

Curtin Convention & Exposition Services, Inc. is pleased to serve as the General Service Contractor for this event.

We welcome the opportunity to blend our experience with your thoughts to develop a custom look and theme for your exhibit space.

Please contact us at (415) 883-7818 or [info@curtinconvention.com](mailto:info@curtinconvention.com) for any additional services you may need.

We look forward to assisting you towards a successful exhibit at ISHRS.

**All orders must comply with Curtin’s payment terms and conditions as specified in this Exhibitor Service Kit.**

**ISHRS 26<sup>th</sup> World Congress**

**Loews Hollywood Hotel – 1755 N Highland Ave, Los Angeles, CA 90028**

**October 10-14, 2018**

**Official Service Contractor**

Curtin Convention & Exposition Services, Inc.  
2269 Chestnut Street, Suite 628  
San Francisco, California 94123

Phone: 415-883-7818  
Fax: 415-883-1755

Online Ordering: <http://www.curtinconvention.com/order-now/>  
eMail Order Forms or Questions: [info@curtinconvention.com](mailto:info@curtinconvention.com)

**Booth Space Information**

- Exhibit Location:** Hollywood Ballroom, Hollywood Foyer, Solano Foyer & Preston’s room.
- Booth Size:** 8’ deep x 10’ wide
- Backwall/side Drape:** **Black**
- Furniture:** Furniture is **NOT** included in your booth space. Please refer to the Furniture order form (page 11) to order.
- ID Sign:** 7” x 44” 2-line sign to include: booth #, company name, city, state/province and country.
- Optional Carpet:** The exhibit areas **are** carpeted, with the exception of Booth Spaces 12, 13 located in the Solano Foyer and Booth Spaces 50, 51, 52, 53, 57, 58, 66 and 67 located in the Preston’s room. \*Please refer to the furniture order form (page 11) to order optional additional carpet and padding for your booth space.
- Additional Services:** Electrical, AV equipment and internet service are **NOT** included in your booth space. Please refer to the appropriate order form enclosed in this kit to order.

**Important Dates and Deadlines**

First day freight can arrive to warehouse	Monday	September 10, 2018
Last day to receive advance price on additional furniture, carpet, booth accessories, posterboards, labor, and signs	Wednesday	September 19, 2018
Advance freight paperwork and payment due	Monday	October 8, 2018
Last day freight can arrive at the warehouse	Monday	October 8, 2018, by 2pm.
Deadline to cancel display labor	Monday	October 8, 2018
Exhibit set-up times:	12:00pm to 8:00pm	Wednesday October 10, 2018
Exhibit hours:	7:30am to 7:30pm	Thursday October 11, 2018
<b>Welcome Reception in Exhibit Area:</b>	<b>6:00pm to 7:30pm</b>	<b>Thursday October 11, 2018</b>
Exhibit Hours:	10:30am to 6:30pm	Friday October 12, 2018
Exhibit Hours:	8:00am to 2:30pm	Saturday October 13, 2018
Exhibit teardown hours:	2:30pm to 4:30pm	Saturday October 13, 2018
Earliest time freight can be picked up:	3:30pm	Saturday October 13, 2018
Show floor must be clear by:	6:00pm	Saturday October 13, 2018

**Advance Warehouse Shipping Address**

**Please Label as follows: \*Material Handling Charges apply**

**Advance Shipments to the Warehouse:**

**Shipments must arrive during the below timeframe:**

TO: (Company Name and Booth Number)

**September 10 to October 8, 2018**

FOR: ISHRS 26th World Congress

\*Warehouse hours: 7am to 3pm (Monday-Friday) Closed on Weekends and Holidays.

C/O: YRC Freight/Curtin Convention - 11300 Peoria Street - Sun Valley, CA 91352

Questions? 415-883-7818

eMail Forms: [info@curtinconvention.com](mailto:info@curtinconvention.com)

Order Online:

Fax Forms: 415-883-1755

[www.curtinconvention.com/order-now/](http://www.curtinconvention.com/order-now/)



**Advance Warehouse Information**

**Advance Warehouse:**

- The Advance warehouse receives and stores advance shipments up to 30 days prior to the day of move-in for the conference.
- Shipments sent to the advance warehouse prior to the deadline date will be delivered to your booth space the morning of the listed exhibitor set up date.

**International Shipments:**

- All international shipments must be cleared through US Customs.
- Curtin Convention and the advance warehouse will not clear your shipments through US Customs.
- Exhibitors shipping into the USA are responsible for obtaining a customs broker to clear shipments through US Customs.
- If you have any questions please contact your shipping company.

**Advance Warehouse/Material Handling Charges in and out of Booth Space Include:**

- Labor and equipment to unload shipment from your shipping company.
- Storage up to 30 days in advance at the advance freight receiving warehouse address.
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound shipping companies and private owner vehicles

**Deadline:**

- **Monday, October 8, 2018, by 2pm.**
- Shipments received after **Monday, October 8, 2018** will be charged a 25% surcharge fee, plus a transit charge from the advance warehouse to the conference facility. Transit charges will be determined at the time of the receipt of the Late Freight

**Showsite Shipping Address for 3<sup>rd</sup> Party Carriers and Private Owner Vehicles  
: Material Handling Charges apply**

**Direct Shipments to Showsite:**

**IMPORTANT: Shipments must NOT arrive prior to below date:**

TO: (Company Name and Booth Number)

**\*October 10, 2018. \*Receiving between 9am to 5pm ONLY!**

FOR: ISHRS 26th World Congress

\*Onsite contact for Driver: Greg Pacheco/Cell (408) 674-8470

C/O: Hollywood Loews Hotel/Curtin Convention

1755 N Highland Ave, Los Angeles, CA 90028

\*Loading Dock for Hotel

**Showsite Information: \*Delivery of Freight by Private Owner Vehicles and 3<sup>rd</sup> Party Carriers**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All private owner vehicles and third party carriers will be unloaded/loaded at the facility's loading dock (area) during the listed set up/tear down date and times. **\*Use of the loading dock (area) is EXCLUSIVE to Union unloading and loading of materials.**

- **Hand Carry** - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a handtruck, dolly, or wheels, he/she is free to hand carry the items in at no charge. The loading area is under union jurisdiction, and exhibitors will be required to self-park and then bring in materials through the main entrance of the exhibit hall. **\*Multiple trips are not permitted.**
- **Unloading Service by Weight** – If the full contents of an exhibitor's booth materials **EXCEED the hand carry option**; the exhibitor's full contents will be weighed at the loading area. The exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at a charge of \$205.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes unloading and reloading after the trade show. Please refer to the material handling order forms enclosed in this exhibitor service kit for rates and description.

### Outbound Shipping Information: after the close of the conference

#### Exhibitors using the official show carrier:

- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of lading and labels will be provided for those exhibitors using YRC FREIGHT at showsite.

#### Exhibitors NOT using the official show carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility's loading dock after **3:30 pm, Saturday, October 13, 2018**.
- All materials must be off the show floor by **6:00 pm, Saturday, October 13, 2018**.
- Representatives must turn in a Bill of Lading to CURTIN service desk prior to leaving the show floor.
- Any material left on the show floor after **6:00 pm** will be shipped out via YRC FREIGHT at the exhibitor's expense.
- CURTIN is not responsible for shipments left in the booth by an exhibitor.
- Please make sure all drivers have our teamster foreman's name and cell number for pick up: Greg Pacheco/Cell (408) 674-8470.

### Payment Policy:

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior (**September 19, 2018**) to show installation.

Payment may be made by:

- Company or personal check – mail with order forms.
- Credit Card - By filling out the enclosed credit card charge authorization form  
VISA, MasterCard and American Express are accepted.

*NOTE:* If payment is made by credit card, you may fax all forms with the credit card charge authorization form to (415) 883-1755 or scan/email to [info@curtinconvention.com](mailto:info@curtinconvention.com). Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order in advance substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

**CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after date printed on display labor order form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaints concerning services, **MUST** be reported to the Curtin service desk at the show immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

**UNION REGULATIONS:**

Stated below are the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**SIGN, DISPLAY AND ALLIED CRAFTS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

**SAFETY:**

Standing on Chairs, Tables or other Rental Furniture is **PROHIBITED**. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

## Limits of Liability & Responsibility

- 1.** CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.
- 2.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
- 3.** CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
- 4.** CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
- 5.** CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
- 6.** It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
- 7.** CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.
- 8.** Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one month after the cause of action accrues.
- 9.** The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
- 10.** CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

**Limits of Liability & Responsibility**

**11.** Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12.** In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.

**13.** The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

**14.** No credit or refund will be issued on any orders cancelled after the advance order deadline date.

**15.** No credit or refund will be issued after the close of the event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

**16. Event Cancellation.** The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **ATTENTION**

## **PETROLEUM SURCHARGE INFORMATION**

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the exhibitor service manual. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your support.

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**Forms and Payment**

CURTIN order forms and payment should be emailed, mailed or faxed directly to CURTIN at [info@curtinconvention.com](mailto:info@curtinconvention.com) or fax (415) 883-1755.

ALL OTHER order forms (Electrical & etc) and payments should be emailed or faxed directly *to the appropriate company providing these services*. Contact information is located on the other forms enclosed.

Please see PAYMENT POLICY ENCLOSED

**Recap of Payment**

**CURTIN Order Forms only**

FURNITURE/CARPET/BOOTH ACCESSORIES	\$ _____
POSTERBOARDS	\$ _____
CLEANING	\$ _____
DISPLAY LABOR	\$ _____
SIGNS*	\$ _____
FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<i>SALES TAX</i>	\$ _____

\*(Note: 8.50% Sales Tax applicable on Signs ONLY)

**TOTAL (U.S. dollars) \$ \_\_\_\_\_**

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form along with your CURTIN orders

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION Form may FAX form with accompanying CURTIN Order Forms to: (415) 883-1755 or scan/email to info@curtinconvention.com

**\*IMPORTANT: If emailing this form, please leave the Account Number and Security Code off the form. Curtin Staff will contact you for that information.**

Card Type:       American Express       VISA       MasterCard  
 Indicate:       Company Credit Card       Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 or 4 digit Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please print clearly the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Street Address: \_\_\_\_\_

City/State/Country/Zip or Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For your convenience, we will use this authorization form to charge your credit card for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling as applicable.



Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**CHAIRS:**

	<b>Advance</b>	<b>Regular</b>
Side Chair, Plastic, Grey or Black	\$95.00	\$133.00
Arm Chair Padded, Grey	\$142.00	\$196.00
Stool, Padded, Grey or Black	\$148.00	\$199.00

**CARPET:**

10' Booth Carpet	\$244.00	\$364.00
20' Booth Carpet	\$485.00	\$672.00
30' Booth Carpet	\$671.00	\$932.00

\*Larger sizes available upon request.

**CARPET PADDING:**

10' Booth Carpet	\$122.00	\$197.00
20' Booth Carpet	\$243.00	\$318.00
30' Booth Carpet	\$336.00	\$411.00

\*Larger sizes available upon request.

**RISERS:**  
(Covered with White Vinyl)

4' Long x 10" High x 8" Deep	\$65.00	\$96.00
6' Long X 10" High X 8" Deep	\$81.00	\$104.00
8' Long x 10" High x 8" Deep	\$99.00	\$114.00

**SPECIALTY FURNITURE/ITEMS:**

For Specialty Furniture and Items not listed on this Furniture Order Form; please log on to our Website at <http://www.curtinconvention.com/specialty-furnishings/>. This section will provide you with a complete catalog and pricing. To order any Specialty Furniture/Items, please write in your selection/price in the Description Section on this Furniture Order Form.

**TABLES:**

	<b>Advance</b>	<b>Regular</b>
(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
4' X 2' Display Table	\$167.00	\$230.00
6' X 2' Display Table	\$195.00	\$264.00
8' X 2' Display Table	\$220.00	\$297.00
4th side draped (additional)	\$56.00	\$66.00

\*Undraped Tables will be charged less \$10.00 off above prices.

**DISPLAY COUNTERS:**  
(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)

4' X 2' Display Counter	\$197.00	\$270.00
6' X 2' Display Counter	\$225.00	\$305.00
8' X 2' Display Counter	\$253.00	\$341.00
4th side draped (additional)	\$66.00	\$76.00

\*Undraped Counters will be charged less \$10.00 off above prices.

**ROUND TABLES:** (Tablecloth is included; indicate White or Black)

36" diameter X 30" high	\$240.00	N/A on site
30" diameter X 42" high	\$240.00	N/A on site

**BOOTH ACCESSORIES:**

Wastebasket	\$26.00	\$36.00
Easel	\$83.00	\$103.00
Bag Rack	\$151.00	N/A on site
Literature Rack	\$185.00	N/A on site
Evaluation Box	\$76.00	N/A on site

**PLACE ORDER HERE** (Please Print Clearly)

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

- Blue  Red  Violet  Silver  White  Burgundy  Black  4<sup>th</sup> Side Drape  Undraped

Carpet Color (Grey will be provided if no color is indicated):  Blue  Red  Grey  Black

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = \_\_\_\_\_

**Payment Policy:** To obtain the advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in *begins* will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **Advance Order Discount Deadline Date: September 19, 2018.**

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

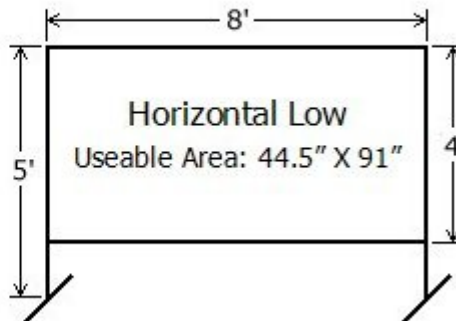
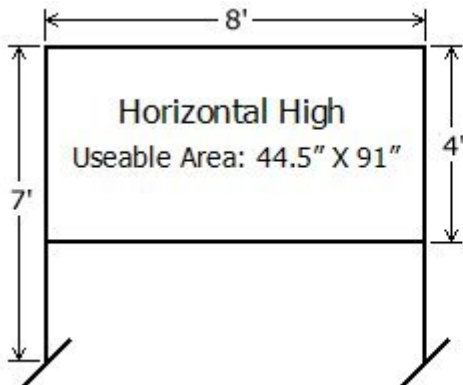
Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide.

\*Horizontal High stands 7' tall and Horizontal Low stands 5' tall

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

Quantity	Item	Advance Price	Show Price	Total
_____	Horizontal High	\$ 162.00	\$ 194.00	= _____
_____	Horizontal Low	\$ 162.00	\$ 194.00	= _____
TOTAL THIS PAGE = _____				(U.S. FUNDS)



**Advance Price Discount Deadline Date: September 19, 2018.**

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths and emptying of wastebaskets **ARE NOT INCLUDED** in your space rental for this Event.

If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

We require the following service:

	PRICE PER DAY PER BOOTH	X # DAYS	X BOOTHS*	= \$ TOTAL
<input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.	\$40.00	_____	_____	= _____
<input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.	\$40.00	_____	_____	= _____
TOTAL THIS PAGE = _____				(U.S. FUNDS)

Detail special instructions:

---

---

---

---

---

---

---

---

---

---

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs most often are not read. Your message should ONLY include "highlight" wording to obtain interest.

*SPECIAL NOTE:* Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

<b>HORIZONTAL:</b>	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 11.50	\$ 12.80
	_____	22" X 28"	\$ 33.00	\$ 38.00
	_____	24" X 36"	\$ 40.00	\$ 46.50
	_____	28" X 44"	\$ 61.00	\$75.25
<b>VERTICAL:</b>	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 11.50	\$ 12.80
	_____	22" X 28"	\$ 33.00	\$ 38.00
	_____	24" X 30"	\$ 40.00	\$ 46.50
	_____	28" X 44"	\$ 61.00	\$ 75.25

HORIZONTAL

V  
E  
R  
T  
I  
C  
A  
L

TOTAL this page = \_\_\_\_\_ (US Funds) \*Plus 8.5% Sales tax.

All signs are on white Foam Core. Please indicate the color of the letters or upload camera ready to print files. \*See below for link.

- Blue  
  Red  
  Black  
  Easel Back

COPY: (Please print) \_\_\_\_\_

**\*Advance Price Discount Deadline Date: September 19, 2018.**

**Deadline to receive camera-ready to print artwork files: September 19, 2018.**

**Link to artwork guidelines and link to upload artwork files:**

<http://www.curtinconvention.com/artwork-guidelines/>

**Cancellation Policy:** No cancellations or refunds after signage has been produced.

Event/Convention <b>ISHRS 26th World Congress</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**SET UP:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

**DISMANTLE:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

THE EXHIBIT CONSISTS OF \_\_\_\_\_ SHIPPING CASES (OR CRATES)  
(Please do not include cartons of literature or other items)

- Drawings, blue prints and photos are enclosed in case # \_\_\_\_\_.
- Drawings, blue prints and photos are enclosed with this order.

**Please select one of the following installation choices:**

**CURTIN MAY PROCEED TO INSTALL:** Before Exhibitor representative arrives, Curtin will attempt to start the set up of your exhibit as soon as it arrives at your booth space and we will supervise the installation. \*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

**APPROXIMATE STARTING TIME (WAIT TO INSTALL):** Curtin will not proceed to install until Exhibitor representative informs the Curtin Service Desk at the showsite they are ready for labor at approximately:

Start Time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

**INSTALL AT DEFINITE STARTING TIME:** If a definite starting time is selected, Curtin will have display persons available at the Curtin Service Desk. Labor charges will start at the designated labor time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Start time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

**Rates:** There is a one-hour minimum per display person. All labor is subject to union contract changes.

**Straight Time:** 8:00 AM to 4:30 PM weekdays

- Advance Price: \$136.00/hr. – Regular Price: \$161.00/hr.

**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays

- Advance Price: \$179.00/hr. – Regular Price: \$204.00/hr.

**Double-time:** 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays

- Advance Price: \$222.00/hr. – Regular Price: \$247.00/hr.

\*Special instructions from the exhibitor: \_\_\_\_\_

TOTAL this page = \$\_\_\_\_\_ (US Funds)

**\*Advance Price Discount Deadline Date: September 19, 2018.**

**\*Cancellation Policy: No Refunds or Credits issued after October 8, 2018.**

<b>Convention Name: ISHRS 26th World Congress</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Phone # of Local Representative:</b>	<b>No. of Total Pieces:</b>

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge of \$410.00)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated Shipments via common carrier to the advance warehouse.	\$205.00/cwt x _____ lbs.	\$
<b>REGULAR SHIPMENTS TO SHOW SITE</b> Shipments via common carrier or private owner vehicles to show site. <i>*Shipments will only be received during the listed Set up Dates and Times.</i>	\$205.00/cwt x _____ lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$235.00/cwt x _____ lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed Set up Dates and Times.</i>	\$235.00/cwt x _____ lbs.	\$
<b>LATE SHIPMENTS – 25% Surcharge</b> Shipments received at the warehouse after <b>10/08/18</b> will be charged a 25% surcharge. A transit charge from advance warehouse to the show site may be applied. Transit charges will be determined at the time of the receipt of late freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need special handling services such as a forklift, extra handling labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
-----------------------	-------------------

<b>Convention Name: ISHRS 26th World Congress</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

**OUTBOUND SHIPPING IS NOT AUTOMATIC**

**Reforwarding Instructions for outbound shipments at the end of event:**

**PLEASE READ THE INFORMATION BELOW AND COMPLETE THIS FORM**

**Exhibitors using the Official Show Carrier:**

- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors with their outbound shipments.
- Bills of Lading and Labels will be provided for those exhibitors using YRC FREIGHT to ship out.

**Exhibitors NOT using the Official Show Carrier:**

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility's Loading Area after **2:30 pm, Saturday, October 13, 2018.**
- All materials must be off the show floor by **6:00 pm, Saturday, October 13, 2018.**
- Representatives must turn in a Bill of Lading to the CURTIN Service Desk prior to leaving the show floor.
- Any material left on the show floor after **6:00 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left on the tradeshow floor by exhibitor.
- CURTIN will count and ship pieces as we find them in the booth upon removal.
- CURTIN will not be responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before we have picked up materials for loading out of the exhibit area.
- At the close of the show where carriers fail or refuse to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

**Method of Outbound Shipment (check one)**

<b>YRC Freight [ ]</b>	<b>Air [ ]</b>	<b>Van Line [ ]</b>	<b>Other _____</b>	<b>Private Vehicle [ ]</b>
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>			<b>Number of Outbound Pieces:</b>	

**Important Shipping Dates for the Advance Warehouse:**

- First date freight can arrive to the Advance Warehouse: **Monday, September 10, 2018.**
- Last date freight can arrive to the Advance Warehouse: **Monday, October 8, 2018 - by 2pm.**

**Shipping Labels: Instructions and Information**

- See sample shipping label below for label instructions.
- Make of copy of your completed shipping label(s) for your reference.
- These shipping labels are for your convenience. If you use your own label, they must contain all of the information shown on the Sample Shipping Label below.
- Cut the completed shipping label(s) out and securely affix the label(s) to each piece in your shipment.

**\*Sample Shipping Label**

**TO: ABC Company** **Booth #: 200**  
**FOR: ISHRS 26TH WORLD CONGRESS**  
**C/O: YRC FREIGHT/Curtin Convention**  
**11300 Peoria Street**  
**Sun Valley, CA 91352**  
**1 of 2**

**Use for Shipments:**

**TO:** **Booth #:**  
**FOR: ISHRS 26TH WORLD CONGRESS**  
**C/O: YRC FREIGHT/Curtin Convention**  
**11300 Peoria Street**  
**Sun Valley, CA 91352**  
**\_\_\_\_\_ of \_\_\_\_\_**

**\*MUST ARRIVE BY 10/08/2018, by 2pm!**



**ISHRS 26TH WORLD CONGRESS**

If your company plans to use an exhibitor appointed contractor (Installation and Dismantle Company) other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than September 26, 2018. Failure to do so will result in the inability of this exhibitor-appointed contractor to erect or dismantle your exhibit.

In addition, your selected exhibitor-appointed contractor must furnish an original Certificate of Insurance showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc., must receive these certificates of insurance no later than September 26, 2018.

\*These requirements will be strictly enforced.

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_  
Exhibitor Contact (Please print) \_\_\_\_\_ Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Sub-Contractor / Display House \_\_\_\_\_  
Type of Work to Be Performed \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Emergency 24-Hour Telephone Number \_\_\_\_\_  
Estimated Number of Workers \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_  
Return this page completed, via fax to (415) 883-1755 or scan/email to info@curtinconvention.com.

**NOTES:**

- Exhibitor-appointed contractors **cannot** perform any of the following services:  
Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor-appointed contractors must comply with union regulations and hire union personnel from the appropriate union that has jurisdiction over the exhibit area.
- It is the responsibility of the exhibiting company to see that each representative of exhibitor-appointed contractors abides by the Official Rules and Regulations of this Event.

## Move-out Notice for Shipping



We get your show on the *Road* or in the *Air*

### YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

#### YRC Freight's Services Advantages:

##### **Time Critical - Any Need, Any Speed, Guaranteed.**

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

**Standard Ground** – The most reliable standard ground service in the Exhibit industry

**Caravan Service** – Conveniently transports your exhibit materials from show to show

**Any Size Shipment** – We have the ability to move everything from small packages to full truckloads at competitive prices

**Sealed Exhibit** – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

**World Class Customer Service** – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

**Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!**

Contact us at 1- 800-531-EXPO (3976), [yrcfreight.com](http://yrcfreight.com) or [exhibit.services@yrcfreight.com](mailto:exhibit.services@yrcfreight.com)



**Loews Hollywood Hotel**  
**Exhibit Request Form**  
1755 North Highland Avenue  
Hollywood, CA 90028  
(P) 323-491-1030  
(F) 323-491-1061



Version 12.12.17

EQUIPMENT	QUANTITY	DAILY COST	SHOW DAYS	TOTAL
-----------	----------	------------	-----------	-------

**INTERNET & PHONE**

Laptop Computer		\$350.00		
Wired Internet Access		\$300.00		
Wireless Internet Access		\$150.00		
DID Phone line (includes phone) - <i>usage charges will apply</i>		\$225.00		
House Phone		\$75.00		
Polycom phone		\$350.00		

**POWER**

5 Amp Service (basic power service) (power strip included)		\$90.00		
10 Amp Service (power strip included)		\$150.00		
20 Amp Service (power strip included)		\$250.00		
Add. Surge Protector and AC Power cable (power service not included)		\$35.00		

<b>All Equipment Rentals and Services are charged on a PER DAY basis. Additional equipment available upon request.</b>	Equipment total:	
	Event Technology Support (23%):	
	Sales Tax (9.5%):	
	<b>Total:</b>	

\*EQUIPMENT ORDERED ON SITE WILL BE CHARGED AT A 1.5 X DAILY RATE

\*ORDERS CANCELLED WITHIN 48 HOURS WILL INCUR A ONE-DAY CHARGE (PLUS INSTALLATION IF EQUIPMENT IS ALREADY SET UP).

\*Please fax to 323-491-1061 once completed or email (preferred): [jscarlos@psav.com](mailto:jscarlos@psav.com)

EXHIBITOR INFORMATION	BOOTH:	PAYMENT INFORMATION
SHOW NAME:		___ Visa    ___ Mastercard    ___ Diners
COMPANY NAME:		___ American Express
EMAIL ADDRESS:		HOLDERS NAME (print):
ATTENTION:		CARD NUMBER:
ONSITE CONTACT:		
ADDRESS:		EXP DATE:
CITY, STATE, ZIP:		CARD ADDRESS:
INSTALLATION DATE:                      TIME:		PHONE # ON CARD:
SHOW DATE:                                      TIME:		SIGNATURE:                                      DATE:
REMOVAL DATE:                                      TIME:		

The customer agrees to pay in full for loss or theft of any equipment provided by PSAV. Pre-payment must accompany all



BOOTH NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**ADVANCE ORDER RATE DEADLINE: September 21, 2018**

 ORDER ONLINE AT: [www.ets-av.com/orders](http://www.ets-av.com/orders)
**FLATSCREEN MONITORS**

		QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
24"	TABLE-TOP STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>		\$415.00	\$550.00
32"	TABLE-TOP STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>		\$450.00	\$600.00
	FLOOR STAND <input type="checkbox"/> FLOOR STAND w/ SHELF <input type="checkbox"/>		\$615.00	\$820.00
43"	TABLE-TOP STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>		\$675.00	\$900.00
	FLOOR STAND <input type="checkbox"/> FLOOR STAND w/ SHELF <input type="checkbox"/>		\$840.00	\$1,120.00
55"	TABLE-TOP STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>		\$1,275.00	\$1,700.00
	FLOOR STAND <input type="checkbox"/> FLOOR STAND w/ SHELF <input type="checkbox"/>		\$1,440.00	\$1,920.00
65"	TABLE-TOP STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>		\$1,500.00	\$2,000.00
	FLOOR STAND <input type="checkbox"/> FLOOR STAND w/ SHELF <input type="checkbox"/>		\$1,665.00	\$2,220.00

*Monitor Floor Stands require the rental of an ETS monitor 32" or greater.*
*Touchscreen monitors, larger sizes, and video walls are available by request. Please call for pricing.*
**ACCESSORIES**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
WIRED KEYBOARD + MOUSE		\$35.00	\$50.00
WIRELESS KEYBOARD + MOUSE		\$35.00	\$50.00
WIRELESS REMOTE PRESENTER		\$35.00	\$50.00

**COMPUTERS**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
WINDOW 10 i5 THINKPAD		\$380.00	\$440.00
WINDOW 10 i7 THINKPAD		\$440.00	\$550.00
MACBOOK LAPTOP		\$420.00	\$525.00
iMAC		\$600.00	\$800.00

**MOBILE DEVICES**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
iPAD 16G w/ WiFi and BLACK CASE		\$415.00	\$550.00
iPAD 32G w/ WiFi and BLACK CASE		\$450.00	\$600.00
iPAD FLOOR STAND (48" TALL)		\$190.00	\$250.00
iPAD TABLE-TOP STAND		\$75.00	\$100.00

*All Mobile Devices come with a lock and cable.*
**MICROPHONES**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE

**SOUND SYSTEMS**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
TRIPOD STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>			
TRIPOD STAND <input type="checkbox"/> WALL MOUNT <input type="checkbox"/>			

**MIXERS**

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE

**NOTES AND SPECIAL REQUESTS**


ADVANCE ORDER RATE DEADLINE: **September 21, 2018**ORDER ONLINE AT: [www.ets-av.com/orders](http://www.ets-av.com/orders)**TOTALS****EQUIPMENT SUBTOTAL**

\*LABOR SERVICE CHARGE &gt;&gt; 35% of Equipment Subtotal or \$150 minimum

\*\*DAMAGE AND THEFT INSURANCE &gt;&gt; 4% of Equipment Subtotal

**TOTAL CHARGE****\*LABOR SERVICE CHARGE**

The Labor Service Charge includes delivery, setup, dismantle, and equipment pick-up. For orders less than \$3,000 the Labor Service Charge is 35% of the Equipment Subtotal or \$150, whichever is greater. For Equipment Subtotals in excess of \$3,000 the Labor Service Charge will be calculated based on time and labor regulations for that city. Event Technology Services' Labor Service Charge does not include installation of wall brackets to booth structures or preexisting walls, nor labor that falls under facility or union mandated jurisdiction rules and regulations.

**\*\*OPTION TO WAIVE DAMAGE AND THEFT INSURANCE COVERAGE**

Damage and Theft Insurance is equal to 4% of your Equipment Subtotal. You may choose to have the Damage and Theft Insurance Coverage waived by providing proof of liability insurance listing Event Technology Services LLC as covered by your current insurance provider. This must be presented to your ETS Service Representative prior to the Advance Order Deadline.

**CANCELLATION POLICY**

You may cancel your order at no charge anytime prior to the Advance Order Deadline. A 50% service fee will be issued for cancellations after that date and prior to the date of set up. We will not accept cancellations once on-site and you will be responsible for 100% of charges regardless of the actual use of equipment.

**ADDITIONAL EQUIPMENT AND SPECIAL REQUESTS**

Additional equipment is available on-site at the Standard Order Rate should you need it.  
Contact your ETS Service Representative if you have any questions, special requests, or require additional labor.

Lexi Sturrock    [lsturrock@ets-av.com](mailto:lsturrock@ets-av.com)    214-734-9775

**INSTALLATION, SHOW, AND DISMANTLE**

ETS will deliver your audio/visual equipment at the prearranged time. Please ensure someone is present to accept the equipment. We are here for you the entire show. Do not hesitate to call, text, or visit us at the Exhibitor Service Center with questions and requests. An ETS Technician will come by your booth within two hours of the show floor closing to dismantle your equipment.

**ACKNOWLEDGEMENT OF TERMS AND CONDITIONS**

By signing below you acknowledge that you have read and understand the above terms and conditions, are in full agreement of the policies described therein, and are a qualified representative of the company associated with the booth listed at the top of this form.

REPRESENTATIVE SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

*Your exhibit, orchestrated.*



ADVANCE ORDER RATE DEADLINE: **September 21, 2018** ORDER ONLINE AT: [www.ets-av.com/orders](http://www.ets-av.com/orders)

### COMPANY INFORMATION

COMPANY NAME \_\_\_\_\_  
COMPANY ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
ORDERED BY \_\_\_\_\_ EMAIL \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

### SHOW INFORMATION

ON-SITE CONTACT NAME \_\_\_\_\_  
CELL PHONE NUMBER \_\_\_\_\_  
BOOTH NAME \_\_\_\_\_  
BOOTH NUMBER \_\_\_\_\_  
REQUESTED DELIVERY DATE \_\_\_\_\_  
REQUESTED DELIVERY TIME:  8AM-NOON  1PM-5PM

### PAYMENT INFORMATION

CREDIT CARD TYPE \_\_\_\_\_  
ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_  
NAME ON CARD \_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

#### DISCLAIMER AGREEMENT:

*By signing below you are certifying the above card information to be true and accurate. Payment in full is required to process your order. If paying by check, a credit card must be authorized for the full amount to confirm the order. If a check is not received prior to the exhibitor move-in date this card will be charged for the full amount. A credit authorization is required as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of a statement while at the show, however a credit card authorization must be on file. For your convenience we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative(s). Changes in delivery date and time on-site may result in additional labor charges.*

*Wire Transfer and payment by check are available prior to the Advanced Order Deadline. Please contact your ETS Service Representative for details.*

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Your exhibit, orchestrated.*