

The 2016 Colorado Mental Health Professionals Conference

April 22-23, 2016

Colorado Convention Center
Mile High Ballrooms
Denver, Colorado

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

The 2016 Colorado Mental Health
Professionals Conference

April 22-23, 2016

Colorado Convention Center
Mile High Ballrooms
Denver, CO

WE'RE HERE TO HELP! To enhance your presentation, such items and services as: carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and we promise excellent service.

Save money by ordering before the deadline. There are two pricing levels: "Discount" and "Standard". To receive the "Discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist with any last minute needs you may have.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Sean Boyd
303-562-4957
SBoyd@ColoradoCounselingAssociation.org

Each 10' x 10' Booth Space will Receive:

8' high blue and white back drape
3' high blue side drape
1 - 6' blue skirted table
2 - chairs
1 - wastebasket with liner
1 - 7" x 44" identification sign

The Exhibit Area is Carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Thursday April 21, 2016

Setup Times

2:00 PM - 4:00 PM

Show Dates

Friday April 22, 2016

Saturday, April 23, 2016

Show Times

8:00 AM - 5:00 PM

8:00 AM - 4:30 PM

Dismantle Dates

Saturday April 23, 2016

Dismantle Times

4:30 PM - 6:30 PM

All exhibit materials must be removed from the facility by Saturday, April 23, 2016 at 6:30 PM.



EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call us.

Please use the following checklist to ensure you have included everything you need in your order.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	Wednesday, April 13, 2016	6
_____ Booth Carpet	Wednesday, April 13, 2016	7
_____ Booth Cleaning	Wednesday, April 13, 2016	8
_____ Display Labor	Wednesday, April 13, 2016	9
_____ Labor Jurisdiction Guidelines	Wednesday, April 13, 2016	10
_____ Exhibitor Appointed Contractor	Wednesday, April 13, 2016	11
_____ Material Handling Services	Wednesday, April 13, 2016	12
_____ Back to Warehouse	14

*To order electrical, internet and telephone services, please contact the Colorado Convention Center online at <http://denverconvention.com>.

*For your convenience, shipping labels for both the Coast to Coast Warehouse and the Colorado Convention Center can be found on the last two pages of this manual.



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received** with payment in full, no later than the dates indicated.

**When ordering, please fax forms to 303-991-2794 or email to
exhibitservices@coasttocoasttss.com**

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the "discount" price.
- All charges must be paid in full before your exhibit table is set up.

METHOD OF PAYMENT

- Purchase orders are not considered payment.
- We accept MasterCard, Visa, American Express, check and bank wire transfers. All payments must be made in U.S. funds drawn from an U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned checks.**

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% of original price after installation. No adjustments will be made after the close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at "standard" pricing.
- All rental items are subject to applicable taxes.



ORDER SUMMARY & PAYMENT FORM

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If ordering, this form must be returned by fax to 303-991-2794 or by email to exhibitservices@coasttocoasttss.com

BOTH FURNISHINGS.....	\$ _____
CARPET	\$ _____
CLEANING SERVICE	\$ _____
DISPLAY LABOR.....	\$ _____
ESTIMATED MATERIAL HANDLING SERVICES.....	\$ _____
BACK TO WAREHOUSE FEE.....	\$ _____
TOTAL CHARGES.....	\$ _____

**Coast to Coast TSS, Inc. will adjust any orders calculated incorrectly.
No adjustments will be made after the close of the show.**

METHOD OF PAYMENT

CREDIT CARD INFORMATION (CREDIT CARD IS REQUIRED FOR SERVICES RENDERED):

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICES, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED)

VISA MC AMEX

EXP. DATE _____ PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADESHOW SERVICES, INC"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

**A \$35.00 service fee will be charged for declined credit cards and returned checks.
All charges must be paid before delivery of exhibit materials.**

PLEASE FILL OUT THE INFORMATION BELOW

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____



BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, APRIL 13, 2016**

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<u>QUANTITY</u>	<u>TABLES-24"WIDE X 30" HIGH</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.10	\$114.90	\$ _____
_____	4' UNDRAPED	\$ 66.65	\$ 90.00	\$ _____
_____	6' DRAPED	\$ 96.90	\$130.85	\$ _____
_____	6' UNDRAPED	\$ 78.70	\$106.25	\$ _____
_____	8' DRAPED	\$111.00	\$149.85	\$ _____
_____	8' UNDRAPED	\$ 92.55	\$124.95	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____

DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES-24"WIDE X 42" HIGH</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$103.30	\$139.50	\$ _____
_____	4' UNDRAPED	\$ 84.05	\$113.50	\$ _____
_____	6' DRAPED	\$117.40	\$158.50	\$ _____
_____	6' UNDRAPED	\$ 97.90	\$132.20	\$ _____
_____	8' DRAPED	\$134.55	\$181.65	\$ _____
_____	8' UNDRAPED	\$116.35	\$157.10	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____

DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	FOLDING CHAIR	\$ 19.50	\$ 26.35	\$ _____
_____	PADDED SIDE CHAIR	\$ 39.75	\$ 53.70	\$ _____
_____	PADDED ARM CHAIR	\$ 51.80	\$ 69.95	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 61.25	\$ 82.70	\$ _____
_____	36" ROUND X 30" HIGH PEDESTAL TABLE	\$ 67.95	\$ 91.75	\$ _____
_____	36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 67.95	\$ 91.75	\$ _____
_____	BLACK TABLECLOTH FOR 36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 26.00	\$ 35.00	\$ _____

<u>QUANTITY</u>	<u>OTHER FURNISHINGS</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	WASTEBASKET	\$ 14.10	\$ 19.05	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 29.00	\$ 39.15	\$ _____
_____	BAG STAND	\$ 46.40	\$ 62.65	\$ _____
_____	LITERATURE RACK	\$ 59.20	\$ 79.95	\$ _____
_____	CHROME SIGN HOLDER	\$ 58.15	\$ 78.50	\$ _____
_____	POSTER BOARD - 4' X 8' VERTICAL / HORIZONTAL	\$104.30	\$140.80	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 45.10	\$ 60.90	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 58.20	\$ 78.60	\$ _____

SUBTOTAL \$ _____
7.65% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

**All orders must be received with full payment to be eligible for discount pricing.
Orders received after the above date will be charged the standard price.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
<u>STANDARD CARPET</u>				
_____	9' X 10' CARPET	\$120.00	\$162.00	\$ _____
_____	9' X 20' CARPET	\$239.00	\$322.75	\$ _____
_____	9' X 30' CARPET	\$354.00	\$478.00	\$ _____
_____	9' X 40' CARPET	\$472.00	\$637.25	\$ _____
<p>CARPET COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN, RED</p>				
<u>SPECIAL CUT CARPETING - 32 OZ WT</u>		<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	FULL COVERAGE CARPET	\$ 3.05/SQ FT	\$ 4.10/SQ FT	\$ _____
	SIZE _____ FT X _____ FT (100 SQ FT MINIMUM)			
<u>OPTIONS</u>				
_____	CARPET PAD	\$ 1.10/SQ FT	\$ 1.55/SQ FT	\$ _____
	SIZE _____ FT X _____ FT			
_____	VISQUEEN COVERING	\$ 0.80/SQ FT	\$ 1.05/SQ FT	\$ _____
	SIZE _____ FT X _____ FT			
			SUBTOTAL	\$ _____
			7.65% SALES TAX	\$ _____
			TOTAL AMOUNT DUE	\$ _____

**All orders must be received with full payment to be eligible for discount pricing.
Orders received after the above date will be charged the standard price.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



BOOTH CLEANING ORDER FORM

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MINIMUM 100 SQUARE FEET PER DAY

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
VACUUM AND EMPTY WASTEBASKETS ONCE BEFORE SHOW OPENS	\$0.39 PER SQUARE FOOT	\$0.50 PER SQUARE FOOT
VACUUM AND EMPTY WASTEBASKETS DAILY	\$0.33 PER SQUARE FOOT PER DAY	\$0.43 PER SQUARE FOOT PER DAY
EMPTY WASTEBASKETS ONLY DAILY	\$0.26 PER SQUARE FOOT PER DAY	\$0.33 PER SQUARE FOOT PER DAY

	BOOTH SIZE = SQ FT	x PRICE	x NUMBER OF DAYS	= TOTAL
Vacuum and Empty Wastebaskets Once	_____ x _____ = _____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT		\$ _____
Vacuum and Empty Wastebaskets Daily	_____ x _____ = _____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT		\$ _____
Empty Wastebaskets Daily	_____ x _____ = _____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT		\$ _____

TOTAL AMOUNT DUE \$ _____

For additional cleaning services, please call our exhibitor services department.

All orders must be received with full payment to be eligible for discount pricing.

Orders received after the above date will be charged the standard price.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



DISPLAY LABOR ORDER FORM

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Labor Services: Rates Are Per Person, Per Hour With A One (1) Hour Minimum, 1/2 Hour Increments Thereafter

	<u>Advance Order</u>	<u>On Site Order</u>	
Straight Time	\$ 73.00	\$ 98.55	Monday through Friday, 8:00am to 4:30pm
Over Time	\$109.50	\$147.80	Monday through Friday, 4:30pm to Midnight; Saturday and Sunday, 8:00am to Midnight

•Double time rate effective midnight to 8:00am, Monday through Saturday, Sundays, national, and union holidays.

- Starting time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. Service Desk.
- Labor cancellations must be received 24 hours prior to the move-in and move-out respectively. Failure to notify Coast to Coast TSS, Inc. of cancellation will result in a one (1) hour minimum "no show" charge per person.

Labor Supervision Options

***Coast to Coast Supervised:** This option allows for exhibits to be installed prior to the exhibitors arrival. Trained Craftspeople through Coast to Coast will perform the work. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

***Exhibitor Supervised:** All work is performed under the direction of the exhibitor. Exhibitor must meet for their scheduled labor at the Coast to Coast Customer Service Desk. Failure to check in at scheduled time will result in a one (1) hour minimum "no show" charge per person requested.

	<u>Date and Time</u>	<u># of Laborers</u>	x	<u>Hours/Person</u>	=	<u>Amount</u>	+	<u>Supervision</u> (If requested)	=	<u>Total</u>
Install	_____	_____		_____		_____		_____		_____
Dismantle	_____	_____		_____		_____		_____		_____
Total Amount Due										_____

Please Provide The Following Information for Installation

Is display booth being shipped to warehouse of show site? _____
 Shipment: # of crates _____ # of cartons _____ # of carpets/pads _____
 If carpet is not being shipped, has carpet been ordered through Coast to Coast TSS, Inc.? Yes or No: _____
 Blueprints & exhibit instructions: Are they attached? _____ Shipped with display? _____ In which crate? _____
 Contact name: _____ Telephone number: _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



LABOR JURISDICTION GUIDELINES

IMPORTANT!
PLEASE READ

FOR ASSISTANCE SETTING UP YOUR DISPLAY, PLEASE SEND IN THE DISPLAY LABOR FORM

Coast to Coast TSS, Inc. is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions in the State of Colorado, we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED.

INSTALLATION AND DISMANTLE LABOR

Coast to Coast TSS, Inc. will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit without the use of power tools. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance for up to one hour. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Coast to Coast TSS, Inc. will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED BOOTH ITEMS

One or more exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor. An exhibitor may use his or her company ladder. Only full time employees may work in their booth.

EXHIBITOR OWNED VEHICLES-PERSONALLY OWNED VEHICLES (POVs)

To ensure the orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space will be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 30 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

Show Management has paid for Man & Dolly service to unload your POV.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Coast to Coast TSS, Inc. Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Coast to Coast TSS, Inc. personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Coast to Coast TSS, Inc. personnel.



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using your own contractor, please send this form to Coast to Coast by fax to 303-991-2794 or email to exhibitservices@coasttocoasttss.com

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This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name: _____

Address _____

City, State, Zip _____

Exhibiting Company Information:

Company Name _____

Contact Name _____ Telephone _____

Fax _____ Email _____

On Site Supervisor _____ Cell Phone _____

This authorization is not complete or valid until and unless the EAC's **Certificate of Insurance** is received by the deadline date above.

I _____ do _____ do not authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature _____ Date _____

Please complete the section below and return this form, along with the Order Summary and Payment Form, to Coast to Coast Trade Show Services, Inc.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____
Order Summary and Payment Form must also be returned for orders to be processed.



ESTIMATED MATERIAL HANDLING

**DISCOUNT PRICE DEADLINE DATE
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Inbound Shipping Information

Coast to Coast TSS, Inc. will accept envelopes, boxed, crated and skidded materials beginning any time to the warehouse address below. No shipment will be refused, however, any shipment received after Wednesday, April 13, 2016 will be charged late fees in increments of 100 pounds. Please see shipping rates on the following page.

Advance Warehouse Shipping Address

**COAST TO COAST TRADE SHOW SERVICES
4195 Oneida Street, Unit I
Denver, CO 80216**

Direct to Colorado Convention Center

**COAST TO COAST TRADE SHOW SERVICES
C/O Colorado Convention Center
Mile High Ballroom
700 14th Street
Denver, CO 80202**

All shipments must have the Exhibitor Name and Booth Number(s) listed.

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (IF AVAILABLE)	ESTIMATED MATERIAL HAND- LING RATES (see page 13)
SHIPMENT 1					
SHIPMENT 2					

SHIPMENT 1: Shipped from City _____ State _____
Date Shipped _____ Estimated Date of Arrival _____

SHIPMENT 2: Shipped from City _____ State _____
Date Shipped _____ Estimated Date of Arrival _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

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MATERIAL HANDLING RATES

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SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Now
 Last day for shipments to arrive without surcharge: Wednesday, April 13, 2016
 Last day for shipments to arrive with surcharge: Tuesday, April 20, 2016

SHIPMENTS TO THE COLORADO CONVENTION CENTER

Show items may only be received on Thursday, April 21, 2016 from 8:00am to 4:00pm.

ADVANCE SHIPMENTS TO WAREHOUSE	RATES PER SHIPMENT	
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>Rate / 100 LBS</u> \$ 73.00	<u>Minimum Shipment</u> \$ 146.00
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT) Vanline shipments or special carriers including: double-decking, unstacking, side door unloading & loading designated piece handling.	<u>Rate / 100 LBS</u> \$ 81.00	<u>Minimum Shipment</u> \$ 162.00
SMALL PACKAGE SHIPMENTS Cartons, letters or small package, limited to 50 pounds per shipment, per delivery. Includes Fedex and UPS shipments. All shipments weighing over 50 pounds will be charged according to the 200 pound minimum.	<u>First Piece in Shipment</u> \$ 46.00	<u>Each Additional Piece</u> \$ 10.00
LATE SHIPMENT SURCHARGES These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> *(see top of page). If shipments arrive after the truck has left the warehouse, exhibitor will also be charged for a truck and driver at \$75.00 per hour with a potential 4 hour minimum.	<u>Late Shipment Surcharge</u> \$ 28.00 / 100 LBS	
ADVANCE SHIPMENTS TO SHOW SITE	RATES PER SHIPMENT	
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT): See definition above.	<u>Rate / 100 LBS</u> \$ 73.00	<u>Minimum Shipment</u> \$ 146.00
SMALL PACKAGE SHIPMENTS: See definition above.	<u>First Piece in Shipment</u> \$ 46.00	<u>Each Additional Piece</u> \$ 10.00

When recording weights you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.



**MOVE-OUT INFORMATION
AND BACK TO WAREHOUSE
ORDER FORM**

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Outbound Shipping Information

Each exhibitor must begin teardown immediately after the show closes.

Anyone choosing to ship items out following the close of the show may use our Trade Show Carrier, UPS Freight. For your convenience we will supply UPS Freight Shipping Labels, Bills of Lading and Tracking Numbers.

If you choose to ship with any carrier other than UPS Freight you **MUST** make arrangements with them to pick up your items at the Colorado Convention Center no later than 6:00 PM on Saturday, April 23, 2016. The address for the Colorado Convention Center is:

Mile High Ballrooms
700 14th Street
Denver, CO 80202

Do not leave your items behind in your booth without filling out a Bill of Lading with Coast to Coast TSS, Inc. and informing us of your shipping needs. If your carrier does not arrive to pick up your shipment all items will be sent back to the ship to address on your Bill of Lading via our Trade Show Carrier, UPS Freight.

Coast to Coast TSS, Inc. will **NOT** be held responsible for any booth contents that become missing or damaged during the move out.

Exhibitors may choose to return items back to the Coast to Coast TSS, Inc. warehouse for their carrier to pick up the following business day, Monday, April 25, 2016. The fee for this service is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pound increment. Please let us know if this service is needed.

BACK TO WAREHOUSE

<u># OF POUNDS</u>	<u>ITEM</u>	<u>RATE</u>	<u>TOTAL AMOUNT DUE</u>
_____	CARTONS, CRATES, FIBER CASES & SKIDS	\$75.00 UP TO 200 POUNDS + \$37.50 FOR EACH ADDITIONAL 100 POUNDS	\$ _____



MATERIAL HANDLING LIMITS OF LIABILITY

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COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made when disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance from any exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges (charges for loading freight shipments) are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. Service Desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. **Exhibitors are urged to carry all-risk insurance** covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS', Inc. liability as set forth above.

ADVANCE SHIPPING LABELS TO THE WAREHOUSE

Receiving Hours: Mondays through Fridays, 8:00am - 4:00pm

<p>COAST TO COAST TSS, INC 4195 Oneida St., Unit I Denver, CO 80216</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>THE 2016 COLORADO MENTAL HEALTH PROFESSIONALS CONFERENCE</p>	<p>COAST TO COAST TSS, INC 4195 Oneida St., Unit I Denver, CO 80216</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>THE 2016 COLORADO MENTAL HEALTH PROFESSIONALS CONFERENCE</p>
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DIRECT SHIPPING LABELS TO THE COLORADO CONVENTION CENTER

Receiving Day and Date: Thursday, April 21, 2016 from 8:00am to 4:00pm. Deliveries on any other day will be refused.

All deliveries to the Colorado Convention Center will be charged material handling rates.

<p>COAST TO COAST TSS, INC c/o Colorado Convention Center Mile High Ballroom 700 14th Street Denver, CO 80202</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>THE 2016 COLORADO MENTAL HEALTH PROFESSIONALS CONFERENCE</p>	<p>COAST TO COAST TSS, INC c/o Colorado Convention Center Mile High Ballroom 700 14th Street Denver, CO 80202</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>THE 2016 COLORADO MENTAL HEALTH PROFESSIONALS CONFERENCE</p>
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