Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone: (619) 247 - 3467  *  Fax (619) 639-1910
e-mail: cardenconvention@gmail.com

EXHIBITOR SERVICE KIT

MEGARUST 2018
Naval Corrosion Conference
San Diego Marriott Mission Valley
May 22 - 24, 2018

Dear MegaRust 2018 Exhibitor:

Carden Convention Services has assembled this Exhibitor Service Kit with the objective of making your participation in this year's NAVAL CORROSION CONFERENCE as easy as possible.

Following are answers to the most frequently asked questions:

DEADLINE DATES
Orders must be received by MAY 8TH, 2018 IN ORDER TO RECEIVE THE DISCOUNT PRICE.
Advance Warehouse Freight must be received by MAY 15TH, 2018.

WHAT COMES IN MY BOOTH?
Standard Booths will be set with 8' high BLACK and SILVER back drapes and 3' high BLACK side drapes.
All Standard Booths and TableTop Booths come with:

- 1 - 7" X 44" IDENTIFICATION SIGN
- 1 - 6' TABLE DRAPED BLACK
- 2 - CHAIRS & 1 - 110V ELECTRICAL OUTLET

THE EXHIBIT HALL IS CARPETED.

EXHIBITOR SET-UP
TUESDAY, MAY 22ND 1:00PM - 6:00PM

EXHIBIT HALL HOURS
WEDNESDAY, MAY 23RD 9:30AM - 6:00PM
*Reception from 5:30PM - 7:30PM*
THURSDAY, MAY 24TH 9:30AM - 3:00PM

* All Times are Subject to Change.

EXHIBITOR DISMANTLE
THURSDAY, MAY 24TH 3:00PM - 6:00PM

THE EXHIBIT AREA MUST BE CLEARED BY 6:00PM.
CARDEN WILL NOT BE RESPONSIBLE FOR MATERIALS LEFT ON THE SHOW FLOOR.
HOW DO I GET MY MATERIALS TO THE SHOW?

If your materials will be arriving between APRIL 24TH & MAY 15TH, please ship to the ADVANCE WAREHOUSE ADDRESS.

If your materials will be arriving ONLY ON TUESDAY, MAY 22ND, ship directly to the SHOWSITE ADDRESS.

Please refer to the enclosed Shipping Information & Rates Form for the appropriate address and rates.

CARDEN MUST RECEIVE THIS FORM IF YOU ARE SHIPPING FOR THE SHOW.

NOTE: The SAN DIEGO MARIOTT MISSION VALLEY DOES NOT have facilities for storage of Advance Shipments. Shipments must be shipped to the Advance Warehouse by MAY 15TH, 2018. CARDEN will accept shipments at the Showsite ONLY ON TUESDAY, MAY 22ND, 2018.

Please contact Sabrina Shields at 619 - 247 - 3467 for any shipping questions or special shipping needs.

HOW DO I SEND MY MATERIALS BACK ONCE THE SHOW CLOSES?

OUTBOUND SHIPPING IS NOT AUTOMATIC

Exhibitors are responsible for providing Carden with a Bill of Lading containing outbound shipping information. YRC is the Official Show Carrier and Carden will handle any outbound YRC freight for exhibitors. YOU MUST STILL TURN IN A BILL OF LADING TO CARDEN, EVEN IF YOU ARE NOT SHIPPING OUT VIA YRC, INC. Exhibitors not using YRC, Inc. need to arrange with a carrier to pick up your materials by 6:00PM on Thursday, MAY 24, 2018 and turn in a Bill of Lading to the Carden Service Desk.

ANY MATERIALS LEFT ON THE SHOW FLOOR AFTER 6:00PM WILL BE SHIPPED OUT VIA YRC AT THE EXHIBITOR'S EXPENSE.

SAFETY RULES

Standing on chairs, tables or other rental furniture is strictly prohibited. This furniture IS NOT engineered to support your standing weight. Carden Convention Service Company WILL NOT be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order labor on the INSTALLATION & DISMANTLE LABOR order form and the necessary ladders and tools will be provided.

Reviewing this kit in its entirety can save you 95% of any and all problems that might occur on showsite. In addition, the $$$ saved by ordering equipment or services in advance will substantially reduce your costs for exhibiting (as compared to ordering after deadline dates or on the show floor).

And remember: though you may know how to utilize this kit, your staff may not. Problems and unexpected costs may arise if they remain uninformed - - - share the knowledge. We want everyone to have a happy experience and a successful show!

If you have further questions after reviewing this Exhibitor Service Kit, please contact Carden's Customer Service at (619) 247-3467.

See you in MAY!

Sincerely,

CARDEN CONVENTION SERVICE COMPANY, INC.
PAYMENT POLICY/ CREDIT CARD AUTHORIZATION

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467 / Fax # (619) 639-1910
cardenconvention@gmail.com * cardenconventionservices.com

EVENT or SHOW NAME:  
BOOTH NUMBER (s): 

COMPANY NAME:  
STREET ADDRESS:  
CITY:  STATE:  ZIP CODE:  DATE:  

ORDERED BY:  PHONE ( )  EMAIL:  

PAYMENT POLICIES

1. PAYMENT MUST BE INCLUDED WITH ALL ORDERS. PURCHASE ORDERS ARE NOT ACCEPTED.

2. TO RECEIVE THE DISCOUNT PRICE, PAYMENT MUST BE RECEIVED WITH ORDER BY THE DISCOUNT DEADLINE DATE.

3. ALL CHARGES MUST BE SETTLED PRIOR TO SHOW OPENING. SERVICES WILL NOT BE PERFORMED UNTIL INVOICES ARE PAID IN FULL. CARDEN DOES NOT BILL.

4. THE EXHIBITING FIRM IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES.

5. IF YOU HAVE A DISPUTE ON YOUR INVOICE, YOU MUST BRING IT TO THE ATTENTION OF THE CARDEN SERVICE DESK AT THE SHOWSITE. NO CREDITS WILL BE ISSUED AFTER THE CLOSING OF THE SHOW.

6. ORDERS CANCELLED AFTER CCSC SHOW MOVE-IN BEGINS WILL BE CHARGED AT 100% OF ORIGINAL PRICE.

7. ALL EXCHANGES MADE ON SHOWSITE WILL BE CHARGED AT FULL PRICE WITHOUT CREDIT FOR PREVIOUSLY ORDERED ITEMS.

Should you have any questions regarding payment procedures, please contact: CARDEN CUSTOMER SERVICE DEPARTMENT at (619) 247-3467

CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge the amount of your advance or show site orders to your credit card account, please complete the information requested below and return this form with your orders. For your convenience, we will also use this Authorization Form to charge your account for additional services. CCS accepts Cash, Check, Master Card, Visa and American Express.

EXPIRATION DATE & CVV CODE MUST BE INCLUDED: EXPIRATION DATE _____/_____  CVV CODE _________

CVV Code is last 3 numbers on back of MC/Visa Card or the 4 numbers on front of AMEX Card.

There is a $45.00 fee for disputed charges found to be valid.

CARDHOLDER'S NAME ___________________________ SIGNATURE ________________________________

BILLING ADDRESS ____________________________________ CITY __________________ STATE _______ ZIP ________

PLEASE DO NOT FORGET TO PICK UP YOUR STATEMENT AT THE SHOW SITE
**STANDARD BOOTH FURNISHINGS**

**PAYABLE TO:** Car den Convention Services  
4225 Avocado Blvd * La Mesa, CA * 91941  
Phone # (619) 247 - 3467  *  Fax # (619) 639 – 1910  
cardenconvention@gmail.com  *  cardenconventionservices.com

**TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER 2 WEEKS PRIOR TO SHOW. ORDERS BY TELEPHONE ARE NOT ACCEPTED. CANCELLATION POLICY: ITEMS CANCELLED AFTER CCSC MOVE-IN WILL BE CHARGED AT 100% OF ORIGINAL PRICE.**

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**EVENT OR SHOW**  
- ÁÇÁ2 ÔÔÔ  
**COMPANY NAME**  
**STREET ADDRESS**  
**CITY**  
**STATE**  
**ZIP CODE**  
**EMAIL**  
**ORDERED BY:**  
**DATE**  
**PHONE ( )**

---

### 30" high DISPLAY TABLES  24" wide

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' long - DRAPED 4 Sides</td>
<td>90.00</td>
<td>125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' long - DRAPED 3 Sides</td>
<td>100.00</td>
<td>135.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' long - DRAPED 3 Sides</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Draped</td>
<td>40.00</td>
<td>52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' long - UNDRAPED</td>
<td>50.00</td>
<td>65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' long - UNDRAPED</td>
<td>55.00</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' long - UNDRAPED</td>
<td>63.00</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Raped Table Tops are covered in white vinyl)

### 42" high DISPLAY COUNTERS  24" wide

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' long - DRAPED 4 Sides</td>
<td>110.00</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' long - DRAPED 3 Sides</td>
<td>125.00</td>
<td>165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' long - DRAPED 3 Sides</td>
<td>149.00</td>
<td>193.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Draped</td>
<td>51.00</td>
<td>67.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' long - UNDRAPED</td>
<td>57.00</td>
<td>71.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' long - UNDRAPED</td>
<td>69.00</td>
<td>86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' long - UNDRAPED</td>
<td>80.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Raped Counter Tops are covered in white vinyl)

**FURNITURE & ACCESSORIES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pad Side Chair</td>
<td>55.00</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pad Stool</td>
<td>66.00</td>
<td>76.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small Refrigerator</td>
<td>300.00</td>
<td>390.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>File Cabinet-2 Drawer</td>
<td>150.00</td>
<td>190.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>File Cabinet-4 Drawer</td>
<td>200.00</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand</td>
<td>63.00</td>
<td>82.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>19.00</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Aisle Stanchion</td>
<td>35.00</td>
<td>42.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plastic Chain</td>
<td>5.00 ft.</td>
<td>6.00 ft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aluminum Easel</td>
<td>40.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22”x28” Sign Holder</td>
<td>45.00</td>
<td>59.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raffle Ticket Drum</td>
<td>80.00</td>
<td>pre-order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretarial Chair</td>
<td>99.00</td>
<td>129.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4” x 6” Cork Tack Board</td>
<td>75.00</td>
<td>89.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4” x 8” Cork Tack Board</td>
<td>85.00</td>
<td>114.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6” Glass Showcase</td>
<td>325.00</td>
<td>399.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Grid Wall Panels</td>
<td>75.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2” wide x 6” High</td>
<td>35.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grid Wall Shelf</td>
<td>35.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Literature Rack</td>
<td>130.00</td>
<td>165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Free-Standing Display)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLE-TOP RISERS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4” Single Step</td>
<td>48.00</td>
<td>56.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4” Double Step</td>
<td>66.00</td>
<td>79.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6” Single Step</td>
<td>60.00</td>
<td>72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6” Double Step</td>
<td>73.00</td>
<td>89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8” Single Step</td>
<td>76.00</td>
<td>93.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8” Double Step</td>
<td>96.00</td>
<td>119.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Risers are 8” deep and are covered with white vinyl.  
Single Step are 8” high and Double Step are 8” and 16” high.

**PAYMENT POLICY:** To obtain the discount price, full payment must be received with your order by the Discount Deadline Date. All invoices must be settled at our Service Desk prior to the close of the show (we do NOT bill). For your convenience we accept Cash, Checks, Master Card, American Express and Visa (Purchase Orders are NOT accepted). Any issues involving a credit must be brought to the attention of the CCS Service Desk Personnel at the Show.

**Discount Deadline:** May 8th

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**CHECK TABLE OR COUNTER drapery color here:**

<table>
<thead>
<tr>
<th>Black</th>
<th>Gold</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Teal</td>
<td>White</td>
</tr>
<tr>
<td>Burgundy</td>
<td>Silver</td>
<td>Emerald Green</td>
</tr>
</tbody>
</table>

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**NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.**
CARPET AND CLEANING ORDER FORM

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467 * Fax # (619) 639 - 1910
cardenconvention@gmail.com * cardenconventionservices.com

DISCOUNT DEADLINE
May 8th

TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER BY DEADLINE DATE ABOVE.

SHOW NAME: ______________________________________________________________________

COMPANY NAME: ________________________________________________________________

ORDERED BY: ______________________________________ PH. #: ( ) ____________________

NOTE: IF CLEANING IS NEEDED AFTER SET-UP, PLEASE ORDER BELOW.

NOTE: FOR ISLAND BOOTHS, PLEASE CALL FOR PRICE OF RUNNER

COLORS: BLUE ___ RED ___ SILVER ___ BURGUNDY ___ TEAL ___ BLACK___
* Please be sure to CHOOSE A CARPET COLOR, or we will install a carpet color of our choice. NO EXCHANGES WILL BE MADE.

** VISQUEEN is available for $2.50/sq.yd. (Visqueen is typically used and is required under any cars)

*** PLUSH CARPET AND CUSTOM-SIZED CARPET is available upon request.

**** CANCELLATION POLICY: Items cancelled after CCSC move-in begins will be charged at 100% of the original price.

PORTER SERVICE:
Per Day Price includes wastebasket emptying and booth checks every 2 hours while show is open.

<table>
<thead>
<tr>
<th># of Days</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Booth Size under 500 Square Ft</td>
<td>65.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booth Size 501 - 1500 Square Ft</td>
<td>85.00</td>
<td>111.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booth Size 1501 - 2500 Square Ft</td>
<td>108.00</td>
<td>141.00</td>
<td></td>
</tr>
</tbody>
</table>

CARPET

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' X 10'</td>
<td>130.00</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 20'</td>
<td>260.00</td>
<td>340.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 30'</td>
<td>390.00</td>
<td>516.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 40'</td>
<td>500.00</td>
<td>650.00</td>
<td></td>
</tr>
</tbody>
</table>

CARPET PADDING

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' X 10'</td>
<td>75.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 20'</td>
<td>105.00</td>
<td>130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 30'</td>
<td>145.00</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' X 40'</td>
<td>195.00</td>
<td>235.00</td>
<td></td>
</tr>
</tbody>
</table>

CALCULATE ORDER HERE

CARPET TOTAL: $ __________

CLEANING TOTAL: $ __________

sq.yds VISQUEEN: $ __________

TOTAL ENCLOSED: $ __________

PAYMENT MUST BE RECEIVED WITH THIS ORDER. THANK YOU!

ANY CARPET ISSUES MUST BE BROUGHT TO CARDEN'S ATTENTION AT SHOWSITE TO REMEDY. NO CREDITS ISSUED AFTER SHOW CLOSE.
TO ASSIST YOU IN PLANNING FOR YOUR PARTICIPATION IN THE FORTHCOMING TRADESHOW, WE ARE CERTAIN YOU WILL APPRECIATE KNOWING IN ADVANCE THAT UNION LABOR WILL BE REQUIRED FOR CERTAIN ASPECTS OF YOUR EXHIBIT HANDLING. TO HELP YOU UNDERSTAND THE JURISDICTION THE VARIOUS UNIONS HAVE, WE ASK THAT YOU PLEASE READ THE FOLLOWING:

DECORATOR'S UNION

Members of this union claim jurisdiction over all set-up and dismantle of exhibits, including signs and laying carpet. This does not apply to the unpacking and placement of your merchandise. You may set-up your exhibit display if one person can accomplish the task in less than one-half hour without the use of tools.

If your exhibit preparation, installation or dismantle, requires more than one-half hour or the use of tools, you are required to use union personnel supplied by CARDEN CONVENTION SERVICE COMPANY. Please refer to the INSTALLATION AND DISMANTLE ORDER FORM for this service.

TEAMSTER'S UNION

This union claims jurisdiction on the operation of all material handling, including 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. If you will need assistance in unloading and loading of materials please refer to the SHIPPING INFORMATION /RATES FORM for this service.

TIPPING

CARDEN CONVENTION SERVICE COMPANY requests that exhibitors DO NOT TIP OUR EMPLOYEES. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to ALL CARDEN CONVENTION SERVICE COMPANY employees.
INSTALLATION & DISMANTLE LABOR

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone (619) 247 - 3467 / Fax (619) 639 –1910
cardenconvention@gmail.com * cardenconventionservices.com

ORDERS BY TELEPHONE ARE NOT ACCEPTED

SHOW NAME ___________________________ BOOTH NUMBER (s): ______________

COMPANY NAME ___________________________

STREET ADDRESS ___________________________

CITY ___________________________ STATE _____ ZIP CODE ______

ORDERED BY ___________________________ PHONE # _______ FAX # ______

LABOR RATES:

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME:</td>
<td>125.00</td>
<td>159.00</td>
</tr>
<tr>
<td>OVERTIME:</td>
<td>205.00</td>
<td>255.00</td>
</tr>
</tbody>
</table>

A ONE HOUR MINIMUM PER WORKER APPLIES. LABOR RATES ARE SUBJECT TO UNION CONTRACT CHANGES.

☐ ERECT EXHIBIT UNDER CARDEN SUPERVISION
CARDEN I & D will supervise the installation of your exhibit. Specific instructions, blueprints, etc., must be provided to facilitate an economical, correct installation. Also, please provide a copy of your Inbound Bill of Lading to enable us to check on the arrival of your shipment.

A FEE OF 30% (or $50.00 MINIMUM) OF YOUR TOTAL INSTALLATION CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: ___________ # OF HOURS PER WORKER: ___________

☐ PLANS ATTACHED ☐ PLANS IN CRATE #: _____ TOTAL $: ___________

☐ ERECT EXHIBIT UNDER EXHIBITOR’S SUPERVISION
Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: ___________ # OF HOURS PER WORKER: ___________

DATE: ___________________________ TIME: ___________________________ TOTAL $: ___________

☐ DISMANTLE EXHIBIT UNDER CARDEN SUPERVISION
CARDEN I & D will supervise the dismantle of your exhibit. If Carden I & D supervision is requested for the Dismantle only (i.e., exhibitor supervised installation) and/or packing instructions are not included with order, CCSC will NOT accept liability for damages to exhibits which are packed incorrectly. Please provide Outbound Bills of Lading.

A FEE OF 30% (or $50.00 MINIMUM) OF YOUR TOTAL DISMANTLE CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: ___________ # OF HOURS PER WORKER: ___________ TOTAL $: ___________

☐ DISMANTLE EXHIBIT UNDER EXHIBITOR’S SUPERVISION
Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: ___________ # OF HOURS PER WORKER: ___________

DATE: ___________________________ TIME: ___________________________ TOTAL $: ___________

TOTAL ENCLOSED: $ 
(PAYMENT MUST BE RECEIVED WITH THIS ORDER)
# Shipping Information & Rates

**PAYABLE TO:** Carden Convention Services  
4225 Avocado Blvd * La Mesa, CA 91941  
Phone (619) 247-3467 / Fax (619) 639-1910

---

## All Inbound Freight Charges Must Be Prepaid to Your Carrier

**Collect Shipments Will Not Be Accepted**

<table>
<thead>
<tr>
<th>WE PLAN TO SHIP ON (date):</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUR MATERIALS SHOULD ARRIVE (date):</td>
</tr>
<tr>
<td>CARRIER:</td>
</tr>
<tr>
<td>PRO or TRACKING NUMBER:</td>
</tr>
<tr>
<td>ORIGIN OF SHIPMENT (City/State):</td>
</tr>
</tbody>
</table>

### Advance Warehouse Address:

(please label each piece as follows)

- **FOR:** MEGARUST 2018  
- **TO:** Exhibiting Company Name/Booth#___________  
- **ATTN:** CARDEN CONVENTION SERVICES  
- **C/O:** YRC, INC.  
9525 PADDGETT STREET  
SAN DIEGO, CA 92126

### Showsite Address:

(please label each piece as follows)

- **FOR:** MEGARUST 2018  
- **TO:** Exhibiting Company Name/Booth#___________  
- **ATTN:** CARDEN CONVENTION SERVICES  
- **C/O:** SAN DIEGO MARRIOTT MISSION VALLEY  
8757 RIO SAN DIEGO DRIVE  
SAN DIEGO, CA 92108

---

1. **There is a 200lb minimum charge per shipment. All weights are rounded off to the next 100lbs.**
2. These are Round-Trip Rates and are based on incoming weight only.
3. Cartons received without documentation will be delivered to your booth without guarantee of piece count or condition (ANY shipping company who delivers freight without a bill of lading)
4. Overtime Rates apply: Monday - Friday 4:30pm - 8:00am, all day Saturday and Sunday and all Holidays. Overtime rates will be applied to all freight rec'd at the warehouse and/or Show-Site that must be moved into or out of the booth during these times.

---

### Drayage Definitions (as outlined below):

- **Crated/Skidded Shipment:** Materials that are in any type of shipping container or are secured onto a skid (pallet) that can be unloaded at the dock with no additional handling needed.
- **Uncrated Shipment:** Materials that are shipped loose or pad-wrapped and/or unskidded machinery without the necessary hooks or lifting bars.
- **Special Handling:** Shipments delivered by a carrier that require additional handling, such as materials received uncrated, uncartoned or unskidded, stacked shipments, ground unloading, designated piece unloading, carpet and/or pad only shipments and all shipments that require additional handling needed.
- **Rates in Addition:** Arrive with no documentation. Shipments that arrive without an individual Bill of Lading require additional time, labor and equipment to process. (UPS and such other carriers fall into this category.) Mixed crated and uncrated shipments must show on the bill of lading the weight of the crated portion vs. the uncrated portion or the whole shipment will be charged as uncrated.

---

**Advance Warehouse Shipment Rates:** Shipments must be received **April 24th - May 15th.**

- Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to setup date.
- They will be delivered to booth, removed, stored and returned to booth at close of show. This also includes outbound loading to common carrier at the close of show.

**Show-Site Shipment Rates:** Shipments may arrive **ONLY on Tuesday, May 22nd.**

- Shipments of common freight and crated exhibits received at Exhibit Hall during installation period only from outside carrier or exhibitor’s vehicle. Includes unloading, delivery to booth, storage of empty containers and re-loading at the close of show.

**Special Handling Shipments:** This rate is in addition to the appropriate rate above:

- These shipments include carriers who deliver without a Bill of Lading (i.e. UPS)

**Late Shipments, Overtime Inbound Shipments and Overtime Outbound Shipments**

- This additional rate applies to shipments arriving to the warehouse after May 22nd, or to the show site after show opening. It also includes shipments that arrive to the warehouse or show site during overtime hours or are outbound loaded during the overtime hours listed above.

**Return to Warehouse for Outbound Shipping:**

- If your carrier is unable to pick up your materials at the show site by move-out deadline, Carden will return your shipment back to the warehouse for loading onto outbound carriers. If using this service, please forward all outbound information.

---

**Show Name:** MEGARUST 2018  
**Company Name:**  
**Contact:**  
**Phone #:**

**TOTAL#:**

(Payment must be included)
LIMITS OF LIABILITY AND RESPONSIBILITY:

1. CARDEN CONVENTION SERVICES (herein referred to as CCS), and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

2. CCS and its subcontractors are not, and cannot be, responsible for loss or disappearance of the exhibitor's materials after same have been delivered to the exhibitor's booth.

3. Similarly, CCS, and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to CCS by the Exhibitor, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.

4. CCS, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. CCS, and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. CCS, and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to CCSC in time to obtain the proper equipment.

7. It is understood that CCS, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to CCS hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by CCS, or its subcontractors, it is understood that CCS, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if CCS, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to $.25 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, CCS, its subcontractors or employees.

8. CCS, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

9. Claims for loss or damage, which are not submitted to CCS within thirty (30) days of the close of the show, on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against CCS, or its subcontractors, more than one (1) year after the accrual of the cause of action thereafter.

10. The consignment or delivery of a shipment to CCS, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by said Exhibitor (and/or other Shipper) of the terms and conditions set forth in Sections 1 through 9 above.

BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by adding "riders" to existing policies. ALSO, BE SURE YOUR LIABILITY INSURANCE is in effect at the show site.
MATERIAL HANDLING INFORMATION & RATES

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941

Phone (619) 247 - 3467 / Fax (619) 639 - 1910 / Email: cardenconvention@gmail.com

ORDERS BY TELEPHONE ARE NOT ACCEPTED

***IF YOU DO NOT SEE AN ITEM YOU WOULD LIKE TO ORDER, PLEASE CALL OUR OFFICE***

<table>
<thead>
<tr>
<th>SHOW NAME</th>
<th>MegaRust</th>
<th>BOOTH # (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>ORDERED BY</td>
<td>PHONE #</td>
<td>FAX #</td>
</tr>
</tbody>
</table>

RATES: (drayage labor available at show site):

This does not apply to unloading or loading out of exhibit materials. Refer to Shipping Information & Rates for this.

All rates in this schedule are fixed and apply whether all or partial services are needed. Overtime rates apply to all services performed on Saturdays, Sundays, or Holidays, and before 8:00a.m. or after 4:30p.m. on weekdays. Overtime rates apply when services must be performed on other than Straight Time due to availability of the exhibit hall or instruction by Show Management.

<table>
<thead>
<tr>
<th>SERVICE REQUIRED</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORKLIFT &amp; OPERATOR</td>
<td>Straight Time: $154.50 per hour</td>
</tr>
<tr>
<td>BANDING / SHRINKWRAP</td>
<td>$85.00 PER PALLET</td>
</tr>
<tr>
<td>SPOTTER/HELPER</td>
<td>Straight Time: $75.00 per hour</td>
</tr>
<tr>
<td>TRUCK &amp; DRIVER</td>
<td>Straight Time: $150.00 per hour</td>
</tr>
<tr>
<td>SERVICE REQUIRED</td>
<td>@ $</td>
</tr>
<tr>
<td>TOTAL ENCLOSED</td>
<td>$</td>
</tr>
</tbody>
</table>

FORKLIFTS OVER 5,000LB CAPACITY MUST BE ORDERED IN ADVANCE. A 20% SURCHARGE WILL BE ADDED TO FLOOR ORDERS. PLEASE CALL CCSC IF A CAGE IS REQUIRED. ONE HOUR WILL BE CHARGED FOR ORDERS CANCELLED WITHOUT 48 HOURS NOTICE.

PLEASE NOTE THE FOLLOWING INFORMATION:

All per hundred-weight rates will be based on the inbound weight only and all weights will be rounded-off to the next hundred-weight. Dimensional weights will be invoiced at the stated weight on the Bill of Lading at the time of delivery unless a weight certificate is attached. It is the exhibitor's responsibility to ensure that each shipment has a correct or certified weight on each Bill at the time of delivery. No backweighing will be accepted and no credit will be issued for a mis-stated weight. Carden reserves the right to weigh all inbound shipments and to correct weights and bills accordingly.

Exhibitors who choose to bring their freight to the exhibit hall on set-up and move-in day must arrange with Carden Convention Service Company for use of the services of experienced freight handlers to unload the freight and deliver it to the booth, store the empties if the exhibitor needs to, and return the crates and or cartons to the booth at the close of the show. This is required unless your equipment is hand-carryable in one trip as stated on the Union Regulations form.

**ALL EXHIBITORS MUST BE PREPARED TO PAY THEIR CHARGES AT THE SHOWSITE**

Company checks, cash, certified checks, money orders, traveler's checks, Visa, and MasterCard are acceptable for payment. All foreign exhibitors will be required to pay their drayage invoice, in full, at the show site in U.S. currency. Companies or individuals whose accounts have been deemed delinquent on past shows will be on a C.O.D. basis. All past-due and current charges must be paid in full before any materials will be released. All invoices are due and payable upon receipt. You must pre-pay your estimated material handling charges based on the rate schedule located on the Shipping Information/Rates form located in this manual.

It is the responsibility of the Exhibitor to contact the Carden Service Desk at Show Site to arrange for reshipment of materials and goods.
WE HEREBY AUTHORIZE CARDEN CONVENTION SERVICE COMPANY, (HEREINAFTER REFERRED TO AS CCSC), TO PROVIDE SUCH SERVICES AS ARE NECESSARY TO HANDLE OUR SHIPMENT(S) IN ACCORDANCE WITH THE INFORMATION SET FORTH IN BOTH THE "SHIPPING INFORMATION/RATES" AND "MATERIAL HANDLING INFORMATION & RATES" FORMS, AND FURTHER AGREE TO THE FOLLOWING:

1. We have examined and reviewed the "Material Handling Information & Rates" and the Shipping Information & Rates" forms, which were included with other forms relating to this event in CCSC's Exhibitor Service Manual, which was forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

2. We accept the responsibility for the full payment of all CCSC charges in connection with the handling of our shipment(s), and we also guarantee payment to CCSC at the Show Site in the event any Third Party, who acts on our behalf, fails to pay such charges.

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

4. We agree to CCSC's "Drayage Limits of Liability" form that is included in this Exhibitor Service Manual.

5. With particular reference to Paragraphs 3 and 4 above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials to CCSC, and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of CCSC, or its subcontractors, shall sign a delivery receipt, Bill of Lading or other documents, we agree that CCSC, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

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

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

6. We agree, in the event of a dispute with CCSC, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CCSC for material handling services or any other services provided by CCSC, or its subcontractors, as an offset against the amount of the alleged loss or damage, instead, we agree to pay CCSC at Show Site for all such charges and further agree that any claim we may have against CCSC, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

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

8. We agree that all questions relating to classification of the Exhibitor's materials, rates charged or weight used to determine material handling charges shall be submitted to the CCSC office indicated on the invoice within thirty (30) days of the close of the show. Complaints made after such period shall not be considered and payment of the invoice shall be made in full.

MATERIAL HANDLING AUTHORIZATION
Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467 * Fax # (619) 639-1910

SHOW NAME: MegaRust
COMPANY NAME: __________________________
STREET ADDRESS: ________________________
CITY: ___________________ STATE: _______ ZIP CODE: __________
AUTHORIZED SIGNATURE: ______________________ PRINT NAME: ____________________

PAYMENT POLICY: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. Payment of all labor and material handling charges, whether ordered by the exhibitor, display builders or other parties, shall be the RESPONSIBILITY OF THE EXHIBITOR. ALL PAYMENTS ARE TO BE MADE IN U.S. FUNDS. THANK YOU.
If your company plans to use a firm other than CARDEN CONVENTION SERVICE COMPANY to erect or dismantle your exhibit, this form must be filled out completely and returned to Carden NO LATER THAN THIRTY (30) DAYS prior to show opening. **THIS FORM MUST BE RECEIVED BY JULY 13TH, 2017. THERE WILL BE NO EXCEPTIONS.**

**DEFINITION:** An Exhibitor-Appointed Contractor is any company, other than Carden Convention Services, that an exhibitor wishes to use to set up their exhibit and which will require access to the exhibit hall before, during, or after the show. No permission will be given to an Exhibitor-Appointed Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning and catering.

**EXHIBITING COMPANY CONTACT AT SHOW:**

**NON-OFFICIAL SERVICE FIRM:**

**SERVICE FIRM CONTACT AT SHOW:**

**TYPE OF SERVICE TO BE PERFORMED:**

**24 HOUR PHONE CONTACT # OF SERVICE FIRM:**

**NOTE:**

1. Please inform your Exhibitor Appointed Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A $1,000,000 COVERAGE at least thirty (30) days prior to show date or they will not be permitted to service your exhibit.

2. They MUST comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.

3. It is the responsibility of the exhibiting company to see that each representative of Exhibitor Appointed Contractors abide by the official rules and regulations of this event.
TROPICAL PLANT RENTAL FORM

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone (619) 247 - 3467 / Fax (619) 639 - 1910

PLANTS MUST BE PRE-ORDERED

<table>
<thead>
<tr>
<th>Selection</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE PLANT RENTAL</td>
<td>$ 40.00 ea.</td>
</tr>
<tr>
<td>PLANTS, SET OF 3</td>
<td>$ 99.00 set</td>
</tr>
<tr>
<td>PLANTS, SET OF 5</td>
<td>$154.00 set</td>
</tr>
<tr>
<td>PLANTS, SET OF 8</td>
<td>$250.00 set</td>
</tr>
<tr>
<td>DECORATOR POTS (Black)</td>
<td>$ 6.50 ea.</td>
</tr>
</tbody>
</table>

TOTAL DUE: __________________________
(payment must be received with this order form.)

PLEASE MAKE

PLANT SIZE

<table>
<thead>
<tr>
<th>Tall</th>
<th>&amp; / or</th>
<th>Tall</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' - 3'</td>
<td></td>
<td>3' - 4'</td>
</tr>
</tbody>
</table>

SHOW NAME: MegaRust

COMPANY NAME: _________________________________________________

STREET ADDRESS: _______________________________________________

CITY: ___________________________ STATE: __________ ZIP CODE: ______________

ORDERED BY: ___________________________ PHONE NO.: ( ) ______________
# Package Rental Exhibit

**Carden Convention Services**  
4225 Avocado Blvd * La Mesa, CA 91941  
Phone # (619) 247-3467  
Fax # (619) 639-1910  
cardenconvention@gmail.com * cardenconventionservices.com

**ORDER DATE:** 7 DAYS PRIOR TO SHOW MOVE-IN DATE WITH PAYMENT IN FULL

<table>
<thead>
<tr>
<th>Show Name:</th>
<th>MegaRust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Ordered By</td>
<td></td>
</tr>
<tr>
<td>Phone Number: (</td>
<td>)</td>
</tr>
</tbody>
</table>

Orders will be entered as marked below. Charges include labor to set-up and dismantle.

Equipment is on a rental basis only.

<table>
<thead>
<tr>
<th>Price Per Unit</th>
<th>No. of Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC RENTAL PACKAGE</strong>:</td>
<td>$1295.00</td>
<td></td>
</tr>
<tr>
<td>Additional 10' Basic Rental Package</td>
<td>$1000.00</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORIES:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Shelves (12&quot; x 37 1/2&quot;)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Angled Shelves (12&quot; x 37 1/2&quot;)</td>
<td>$40.00</td>
</tr>
<tr>
<td>9&quot; x 12&quot; Clear Plexi Lit. Bx.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Flourescent Light Fixtures (3 set)</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**
Each package rental unit is based on a booth space up to 100 sq. ft. (One 10' x 10' BoothSpace)

**Subtotal:**  
**8% Tax:**

**TOTAL ENCLOSED:**

Header Copy: (single line, black block letters - logos or special graphics extra). Header unit is not backlit. If you desire lighting for the rental unit, order the necessary lighting from the above Accessories section.

**ELECTRICAL REQUIREMENTS:**

Package rental price does not include electrical hook-up. Please order your electrical outlet for the rental exhibit and any other electrical requirements directly from the electrical contractor. The electrical order form is included in this service manual.

**PAYMENT POLICY:** Payment in full, including tax, must accompany this order. Please note acceptable methods of payment on our "PAYMENT POLICY/CREDIT CARD AUTHORIZATION FORM" which must also accompany this order.

**DEADLINE DATE:** A late charge of 25% will be added to orders received after the deadline date.

**CANCELLATION POLICY:** Orders cancelled within three weeks of move-in date will be charged at 25% of original price.
Carden Convention Services

DO NOT DELAY

Must be delivered by  MAY 15, 2018

WAREHOUSE

TO: ___________________________ (Exhibitor)

CARDEN CONVENTION SERVICES
C/O YRC, INC.
9525 PADGETT STREET
SAN DIEGO, CA 92126

ATTN: MEGARUST 2018

Booth #__________

__________ OF ____________ PIECES

----------------------------------------------------------------------------------------------------------------------------

These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.
DO NOT DELAY
Must arrive ONLY on TUESDAY, MAY 22, 2018

SHOWSITE

TO: _________________________________ (Exhibitor)

C/O: CARDEN CONVENTION SERVICES
SAN DIEGO MARRIOTT MISSION VALLEY
8757 RIO SAN DIEGO DRIVE
SAN DIEGO, CA 92108

ATTN: MEGARUST 2018

Booth #__________

_________ OF ___________ PIECES

----------------------------------------------------------------------------------------------------------------------------

These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.
Exhibit Order Form

EXHIBITOR INFORMATION

Event Name ________________________________________________________________

Exhibit Dates ____________________________ Ballroom __________________________

Company/Exhibitor ____________________________ Booth# ___________________

Contact Name ______________________________________________________________________

E-mail Address _____________________________________________________________________

Address ___________________________________________________________________________

City ____________________________ State ________ Zip _______________________

Phone# _________________________________ Fax # _________________________________
Exhibit Guide

110/120 VOLT
Note: All Power is “Per Show” inclusive of labor and priced per day: A 24% service charge applies.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Set Date</th>
<th>Strike Date</th>
<th>Show Price per day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td>________</td>
<td>________</td>
<td>$90.00</td>
<td>$______</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td>________</td>
<td>________</td>
<td>$120.00</td>
<td>$______</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>________</td>
<td>________</td>
<td>$150.00</td>
<td>$______</td>
</tr>
</tbody>
</table>

208/220 VOLT - Call for quote

ADDITIONAL LABOR IF NEEDED
(Minimum Charge for Orders - 1 hour)

110/120 VOLT outlet prices include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All island booths will require labor. If you require outlets in other locations, have lights or electrical items to hand or erect, or have other electrical requirements pleas add an estimated 1 hour minimum to the order.

Straight Time (per hour)
Monday - Saturday, 7:00 am – 5:00 pm $105.00

Overtime (per hour)
Monday - Saturday, 5:00 pm – 7:00 am (All day Sunday) $157.50
Holiday $210.00

ADDITIONAL INFORMATION
• A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
• If a dedicated circuit is required, please order 2000 watts/20 amps.
• Separate outlets should be ordered for each piece of equipment and/or each power location.
• NO refunds will be applied to electrical services cancelled after installation.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>SHOW RATE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A/C Extension Cable</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Strip</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension/Power Strip Combo</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELECTRICAL TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Exhibit Order Form

### EVENT TECHNOLOGY GUIDE

#### Audio Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JBL Powered Loudspeaker w/Stand</td>
<td>$105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SM-58 Hardwire Microphone w/Stand</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UHF Wireless Microphone (Handheld or Lavaliere)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PC/MP3 Adapter</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Channel Mono Mixer</td>
<td>$55.00</td>
<td></td>
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</tr>
</tbody>
</table>

All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.

#### Video Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HD Flat Panel Display Package:</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes: HD 60” Flat Panel LCD Display, Display Stand, DVD Player, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HD Flat Panel Video Package:</td>
<td>$425.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes: HD 42” Flat Panel LCD Display, Display Stand, DVD Player, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
<td>$425.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VGA Cable (for PC, projectors and monitors)</td>
<td>$20.00</td>
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<td></td>
</tr>
</tbody>
</table>

#### Computers, Internet & Phone Lines

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PC Laptop Computer</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desktop Computer w/Mouse &amp; Keyboard</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hardwire Internet Connection (single user)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless Internet Connection (single user)</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Polycom Speaker Phone</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone w/DID Analog Line (Domestic Calling)</td>
<td>$100.00</td>
<td></td>
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</tr>
</tbody>
</table>

**Electrical Total**  
**Equipment Total**  
**Labor (service charge does not apply)**

(Does not include 8% LA Tax and 24% Service) **GRAND TOTAL**
Exhibit Order Form

CREDIT CARD AUTHORIZATION FORM

Please make your selection below and email or fax completed to:

Encore Event Technologies:
FAX: (619) 297-3960
EMAIL: marriottmissionvalley@encore-us.com

I authorize Encore Event Technologies & Marriott Mission Valley to charge my credit card for:

Date of Function ____________________________________________________________

Name of Event/Group: _______________________________________________________

Type of Card (Check One):

American Express _________________ Visa ___________________ MasterCard _________________

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name: ____________________________________________________________________

Card Holder Address: __________________________________________________________________

Card Number: _________________________________________________________________________

Expiration Date: __________ CCID:_______ Total Estimated Charges: $ __________________

Phone Number: ___________________________ Date: ___________________

Signature: ____________________________________________________________________________

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day’s rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day’s rental plus handling charges.

2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Insurance for the subject equipment is Lessee’s responsibility.

4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.