

Dear Exhibitor,

We are pleased to inform you that Modern Exposition Services has been selected by the Show Management as the official Service Contractor for:

## **Pinner's Conference & Expo 2015**

South Towne Exposition Center  
November 6-7, 2015

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Ordering in advance helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be faxed, mailed or emailed to Modern Exposition Services. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. Modern Exposition Services requires a credit card authorization on file for each exhibitor using Modern Exposition Services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into Modern Exposition Services, for reference purposes.

TO RECEIVE PRE-ORDER PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:

**October 23, 2015**

To have questions regarding Modern Exposition services answered or if you need additional information, please call:

**Exhibitor Services**  
**(801) 983-8160**  
[expo@modernexpo.com](mailto:expo@modernexpo.com)

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the association sponsoring the show:

**Kendall Bennett**  
**801-822-1333**  
[kendall@bennettevents.com](mailto:kendall@bennettevents.com)

Wishing you a successful show...

MODERN **EXPOSITION SERVICES**



Toll Free  
800.666.4564  
[www.modernexpo.com](http://www.modernexpo.com)



**MODERN**  
EXPO + EVENTS

Members of:



*Designing Solutions, Creating Experiences, Inspiring People*

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424 South 700 East  
Salt Lake City, Utah, 84102  
Ph: (801) 983-8160 Fx: (801) 521-3040

**Pinners Conference & Expo 2015**

South Towne Exposition Center

November 6-7, 2015

*Pre-Order Discount Deadline October 23, 2015*

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**PAYMENT POLICY:** ALL ORDERS ARE GOVERNED BY THE MODERN EXPOSITIONS PAYMENT POLICY AND THIRD PARTY BILLING AUTHORIZATION FORM WHICH MUST BE SIGNED AND ACCOMPANY THIS ORDER FORM. FULL AMOUNT OF THE INVOICE BALANCE MUST BE PAID BEFORE SHOW CLOSING.

## GENERAL SHOW INFORMATION



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### Official Service Provider

Modern Exposition Service (MES) Phone: 801-983-8160 Email us: [expo@modernexpo.com](mailto:expo@modernexpo.com)  
424 South 700 East FAX: 801-521-3040  
Salt Lake City, UT 84102 Toll Free: 800-666-4564

### Facility

South Towne Exposition Center  
9575 South State Street  
Sandy, Utah 84070

### Important Dates

<b>Friday</b>	<b>October 23, 2015</b>	Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.
<b>Monday</b>	<b>October 5, 2015</b>	Advance shipments may begin to arrive at Warehouse.
<b>Friday</b>	<b>October 30, 2015</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges.

<b>Thursday</b>	<b>November 5, 2015</b>	Exhibit Installation	9:00 AM - 8:00 PM
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<b>Friday</b>	<b>November 6, 2015</b>	Show Hours	10:00 AM - 9:00 PM
<b>Saturday</b>	<b>November 7, 2015</b>		9:00 AM - 7:00 PM

<b>Saturday</b>	<b>November 7, 2015</b>	Exhibit Dismantle	7:00 PM - 10:00 PM
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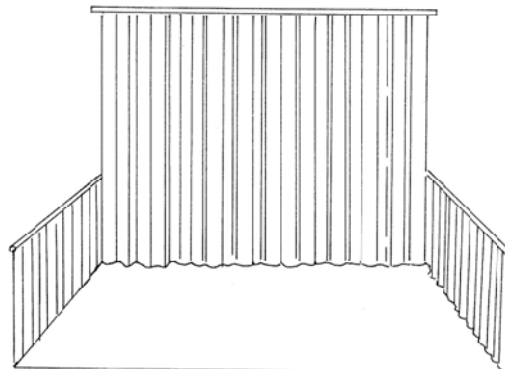
<b>Saturday</b>	<b>November 7, 2015</b>	All exhibitor materials must be removed from the exhibit space by 10:00 PM Outbound freight not removed from the hall by 9:00 PM will be forced out on MES' carrier of choice at exhibitor expense.
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### Show Colors

Drape Color: Black  
Booth Size 10'x10' , 8'x10'

### Booth Package

8' High Back Drape  
3' High Side Drape  
7" x 44" Booth ID Sign



## SHOW SITE WORK RULES



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## EXHIBIT LABOR JURISDICTION

To assist you in planning your participation in your Salt Lake City area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Modern Exposition Services utilizes the local stagehand union for exhibit installation and dismantling, material handling, sign hanging and rigging, and installation of display materials, including flooring. The union allows only full-time, permanent employees of the exhibiting company (no temporary or part-time personnel) to work on the installation and dismantling of their own exhibits. These employees must be clearly identifiable and must obtain a work badge from show management. If additional personnel are required, union personnel must be acquired through the official service contractor (MES). Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the jurisdiction of the stagehand union contract.

## FREIGHT HANDLING JURISDICTION

Modern Exposition Service has been selected by Show Management to oversee and handle all incoming and outgoing exhibit materials, displays and empty crates. It is the responsibility of MES to manage the docks and to schedule vehicles for smooth and efficient move-in and move-out of the exposition. All materials shipped to the exhibit facility by a third-party carrier are the responsibility of MES and are subject to material handling charges. Exhibitors may, upon prior approval from Show Management, deliver and move in and out their own display materials, provided those materials can be carried by the exhibitors employees without the assistance of wheeled dollies, carts, pallet jacks or forklifts. Any materials that cannot be carried by the exhibitor's employees must be moved by union personnel and are subject to material handling and/or labor charges. NOTE: Exhibitors may not borrow MES hand trucks, dollies, flat trucks, pallet jacks or other freight handling equipment. Exhibitors may not bring their own freight handling equipment to unload or load exhibit materials. Cartload service is available.

## IN GENERAL

Union members at all levels will be instructed to refrain from expressing any grievance or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to MES and/or the exhibit manager. Exhibitors are asked to refrain from voicing complaints about labor directly to union personnel. Any complaint should be brought to the attention of MES. **The solicitation and acceptance of gratuities, in any form or amount is strictly prohibited.**

## PAYMENT POLICY



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### Payment Services

Modern Exposition Services (MES) requires payment in full at the time services are ordered. Further, MES requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

### Pre-Order Prices

To qualify for pre-order pricing, orders must be received with payment in full on or before the pre-order discount price deadline.

### Method of Payment

Modern Exposition Services accepts Master Card, Visa, American Express, Discover, company check (no personal checks accepted) or bank wire transfer (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a \$50.00 fee for each returned NSF check.

### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide MES with a Sales Tax Exemption Certificate for that state. Please contact MES for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your tax exempt certificate prior to the start of show.

### Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee.

### Collections Fees

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24 % per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

### Order Forms

Please complete all order forms in full and return to MES with payment in full to insure that your order is processed correctly and to avoid costly delays. **MES requires your completed credit card charge authorization to be on file even if you choose to pay by company check or wire transfer.**

## EXHIBITOR DESIGNATED CONTRACTOR



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EXHIBITOR NAME		DATE		BOOTH #	
STREET ADDRESS		CITY		STATE	
PHONE		FAX		ZIP	
ORDERED BY (PRINT NAME)		SIGNATURE			

CONTRACTOR NAME		AUTHORIZED REPRESENTATIVE			
STREET ADDRESS		CITY		STATE	
PHONE		FAX		ZIP	
SHOW SITE REPRESENTATIVE (IF DIFFERENT THAN ABOVE)					

### ***Rules and Regulations for Exhibitor Designated Contractor***

An Exhibitor Designated Contractor (EDC) is any company other than Modern Exposition Services (MES), the Official Service Contractor, that an exhibitor may wish to use inside the exhibit hall before, during, or after the show.

Usually, an EDC is contracted to set or supervise the setting of an exhibitor's display. **An EDC may not perform any of the following functions: Drayage/Material Handling, Electrical, Plumbing, Mechanical, Booth Cleaning, Booth Security, Floral, Telephone, Food & Beverage Service, and Draping and Decorator Labor.** However, an EDC may be contacted to supervise the procurement of items listed above.

An EDC must provide the following to MES no later than **30 days prior to exhibitor move-in**. Requests received later than 30 days prior to exhibitor move-in will be denied.

- 1) The above form must be filled out completely and returned to MES.
- 2) EDC must furnish current certificates of insurance naming MES as additional insured for both liability and workers compensation. Liability coverage must be at least \$2,000,000 aggregate and \$1,000,000 each occurrence. Workers compensation coverage must be at least \$1,000,000 aggregate and \$500,000 each occurrence. Failure to provide proper insurance documentation will result in EDC being barred from the exhibit hall.
- 3) EDC must provide payment in full for all services ordered from MES. Please see Payment Policy sheet for more information. The exhibitor is ultimately responsible for any charges incurred by its EDC. Any unpaid charges incurred by an EDC will be collected from the responsible exhibitor prior to the close of the show.
- 4) EDC must confine its activities to the exhibit space of the contracting exhibitor. No storage areas, service desks, or work facilities will be allowed.
- 5) EDC may not solicit business on the exhibit floor.
- 6) Exhibit hall, service and storage areas, and loading docks are under the control of the Official Service Contractor and all activities must be coordinated through MES.
- 7) MES accepts no responsibility for damage to any exhibitor material under control of the EDC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
- 8) EDC employees must identify themselves to MES personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the MDS service desk if necessary.
- 9) EDC and its employees will conduct themselves within the governing show rules as established by the show management or association. Such rules may include rules governing the appearance and conduct of workers and during what hours work may be performed. Please check with show management to verify the details of such rules.

***Any EDC who has not provided the above information at least 30 days in advance of exhibitor move-in will be barred from the exhibit hall.***

# PAYMENT CALCULATION & CREDIT CARD CHARGE AUTHORIZATION



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COMPANY NAME		DATE	BOOTH #
STREET ADDRESS		CITY	STATE ZIP
PHONE	FAX	E-MAIL	
ORDERED BY (print name)		SIGNATURE	

**THIS FORM MUST BE INCLUDED WITH YOUR ORDER.**

### CREDIT CARD AUTHORIZATION

All information must be provided. Your order will not be processed if any information is missing. **We require that your credit card charge authorization be on file with MES even if you are paying by company check, bank draft or bank wire transfer.**

<input type="checkbox"/> Visa	Account # <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<input type="checkbox"/> Master Card	
<input type="checkbox"/> American Express	
<input type="checkbox"/> Discover	
Expiration Date <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
Security Code <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	

Cardholder's Name - Please Print	Cardholder's Signature	
Cardholder Billing Address	City, State, ZIP	Telephone

### CALCULATION OF ORDERS

Material Handling	\$
Electrical	\$
Carpeting	\$
Floral	\$
Installation & Dismantling Labor	\$
Booth Furnishings	\$
Audio Visual	\$
Other MES Services (specify)	\$
Other MES Services (specify)	\$
<b>Subtotal of all Orders</b>	<b>\$</b>
<b>Please add 6.85% Utah State Sales Tax</b>	<b>\$</b>
<b>FULL PAYMENT - In US funds drawn on a US Bank.</b>	
MES Federal ID # 87-0265937. MES is exempt from backup withholding tax.	\$

**Discount prices are available for orders placed and paid for in full by the advance order deadline.**  
**Please see "Payment Policy" for more information.**

### Third Party Agreement

Please fill out the third party agreement information as requested below. All requested information and signatures are required in order for the third party request to be accommodated.

\_\_\_\_\_  
Exhibiting Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Third Party/Display House

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title



# TABLES AND SKIRTING



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COMPANY NAME	DATE	BOOTH #
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<b>UNFINISHED DISPLAY TABLES 30" HIGH</b> (includes Top Covered with White Vinyl)			
Qty	Description	Pre-Order	Regular
	4' long 24" wide	35.00	42.00
	6' long 24" wide	48.00	57.00
	8' long 24" wide	54.00	64.00
<b>SKIRTED DISPLAY TABLES 30" HIGH</b> (includes Top Covered with White Vinyl & 3 Sides Skirted)			
	4' long 24" wide	80.00	96.00
	6' long 24" wide	93.00	111.00
	8' long 24" wide	113.00	135.00
CHECK SKIRT COLOR (Includes Top Covered with White Vinyl)			
<input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Plum <input type="checkbox"/> Teal <input type="checkbox"/> Forest Green			
<b>UNFINISHED DISPLAY TABLES 40" HIGH</b> (includes Top Covered with White Vinyl)			
	4' long 24" wide	42.00	50.00
	6' long 24" wide	55.00	66.00
	8' long 24" wide	62.00	74.00
<b>SKIRTED DISPLAY TABLES 40" HIGH</b> (includes Top Covered with White Vinyl & 3 Sides Skirted)			
	4' long 24" wide	95.00	114.00
	6' long 24" wide	108.00	129.00
	8' long 24" wide	127.00	152.00
CHECK SKIRT COLOR (Includes Top Covered with White Vinyl)			
<input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Plum <input type="checkbox"/> Teal <input type="checkbox"/> Forest Green			
<b>BAR AND CAFÉ TABLES</b>			
	30" Round <input type="checkbox"/> 40" <input type="checkbox"/> 30" High	59.00	70.00
<b>ADDITIONAL TABLE SKIRTING</b>			
	Skirt Only 30" high _____ (Select Color)	45.00	54.00
	Skirt Only 40" high _____ (Select Color)	48.00	57.00
	4th side table skirt 30" high	36.00	43.00
	4th side table skirt 40" high	36.00	43.00
CHECK SKIRT COLOR			
<input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Plum <input type="checkbox"/> Teal <input type="checkbox"/> Forest Green			
<b>30" &amp; 40" Skirting to be installed on table only.</b>			



Skirted Table  
4ft, 6ft, 8ft long



Unskirted Table  
4ft, 6ft, 8ft long



Cabaret Table  
30" high or 40" high

**TOTAL THIS PAGE \$**

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# CHAIRS AND MISCELLANEOUS



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CHAIRS AND STOOLS			
Qty	Description	Pre-Order	Regular
	Padded Side Chair	48.00	57.00
	Padded Arm Chair (gray upholstered)	48.00	57.00
	Stool Counter High (gray upholstered)	61.00	73.00
	Folding Chair	10.00	12.00

MISCELLANEOUS ITEMS			
	Chrome Stanchions	25.00	30.00
	Red Velvet Rope	18.00	21.00
	Black TensaBarrier®, Crowd Control	42.00	50.00
	Wastebasket	13.00	15.00
	Easel, Aluminum, Floor Standing	21.00	25.00
	Poster Board gray 4'x8' <input type="checkbox"/> vert <input type="checkbox"/> horiz	124.00	148.00
	Sign Holder chrome 22" x 28" vertical only	58.00	69.00
	Coat Rack rolling	41.00	52.00
	Wire Grid Panel 24" x 96" vertical only	78.00	93.00
	4'x4' Platform (not carpeted)	56.00	67.00
	Literature Rack 6 Pocket Floor Standing	120.00	140.00
	<input type="checkbox"/> Silver <input type="checkbox"/> Black		
	Bag Stand	43.00	51.00

SPECIAL DRAPERY BACKGROUND			
	Upright Pole w/Base <input type="checkbox"/> 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12'	8.00	9.50
	Extendable (cross bar)	8.00	9.50
	3' high drape _____ (Select Color) per/foot	6.00	7.00
	8' high drape _____ (Select Color) per/foot	10.00	12.00
	3' high drape package (10' minimum order) includes drape and all necessary hardware Feet _____ Color _____	Per Foot 5.00	Per Foot 6.00
	8' high drape package (10' minimum order) includes drape and all necessary hardware Feet _____ Color _____	Per Foot 7.00	Per Foot 8.50

**CHECK DRAPE COLOR**

- White    Silver    Black    Blue    Burgundy  
 Red    Yellow    Plum    Forest Green    Teal

TAPES AND ADHESIVES			
	Velcro Per/Yard	7.00	8.50
	Roll of Tape - Double faced duct tape	26.00	31.00
	Roll of Tape - Gaffer tape - Black	20.00	24.00
	Roll of Tape - Packing Tape - Clear	13.00	15.00

FLAT CARTS	
<b>These can be rented ahead of time or during exhibitor move in</b>	
Flat Cart Rental - Per Hour	18.72
Carts can be picked up at the Exhibitor Service Desk	
Date Needed _____	Time _____



Padded Arm Chair      Padded Side Chair      Stool Counter High



Easel Aluminum Floor Standing



Wire Grid Panel 2ft x 8ft



Sign Card Holder 22" x 28"



Stanchion TensaBarrier



Chrome Stanchion and Red Rope



Literature Rack

TOTAL THIS PAGE \$

# BOOTH CARPET



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## COLOR OPTIONS FOR YOUR BOOTH

CARPETING			
Price Includes Installation			
Qty	Description	Pre-Order	Regular
	10'x10'	65.00	78.00
	10'x20'	131.00	157.00
	10'x30'	229.00	274.00
	Custom Carpet per / Sq.ft	2.50	3.00
	Carpet Pad per / Sq.ft	1.00	1.25
	Visqueen per / Sq.ft	0.50	0.75



**Green**



**Burgundy**



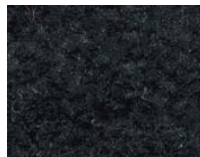
**Grey**



**Blue**



**Plum**



**Black**



**Red**

<b>TOTAL THIS PAGE: \$</b>
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# CLEANING SERVICES



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VACUUMING
We will require the following service for our booth which is _____ x _____ = _____ sq.ft.
Vacuum carpet <b>BEFORE SHOW OPENS ONLY</b> . Cost per sq.ft is ..... 0.33 (100 sq.ft. min)
Vacuum carpet <b>EVERY NIGHT</b> . Cost per sq.ft. is ..... 0.27 (100 sq.ft. min)

TRASH REMOVAL												
Modern Expositions will empty wastebaskets and remove trash at regular intervals during show hours												
<b>Please figure porter service rates by square footage of your exhibit space</b>												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Single Day Rate</th> <th style="width: 30%; text-align: center;">Multiple Day Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">0-500 Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/></td> <td style="padding: 5px; text-align: center;">\$58.00 per day</td> <td style="padding: 5px; text-align: center;"><input style="margin-left: 10px;" type="checkbox"/> \$41.00 per day</td> </tr> <tr> <td style="padding: 5px;">501-1500 Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/></td> <td style="padding: 5px; text-align: center;">\$68.00 per day</td> <td style="padding: 5px; text-align: center;"><input style="margin-left: 10px;" type="checkbox"/> \$55.00 per day</td> </tr> <tr> <td style="padding: 5px;">1501 and up Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/></td> <td style="padding: 5px; text-align: center;">\$84.00 per day</td> <td style="padding: 5px; text-align: center;"><input style="margin-left: 10px;" type="checkbox"/> \$68.00 per day</td> </tr> </tbody> </table>		Single Day Rate	Multiple Day Rate	0-500 Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/>	\$58.00 per day	<input style="margin-left: 10px;" type="checkbox"/> \$41.00 per day	501-1500 Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/>	\$68.00 per day	<input style="margin-left: 10px;" type="checkbox"/> \$55.00 per day	1501 and up Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/>	\$84.00 per day	<input style="margin-left: 10px;" type="checkbox"/> \$68.00 per day
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1501 and up Sq.Ft. <input style="margin-left: 10px;" type="checkbox"/>	\$84.00 per day	<input style="margin-left: 10px;" type="checkbox"/> \$68.00 per day										

COMPUTATION OF ORDERS	
Vacuum Carpet _____ (sq.ft.)x _____ (rate)x _____ (number of days) =	\$ _____
Porter Service .....	\$ _____
<b>TOTAL</b> .....	<b>\$ _____</b>

Special Instructions: \_\_\_\_\_

<b>TOTAL THIS PAGE \$</b>
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# ELECTRICAL SERVICES



424 South 700 East  
Salt Lake City, Utah, 84102  
Ph: (801) 983-8160 Fx: (801) 521-3040

**Pinner's Conference & Expo 2015**  
South Towne Exposition Center  
November 6-7, 2015  
*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
--------------	------	---------

**Determine the amount of power you need by checking the UL rating plates of each electrical item to be used in booth.** Plate will give you information regarding VOLTS (ex. V120), WATTS (ex. W1000) and/or AMPS (ex. A30). Add power requirements of all items to be powered in the booth to determine your total electrical need and select the appropriate service from the list below. If you need help determining the amount of power you need, please contact our exhibitor service staff.

**Electrical service must be ordered by each individual exhibitor and may not be shared with or borrowed from a neighboring exhibitor.** MES and the exhibit facility conduct electrical audits during each show and any exhibitor found to be accessing electricity without having ordered and paid for it, will have its power disconnected until an electrical order, plus a minimum one hour electrician fee, is paid in full. Electrical audits include metering. Any exhibitor found to be using more power than they ordered will be required to upgrade their order and pay for the extra power.

**120 Volt Motor & Equipment Outlets**  
orders of more than 3 outlets will require at least 1 hour minimum electrician labor

**120 Volt Outlets by Amperage and Wattage**

Qty	Description	Pre-Order	Regular
	Outlet up to 5 amp or 500 watt	89.00	117.00
	Outlet up to 10 amp or 1000 watt	128.00	164.00
	Outlet up to 15 amp or 1500 watt	167.00	219.00
	Outlet up to 20 amp or 2000 watt	186.00	241.00

**208 Volt Motor & Equipment Outlets**  
For ALL 208 volt outlets you must also order at least 1 electrician labor hour

SINGLE PHASE 208 Volt					3 PHASE 208 Volt				
Qty	Description	Pre-Order Price	Regular Price	Total	Qty	Description	Pre-Order Price	Regular Price	Total
	20 amps or less	275.00	400.00			20 amps or less	367.00	560.00	
	30 amps	332.00	437.00			30 amps	439.00	581.00	
	60 amps or above	CALL	CALL			60 amps or above	CALL	CALL	

**Miscellaneous** **Electrician**

(Electricity must be ordered for extension cord or power strip usage)					For assistance with special electrical requirements. If you have an island or bulk booth, or are ordering a single phase or 3 phase outlet, you must order a minimum of 1 hour electrician labor.				
Qty	Description	Pre-Order	Regular	Total	Qty	Description	Regular	Overtime	Total
	Extension Cord	17.00	22.00			Electrician Per man Hour	81.00	157.00	
	Power strip	17.00	22.00						

- Outlets requiring 24 hour service are priced at DOUBLE THE RATE of the outlet ordered.
- Dedicated Circuits are priced at DOUBLE THE RATE of the outlet ordered.
- HOT TUBS - As Per new facility regulations, ALL hot tubs are required to order the maximum amperage rated for that individual item. NO EXCEPTION. (Most hot tubs are rated at Single Phase 208V 60amp. Maximum Amperage = total electrical needed for heating element, pump, lights, etc)
- All electrical in stand alone, bulk or island booths (4 or more booths grouped together) or orders of Single or 3 Phase outlets will be subject to a 1 hour minimum electrician labor charge
- No credits will be issued for outlets installed as ordered and not used  
(See next page for additional rules and regulations)

**TOTAL THIS PAGE \$**

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**Pinnars Conference & Expo 2015**

South Towne Exposition Center

November 6-7, 2015

*Pre-Order Discount Deadline October 23, 2015*

- 1) Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Exposition Service for installation of electrical service and must pay MES a fee for electrical service used on a rate schedule determined by the exhibit facility. Please help us provide you with the best service and avoid possible service issues by **ORDERING YOUR ELECTRICAL SERVICE IN ADVANCE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.**
- 2) Exhibitors and/or their contractors may **NOT** make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for through MES representatives. MES shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or for failure to pay for electrical service.
- 3) Exhibitors may not share electrical connections with neighboring exhibitors
- 4) Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.
- 5) Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Exposition Service and are not to be moved, altered or removed from the booth space by exhibitors or their contractors. Any material or equipment that is missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MES.
- 6) Modern Exposition Service is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control such as facility power supply issues, power outages, brown-outs, etc.
- 7) Modern Exposition Service is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.
- 8) Electrical rates include providing power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/amperage, regardless of the amount of time used. If the exhibitor is found using electricity that has not been ordered, or found using more than was ordered, the exhibitor will be charged accordingly.
- 9) Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.
- 10) Claims will not be considered unless filed prior to close of show.
- 11) **PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION**
- 12) **CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.**

ELECTRICAL SERVICE



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Pinners Conference & Expo 2015

South Towne Exposition Center  
November 6-7, 2015

Pre-Order Discount Deadline October 23, 2015

Company Name | Date | Booth #

Please attach this page to the electrical order form to ensure proper placement of the outlets in your booth.

Rates quoted for all connections cover ONLY the bringing of one service to the booth in the most CONVENIENT manner and DOES NOT INCLUDE connecting equipment or wiring. \*\* Electrical orders of more than three outlet may be subject to a 1hr. minimum electrician charge. Any outlet placement that is changed once it has been installed will be charged a minimum of 1 hour Electrician labor charge

To use this grid:

- \* Use bold lines to indicate the outline of your booth.
- \* Indicate the scale of the grid (i.e. 1 square - 1 foot) or indicate the dimensions of your booth.
- \* Mark the adjacent booth numbers or aisle numbers.

FRONT OF BOOTH  
Indicate Adjacent Booth or Aisle Number

\_\_\_\_\_

Grid for booth layout with labels: Indicate Adjacent Booth or Aisle Number (left and right sides)

BACK OF BOOTH  
Indicate Adjacent Booth or Aisle Number

\_\_\_\_\_

# PLANTS AND FLORAL



424 South 700 East  
 Salt Lake City, Utah, 84102  
 Ph: (801) 983-8160 Fx: (801) 521-3040

## Pinners Conference & Expo 2015

South Towne Exposition Center  
 November 6-7, 2015

*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
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If you require floral service, it must be ordered in advance to give you a full range of options. Late orders will have less variety available and will be subject to stock on hand. Prices shown include placement in exhibit, and removal at the end of the show for rental items. Delivery is not included in price shown.

Centerpieces, potted mums, and flowers are PURCHASES. You may take them at the end of the show

Qty	Item Description	Pre-Order	Regular
	Potted Mums / Flowers	27.00	37.50
	Seasonal Blooms - Azaleas / Kalanchoe	32.00	43.00
	Roses - 12 long stem arranged in glass vase	104.00	116.00
	16" Arrangement	84.00	96.00
	24" Arrangement	116.00	128.00

Special instructions: (style, color palate, size, flower preference, etc.)


Green plants are a rental only. Plant and pot will be picked up at the end of the event.

Qty	Item Description	Pre-Order	Regular
	Fern—6" Pot	32.00	43.00
	Ficus Trees	110.00	130.00
	3' Green Plant	48.00	58.00
	4' - 5' Green Plant	69.00	80.00
	6' Green Plant	120.00	150.00
	7' - 8' Green Plant	170.00	200.00
	Large Trees	call for quote	
	A delivery fee will be added to all flowers and green plants	40.00	

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Plant and Floral subtotal \$ _____
Deliver fee _____ \$40
<b>TOTAL THIS PAGE \$ _____</b>



## AUDIO VISUAL / COMPUTER



424 South 700 East  
 Salt Lake City, Utah, 84102  
 Ph: (801) 983-8160 Fx: (801) 521-3040

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COMPANY NAME	DATE	BOOTH #
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Qty	CARTS AND STAND	Pre-Order Price	Regular Price	Total
	56" Safelock Stand, (Spider Leg) Not for use with monitors	<b>\$36.00</b>	\$45.00	
	Dual Pole Stand, Up to 84"	<b>\$205.00</b>	\$245.00	
	Tabletop LCD Swivel Stand	<b>\$205.00</b>	\$245.00	

Qty	EASELS / FLIPCHARTS	Pre-Order Price	Regular Price	Total
	Flipchart White Board Combo 4'H x 3'W with telescopic legs	<b>\$60.00</b>	\$75.00	
	Flipchart Pad (Purchase)	<b>\$26.00</b>	\$33.00	
	Color Marker / Eraser Kit	<b>\$22.00</b>	\$28.00	

Qty	PROJECTIONS AND SCREENS	Pre-Order Price	Regular Price	Total
	Projector 3500 Lumens, XGA	<b>\$355.00</b>	\$430.00	
	70" x 70" Tripod Screen (6ft)	<b>\$75.00</b>	\$90.00	
	84" x 84" Tripod Screen (7ft)	<b>\$100.00</b>	\$120.00	
	96" x 96" Tripod Screen (8ft)	<b>\$120.00</b>	\$145.00	

Qty	MONITORS AND DISPLAYS	Pre-Order Price	Regular Price	Total
	20" LCD Screen	<b>\$140.00</b>	\$170.00	
	32" LCD Screen	<b>\$275.00</b>	\$330.00	
	46" LCD Screen	<b>\$675.00</b>	\$810.00	
	60" LCD Screen	<b>\$945.00</b>	\$1134.00	
	70" LCD Screen	<b>\$1080.00</b>	\$1296.00	

Qty	COMPUTER SYSTEMS	Pre-Order Price	Regular Price	Total
Computer and laptop prices vary dependent on individual needs.				
	Desktop Computer	<b>Call</b>	Call	
	Laptop Computer	<b>Call</b>	Call	
	Desktop Computer Speakers	<b>\$25.00</b>	\$30.00	
	Printer	<b>\$415.00</b>	\$500.00	

**Standard Delivery Fee: \$90.00**  
 Applies to ALL Audio Visual orders.

Deliver Date \_\_\_\_\_ Time \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Time \_\_\_\_\_

<b>TOTAL THIS PAGE \$</b>
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# AIR & PLUMBING



424 South 700 East  
Salt Lake City, Utah, 84102  
Ph: (801) 983-8160 Fx: (801) 521-3040

**Pinnars Conference & Expo 2015**

South Towne Exposition Center

November 6-7, 2015

*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
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### COMPRESSED AIR

Air Service 100psi / 125 cfm  
3/8" service outlet, quick connect

AIR FIRST 25'	LINE SIZE	Pre-Order Price	Regular Price
<input type="checkbox"/>	<b>3/8"</b>	266.00	342.00
<input type="checkbox"/>	Additional Equipment	(31.00 minimum)	

### PLUMBING SERVICE

GAS FIRST 25'	LINE SIZE	Pre-Order Price	Regular Price
<input type="checkbox"/>	<b>1/2"</b>	266.00	342.00
<input type="checkbox"/>	<b>3/4"</b>	266.00	342.00

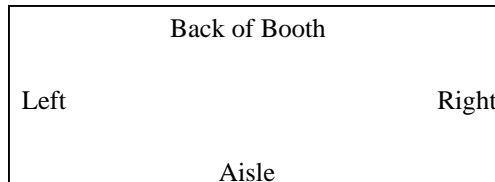
WATER FIRST 25'	LINE SIZE	Pre-Order Price	Regular Price
<input type="checkbox"/>	<b>1/4"</b>	266.00	342.00
<input type="checkbox"/>	<b>3/8"</b>	266.00	342.00
<input type="checkbox"/>	<b>1/2"</b>	266.00	342.00

DRAIN FIRST 25'	LINE SIZE	Pre-Order Price	Regular Price
<input type="checkbox"/>	<b>1"</b>	266.00	342.00
<input type="checkbox"/>	<b>1 1/2"</b>	266.00	342.00

### WATER SERVICE FOR SPAS & HOT TUBS

Water Service **\$210.00** per unit (includes filling & Emptying, 500 gallon Maximum, Double price for additional gallons  
Number of units to be filled: \_\_\_\_\_

Location of Service  
(Indicate where required)



Special Instructions: \_\_\_\_\_

<b>TOTAL THIS PAGE \$</b>
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## MATERIAL HANDLING ESTIMATE



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Salt Lake City, Utah, 84102  
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COMPANY NAME	DATE	BOOTH #
--------------	------	---------

**Use this page to determine your material handling cost; add the estimated cost to the "Payment Calculation" page.  
To assist you in preparing this form, please read, "Shipping and Handling Instructions".**

**MATERIAL HANDLING** - Crated, boxed, or skidded materials will be received at warehouse up to 45 days in advance of show, or at show site. The materials will be delivered to respective booths. Empty containers will be removed and stored until the end of the show. At that time they will be returned to the original booth. When materials are prepared for shipment, they will be taken to the dock and loaded on designated vehicles.

*Description of services and material handling prices are listed below*

### ADVANCE SHIPMENTS TO MODERN EXPOSITIONS WAREHOUSE

CRATED OR UNCRATED SHIPMENTS	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that can be unloaded at the dock with no additional handling required.	\$ 63.00	\$ 126.00	
Each shipment received is charged separately. Cumulative weights are not allowed on minimums. <b>Prices apply to shipments that meet the deadline only.</b>	<i>200 lb. minimum</i>		

### DIRECT SHIPMENTS TO SHOW SITE

CRATED OR UNCRATED SHIPMENTS	PER 100 LBS	MIN CHARGE	EST. TOTAL
See Definition Above in Advance Shipments.	\$ 53.00	\$ 106.00	
	<i>200 lb. minimum</i>		

### SHIPMENTS REQUIRING SPECIAL HANDLING

SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that require special handling, unboxed Items, machinery/heavy equipment or blanket wrapped items.	\$ 72.00	\$ 144.00	
	<i>200 lb. minimum</i>		

### SMALL PACKAGE SERVICE (maximum 2 packages per shipment)

SMALL PACKAGE SERVICE (maximum 2 packages per shipment)	FIRST PKG.	ADD'L PKG.	EST. TOTAL
Cartons and envelopes received without documentation. Maximum weight is 50 lbs per shipment, per delivery. Maximum 2 packages per shipment. This includes UPS, Fed Ex etc. All Shipments Received via air carrier that do not fall under the small Package category, or 3 packages or more, may be subject to special handling charges.	\$ 45.00	\$ 30.00	

### TRANSPORTATION SURCHARGE

TRANSPORTATION SURCHARGE	PER SHIPMENT	EST. TOTAL
Charged for freight taken back to the Modern Expo Warehouse	\$ 150.00	
This is also charged for freight delivered or picked up outside the designated freight delivery and pick up times		

### DELIVERY DEADLINE

DELIVERY DEADLINE	PER 100 LBS	EST. TOTAL
Advance shipments to warehouse that are not received at least five (5) days prior to show move-in and any direct to show-site shipments that arrive before or after designated acceptance times.	\$ 15.00	

### OUTBOUND MATERIAL HANDLING ONLY

OUTBOUND MATERIAL HANDLING ONLY	PER 100 LBS	EST. TOTAL
Freight handled only at the close of show, Material Handling fees include Taking materials to the dock and loading on designated carriers	\$ 32.00	

**TOTAL THIS PAGE \$**

### MATERIAL HANDLING COST CALCULATION FORMULA

Shipment Weight (round to the next 100 lbs.) \_\_\_\_\_ = \_\_\_\_\_ Total CWT @ \$ \_\_\_\_\_ Per 100 = \$ \_\_\_\_\_

## SHIPPING INFORMATION



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COMPANY NAME	DATE	BOOTH #
--------------	------	---------

**All freight charges must be pre-paid. All shipments sent freight collect will be refused.**

<b>ADVANCE WAREHOUSE SHIPPING</b>
<p>TO: (Name of Exhibitor &amp; Booth #)</p> <p><b>Pinners Conference &amp; Expo 2015</b>  <b>C/O Modern Exposition Services</b>  <b>3370 West 500 South</b>  <b>Salt Lake City, Utah 84104</b></p> <p style="text-align: right;">Warehouse-No Later Than: <b>October 30, 2015</b></p>

<b>DIRECT SHOW SHIPPING</b>
<p>TO: (Name of Exhibitor &amp; Booth #)</p> <p><b>Pinners Conference &amp; Expo 2015</b>  <b>C/O Modern Exposition Services</b>  <b>South Towne Exposition Center</b>  <b>9575 South State Street</b>  <b>Sandy, Utah 84070</b></p> <p style="text-align: right;">Direct To show-No Earlier Than: <b>November 5, 2015</b></p>

**Advance Warehouse receiving hours are Monday thru Friday 8:00am to 4:00pm**

### SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

**Our designated ground carrier for this show is UPS Freight. Our designated air carrier for this show is UPS Freight.**

**All exhibitor freight not picked up by their exhibitor designated carrier will be forced out on UPS Freight: Saturday, November 7, 2015 at 9:00 PM**

*For outbound shipping please see us at the service desk and fill out a Modern Expositions Service Bill of Lading. Freight sent back to Modern Exposition's warehouse will be charged for the additional handling.*

<b>Ship To:</b>	Company: _____
	Contact Name: _____
	Address: _____
	Phone Number: _____

<b>Bill To:</b>	Company: _____
	Contact Name: _____
	Address: _____
	Phone Number: _____



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#### **Benefits of Advance Shipping to MES Warehouse:**

- Storage of materials for up to 45 days prior to your show.
- Delivery of materials directly to your booth space prior to your scheduled move-in time.
- Many convention centers and hotels do not have facilities to receive and store freight and may refuse a shipment sent to them prior to show dates.

#### **How to Ship Advance to MES Warehouse:**

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Label(s).
- Complete enclosed Material Handling Form.
- Confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to make sure your shipment(s) is properly packed. MES is not responsible for any damage that occurs in shipping.
- Please do not ship uncrated or blanket wrap items to warehouse. These types of items should be sent directly to show site.

#### **How to Ship Direct to Exhibit Site:**

- Consign all domestic shipments c/o Modern Exposition Service.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping Label(s).
- Complete enclosed Material Handling Form.
- Confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to make sure your shipment(s) is properly packed. MES is not responsible for any damage that occurs in shipping.

#### **Freight Carriers:**

Select a carrier with trade show experience. Make sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick up times for trade shows often fall outside of "normal" delivery hours. Make sure your carrier is committed to and capable of meeting target dates and times. Make sure to plan not only for your shipment to the show, but for your return shipment, as well.

#### **Tracking Shipments:**

Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your on-site representative. Be sure to know who to call to track your shipment should it not arrive at your anticipated time.

#### **Insurance:**

You may want to consider insuring your shipment, the contents of your shipment and have sufficient coverage to compensate you for loss of business should your shipment encounter difficulty en route. Contact your insurance agent to determine the type of coverage you may need. Many companies offer "trade show" coverage that addresses these eventualities.

#### **Damage:**

Relative to shipments consigned to MES' warehouse, MES will exercise all possible diligence and care in receiving, handling and transporting your shipment. MES shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of MES. In any case, the liability of MES is limited to \$0.30 per pound

*(continued on next column)*

#### **Damage (cont'd.):**

with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in MES' warehouse or MES-owned and operated vehicles for delivery to show site.

#### **Estimating Material Handling Charges:**

Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 pounds and are rounded up to the nearest hundred. There is a minimum charge of 200 lbs. on many shipments. Please refer to the Material Handling Estimate sheet for pricing details. All shipping charges must be pre-paid. MES cannot and will not accept collect shipments. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified and charged at the uncrated/special handling rate.

- Crated Materials are materials that are skidded, crated or is in any type of container that can be unloaded at dock level with no additional handling required.
- Uncrated/Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks.
- Off Target Surcharges may apply to shipments that arrive before or after the Advance Delivery dates or before or after the Direct Delivery dates and times. Refer to the target floor plan. Off Target surcharges may also apply to shipments that arrive with incomplete or inaccurate documentation, including Bills of Lading, certified weight certificates, incorrect consignee information, improper booth number, etc.

#### **Machinery Labor and Equipment:**

Labor and equipment for uncrating, unskidding, positioning, leveling, installing, dismantling, re-crating and reskidding must be ordered separately. See the In-Booth Forklift and Labor forms to order these services.

#### **Storing Empty Containers:**

Properly labeled empty shipping containers will be picked up from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Labels are available from the MES Exhibitor Service Desk on show site. Do not store any materials or valuables in containers marked "empty." MES has no liability for items sent to empty storage in crates. Empty crate storage should not be considered secure storage.

#### **Outbound Shipments:**

Each outbound shipment must have a completed Bill of Lading accompanying the shipment. Bills of Lading are available at the MES Exhibitor Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. An exhibitor representative should remain on-site to insure that your shipment is picked up. Any shipments that remain on-site past the outbound shipping deadline, will be forced on MES' carrier of choice and the exhibitor billed accordingly.

**ADVANCE WAREHOUSE**



**EXHIBIT MATERIAL**

**Rush To: C/O Modern Exposition Services  
3370 West 500 South  
Salt Lake City, Utah 84104**

Pinners Conference & Expo 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Delivery Deadline fees apply after : October 30, 2015**



**ADVANCE WAREHOUSE**



**EXHIBIT MATERIAL**

**Rush To: C/O Modern Exposition Services  
3370 West 500 South  
Salt Lake City, Utah 84104**

Pinners Conference & Expo 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Delivery Deadline fees apply after : October 30, 2015**



- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled  
Hazardous material will not be accepted at the warehouse**

**DIRECT TO SHOW SITE**



**EXHIBIT MATERIAL**

**Rush To: C/O Modern Exposition Services  
South Towne Expo Center  
9575 South State Street  
Sandy, Utah 84070**

Pinner's Conference & Expo 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to : November 5, 2015**



**DIRECT TO SHOW SITE**



**EXHIBIT MATERIAL**

**Rush To: C/O Modern Exposition Services  
South Towne Expo Center  
9575 South State Street  
Sandy, Utah 84070**

Pinner's Conference 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to : November 5, 2015**



- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse
- Please make additional copies of these labels as needed.

**Important notes: Hazardous material will not be accepted at the show site**



## LABOR SERVICES



424 South 700 East  
 Salt Lake City, Utah, 84102  
 Ph: (801) 983-8160 Fx: (801) 521-3040

**Pinners Conference & Expo 2015**

South Towne Exposition Center

November 6-7, 2015

*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
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### SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED. TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE FOLLOW THESE GUIDELINES:**

Straight Time per man hour	\$62.00	M-F 8AM to 5PM
Overtime per man hour	\$93.00	M-F before 8AM, 5PM-12AM, Saturdays and Sundays.
Double Time per man hour	\$124.00	All days 12AM to 7AM

### MES SUPERVISED LABOR

**OK TO PROCEED:** A SERVICE FOR THOSE OF YOU WHO WISH TO HAVE YOUR EXHIBIT SET UP BEFORE YOUR ARRIVAL AT SHOW SITE. MODERN EXPOSITIONS will install and dismantle your exhibit. You need not be present. A professional supervision surcharge of 25% will be added to you labor charge. \$50 minimum charge for each installation and dismantle.

	No. of Laborers	Laborer Hrs. Each	Total Hours
Installation			
Dismantle			

Number of Cartons

Number of Crates

### EXHIBITOR SUPERVISED LABOR

**DO NOT PROCEED:** ALL WORK IS TO BE PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Exhibitor must also check the laborers out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or the exhibitor representative.

	Date	Time	No. of laborers	Laborer Hrs. Each	Total Hours
Installation					
Dismantle					

EXHIBITOR REPRESENTATIVE	EMAIL ADDRESS
SHOW SITE PHONE #	ALTERNATE PHONE #

**A minimum charge of one hour will apply. Time will commence upon assignment of laborers in accordance with exhibitor's request.**

It is important that the exhibitor check in at labor dispatchers desk to pick up laborers ordered and return laborers to the labor desk when finished.

**Failure to pick up, or call for, labor at the requested time will result in a 1 hour charge per worker requested unless 72 Business hours notice is provided**

PAYMENT POLICY: ALL ORDERS ARE GOVERNED BY THE MODERN EXPOSITIONS PAYMENT POLICY AND THIRD PARTY BILLING AUTHORIZATION FORM

<b>TOTAL THIS PAGE: \$</b>
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# FORKLIFT & SIGN HANGING SERVICE



424 South 700 East  
 Salt Lake City, Utah, 84102  
 Ph: (801) 983-8160 Fx: (801) 521-3040

**Pinners Conference & Expo 2015**  
 South Towne Exposition Center  
 November 6-7, 2015  
*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
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**Forklift for install / dismantle of display and / or placement of equipment**  
**For moving freight in and out of the exhibit hall, please use the Material Handling form.**  
 Lift capacity 4,000 lbs.

## SERVICE RATES

<b><u>STRAIGHT TIME</u></b> 8:00am - 5:00pm Monday Thru Friday	<b>Forklift w/ operator up to 4,000 lbs. Per Hour</b>	<b>Pre-Order</b>	<b>Regular</b>	<b>Show-site</b>
	Straight Time	<b>\$ 98.00</b>	\$ 130.00	\$ 130.00
	Overtime	<b>\$ 147.00</b>	\$ 175.00	\$ 175.00
	Double Time	<b>\$ 196.00</b>	\$ 262.00	\$ 262.00
<b><u>OVERTIME</u></b> 6:00am - 7:00am and 5:00pm - 10:00pm Monday Thru Friday	<b>Additional Worker per Hour</b>	<b>Pre-Order</b>	<b>Regular</b>	<b>Show-site</b>
	Straight Time	<b>\$ 48.00</b>	\$ 65.00	\$ 65.00
	Overtime	<b>\$ 72.00</b>	\$ 96.00	\$ 96.00
	Double Time	<b>\$ 96.00</b>	\$ 129.00	\$ 129.00
<b><u>DOUBLE TIME</u></b> 10:00pm - 6:00am Monday Thru Friday and all hours on Sunday and Holidays	<b>Sign Hanging Service Per Hour</b>		<b>Install</b>	<b>Dismantle</b>
	Sign Hanging service prices vary dependent on what is being hung, where it is being hung, etc. Please call our Customer Service for pricing and to place an order.		Call	Call

**Prices are for each install and each dismantle, NOT TOTAL TIME.**

**PLEASE NOTE: Larger lifts are available. Call your Modern Expositions customer service representative for more information.**

**PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE FORKLIFT SERVICE:**

	Date	Start Time	Total Time Needed
<b>INSTALL</b>			

	Date	Start Time	Total Time Needed
<b>DISMANTLE</b>			

EXHIBITOR REPRESENTATIVE _____	EMAIL ADDRESS _____
SHOW SITE PHONE # _____	ALTERNATE PHONE # _____

It is important that the exhibitor check in at labor dispatchers desk to let us know you are ready for your forklift service .  
**Failure to pick up, or call for, forklift at the requested time will result in a 1 hour charge unless 48 Business hours notice is provided**

	<b>TOTAL THIS PAGE: \$</b>
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# FIRE EXTINGUISHERS



424 South 700 East  
Salt Lake City, Utah, 84102  
Ph: (801) 983-8160 Fx: (801) 521-3040

**Pimmers Conference & Expo 2015**  
South Towne Exposition Center  
November 6-7, 2015  
*Pre-Order Discount Deadline October 23, 2015*

COMPANY NAME	DATE	BOOTH #
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## THE FOLLOWING GUIDELINES APPLY TO THE USE OF A FIRE EXTINGUISHER DURING THE SHOW:

- ( 1 ) Booths with open flame must have a **2A1BC EXTINGUISHER**.
- ( 2 ) Booths with a fryer must have a **2A20BC EXTINGUISHER**. A fryer must not be larger than 288 square inches (approximately 12" x 24") without making prior arrangements with the fire marshal. He can be reached at ( 801 ) 799-4150.
- ( 3 ) All extinguishers must have been serviced within the past year.
- ( 4 ) Not all booths need a fire extinguisher!!! Only those with an open flame, fryer, etc.
- ( 5 ) Storage of combustibles behind booths is not permitted.
- ( 6 ) Refillable propane cylinders are not permitted.
- ( 7 ) All decorations must be flame resistant.
- ( 8 ) Open flames must be on a non-combustible surface (table tops provided by Modern Expositions are non-combustible.)

FIRE EXTINGUISHERS			
Qty	Description	Pre-Order Price	Regular Price
	<b>2A1BC Fire Extinguisher</b> <i>(open flame)</i>	34.00	44.00
	<b>2A20BC Fire Extinguisher</b> <i>(grease or fryer)</i>	67.00	82.00

**Cancellation Policy: Items cancelled after installation will be charged at the REGULAR SHOW PRICE**

**TOTAL THIS PAGE \$**

PAYMENT POLICY: ALL ORDERS ARE GOVERNED BY THE MODERN EXPOSITIONS PAYMENT POLICY AND THIRD PARTY BILLING AUTHORIZATION FORM WHICH MUST BE SIGNED AND ACCOMPANY THIS ORDER FORM. FULL AMOUNT OF THE INVOICE BALANCE MUST BE PAID BEFORE SHOW CLOSING.