



**UPDATED
EXHIBITOR SERVICE KIT
(INFORMATION AND ORDER FORMS)**

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OTAC 42nd Annual Conference
Pasadena Convention Center -300 E Green St, Pasadena, CA 91101
October 26-27, 2018

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

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

Please contact us at (415) 883-7818 or info@curtinconvention.com for any additional services you may need. We look forward to assisting you towards a successful exhibit at OTAC.

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

OTAC 42nd Annual Conference

Pasadena Convention Center -300 E Green St, Pasadena, CA 91101

October 26-27, 2018

Official Service Contractor

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

Phone: 415-883-7818

Fax: 415-883-1755

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

eMail Order Forms or Questions: info@curtinconvention.com

Booth Space Information

Exhibit Location: Hall A

Booth Size: 10’ deep x 10’ wide

Backwall/side Drape: **Black**

Furniture: Furniture is NOT included in your booth space. Please refer to the Furniture Order form to order.

ID Sign: 7” x 44” 2-line sign to include: booth # and company name as provided by OTAC

Optional Carpet: The exhibit hall is **NOT** carpeted. *Please refer to the furniture order form to order optional carpet and padding for your booth space.

Additional Services: Electrical, AV equipment, internet service, and lead retrieval systems are **NOT** included in your booth space. Please refer to the appropriate order forms enclosed in this kit to order.

Important Dates and Deadlines

First day freight can arrive to warehouse	Wednesday	September 26, 2018
Last day to receive advance price on additional furniture, carpet, booth accessories, posterboards, labor, and signs	Friday	October 5, 2018
Advance freight paperwork and payment due	Wednesday	October 24, 2018
Last day freight can arrive at the warehouse	Wednesday	October 24, 2018, by 2pm.
Deadline to cancel display labor	Wednesday	October 24, 2018
Exhibit set-up times:	12:00pm to 4:00pm	Friday October 26, 2018
Exhibit hours:	5:15pm to 7:15pm	Saturday October 27, 2018
	11:00am to 2:15pm	Saturday October 27, 2018
Exhibit teardown hours:	2:15pm to 4:15pm	Saturday October 27, 2018
Earliest time freight can be picked up:	2:15pm	Saturday October 27, 2018
Show floor must be clear by:	4:15pm	Saturday October 27, 2018

Advance Warehouse Shipping Address

Please Label as follows: *Material Handling Charges apply

Advance Shipments to the Warehouse:

TO: (Company Name and Booth Number)

FOR: OTAC 42nd Annual Conference

C/O: YRC Freight/Curtin Convention

11300 Peoria St, Sun Valley, CA 91352

**Shipments must arrive during the below timeframe:
September 26 to October 27, 2018**

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

Advance Warehouse Information

Advance Warehouse:

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

International Shipments:

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

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

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

Deadline:

- **Wednesday, October 24, 2018, by 2pm.**
- Shipments received after **Wednesday, October 24, 2018** will be charged a 25% surcharge fee, plus a transit charge from the advance warehouse to the conference facility. Transit charges will be determined at the time of the receipt of the Late Freight

Showsite Shipping Address for 3rd Party Carriers and Private Owner Vehicles : Material Handling Charges apply

Direct Shipments to Showsite:

TO: (Company Name and Booth Number)

FOR: OTAC 42nd Annual Conference

C/O: Pasadena Convention Center/Curtin Convention - 300 E. Green St.- Pasadena, CA 91101

IMPORTANT: Shipments must NOT arrive prior to below date:

***September 26, 2018. *Receiving between 9am to 3pm ONLY!**

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

Showsite Information: *Delivery of Freight by Private Owner Vehicles and 3rd Party Carriers

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

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

- **Hand Carry** - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a handtruck, dolly, or wheels, he/she is free to hand carry the items in at no charge. The loading area is under union jurisdiction, and exhibitors will be required to self-park and then bring in materials through the main entrance of the exhibit hall. ***Multiple trips are not permitted.**
- **Unloading Service by Weight** – If the full contents of an exhibitor's booth materials **EXCEED the hand carry option**; the exhibitor's full contents will be weighed at the loading area. The exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at a charge of \$155.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes unloading and reloading after the trade show. Please refer to the material handling order forms enclosed in this exhibitor service kit for rates and description.

Outbound Shipping Information: after the close of the conference

Exhibitors using the official show carrier:

- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors.

- Bill of lading and labels will be provided for those exhibitors using YRC FREIGHT at showsite.

Exhibitors NOT using the official show carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility's loading dock after **2:15pm, Saturday, October 27, 2018.**
- All materials must be off the show floor by **4:15 pm, Saturday, October 17, 2018.**
- Representatives must turn in a Bill of Lading to CURTIN service desk prior to leaving the show floor.
- Any material left on the show floor after **4:15 pm** will be shipped out via YRC FREIGHT at the exhibitor's expense.
- CURTIN is not responsible for shipments left in the booth by an exhibitor.
- Please make sure all drivers have our teamster foreman's name and cell number for pick up: Greg Pacheco/Cell (408) 674-8470.

Payment Policy:

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior (**October 25, 2018**) to show installation.

Payment may be made by:

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

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

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

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

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

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

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

UNION REGULATIONS:

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

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

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

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

SAFETY:

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

Limits of Liability & Responsibility

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

Limits of Liability & Responsibility

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

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

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

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

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

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

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

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

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

Name, Title, and Organization _____

Signature _____ Date _____

ATTENTION

PETROLEUM SURCHARGE INFORMATION

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

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

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

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

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Forms and Payment

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

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

Please see PAYMENT POLICY ENCLOSED

Recap of Payment

CURTIN Order Forms only

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

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

TOTAL (U.S. dollars) \$ _____

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

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

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

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

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

Account Number: _____

Expiration Date: _____

3 or 4 digit Security Code: _____

Cardholder's Signature: _____

Please print clearly the following information:

Cardholder Name: _____

Cardholder Billing Street Address: _____

City/State/Country/Zip or Postal Code: _____

Telephone Number: _____

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

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

CHAIRS:	Advance	Regular
Side Chair, Plastic, Grey or Black	\$88.00	\$108.00
Arm Chair Padded, Grey	\$142.00	\$162.00
Stool, Padded, Grey or Black	\$98.00	\$118.00

CARPET:		
10' Booth Carpet	\$214.00	\$284.00
20' Booth Carpet	\$428.00	\$578.00
30' Booth Carpet	\$642.00	\$852.00
*Larger sizes available upon request.		

CARPET PADDING:		
10' Booth Carpet	\$107.00	\$142.00
20' Booth Carpet	\$214.00	\$289.00
30' Booth Carpet	\$321.00	\$426.00
*Larger sizes available upon request.		

RISERS:		
(Covered with White Vinyl)		
4' Long x 10" High x 8" Deep	\$65.00	\$96.00
6' Long X 10" High X 8" Deep	\$81.00	\$104.00
8' Long x 10" High x 8" Deep	\$99.00	\$114.00

SPECIALTY FURNITURE/ITEMS:

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

TABLES:	Advance	Regular
(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
4' X 2' Display Table	\$167.00	\$187.00
6' X 2' Display Table	\$195.00	\$205.00
8' X 2' Display Table	\$220.00	\$240.00
4th side draped (additional)	\$56.00	\$66.00
*Undraped Tables will be charged less \$10.00 off above prices.		

DISPLAY COUNTERS:		
(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
4' X 2' Display Counter	\$197.00	\$207.00
6' X 2' Display Counter	\$225.00	\$245.00
8' X 2' Display Counter	\$253.00	\$273.00
4th side draped (additional)	\$66.00	\$76.00
*Undraped Counters will be charged less \$10.00 off above prices.		

ROUND TABLES: (Tablecloth is included; indicate White or Black)		
36" diameter X 30" high	\$240.00	N/A on site
30" diameter X 42" high	\$240.00	N/A on site

BOOTH ACCESSORIES:		
Wastebasket	\$24.00	\$36.00
Easel	\$65.00	\$85.00
Bag Rack	\$151.00	N/A on site
Literature Rack	\$155.00	N/A on site
Evaluation Box	\$76.00	N/A on site

PLACE ORDER HERE (Please Print Clearly)

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

- Blue Red Violet Silver White Burgundy Black 4th Side Drape Undraped

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

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = _____

Payment Policy: To obtain the advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in *begins* will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **Advance Order Discount Deadline Date: October 5, 2018.**

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

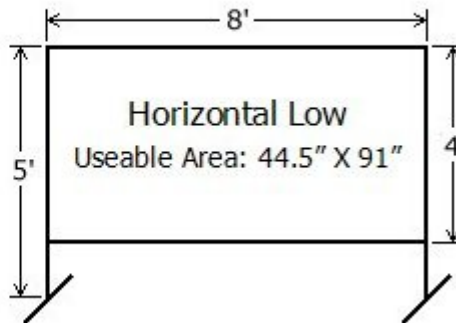
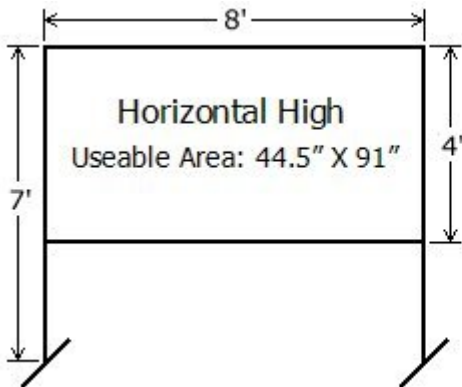
Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide.

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

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

Please indicate below your preference of position.

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



Advance Price Discount Deadline Date: October 5, 2018.

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

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

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

We require the following service:

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

Detail special instructions:

Event/Convention OTAC 42nd Annual Conference			Booth Number(s)	
Company Name			Order Date	
Address		City	State	Zip
Email Address		Name	Phone Number	

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

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

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

HORIZONTAL

V
E
R
T
I
C
A
L

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

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

- Blue
 Red
 Black
 Easel Back

COPY: (Please print) _____

***Advance Price Discount Deadline Date: October 5, 2018.**

Deadline to receive camera-ready to print artwork files: October 5, 2018.

Link to artwork guidelines and link to upload artwork files:

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

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

Event/Convention OTAC 42nd Annual Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

SET UP: We will require _____ display persons, each person for approximately _____ hours.

DISMANTLE: We will require _____ display persons, each person for approximately _____ hours.

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

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

Please select one of the following installation choices:

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

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

Start Time: _____ (time), _____ (day), _____ (date).

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

Start time: _____ (time), _____ (day), _____ (date).

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

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

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

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

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

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

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

*Special instructions from the exhibitor: _____

TOTAL this page = \$_____ (US Funds)

***Advance Price Discount Deadline Date: October 5, 2018.**

***Cancellation Policy: No Refunds or Credits issued after October 24, 2018.**

Convention Name: OTAC 42nd Annual Conference	
Company Name:	Order Date:
Contact Name:	Booth#
Email Address:	Phone#

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

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

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge of \$310.00)	Charge
REGULAR SHIPMENTS TO ADVANCE WAREHOUSE Crated shipments via common carrier to the advance warehouse.	\$155.00/cwt x _____ lbs.	\$
REGULAR SHIPMENTS TO SHOW SITE Crated shipments via common carrier to show site. <i>*Shipments will only be received during the listed Set up Dates and Times.</i>	\$155.00/cwt x _____ lbs.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$185.00/cwt x _____ lbs.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed Set up Dates and Times.</i>	\$185.00/cwt x _____ lbs.	\$
LATE SHIPMENTS – 25% Surcharge Shipments received at the warehouse after 10/24/18 will be charged a 25% surcharge. A transit charge from advance warehouse to the show site may be applied. Transit charges will be determined at the time of the receipt of late freight.	25% surcharge added to above fee	\$
TOTAL PAYMENT		\$

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

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

Authorized By:	Signature:
-----------------------	-------------------

Convention Name: OTAC 42nd Annual Conference	
Company Name:	Order Date:
Contact Name:	Booth#
Email Address:	Phone#

OUTBOUND SHIPPING IS NOT AUTOMATIC

Reforwarding Instructions for outbound shipments at the end of event:

PLEASE READ THE INFORMATION BELOW AND COMPLETE THIS FORM

Exhibitors using the Official Show Carrier:

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

Exhibitors NOT using the Official Show Carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility's Loading Area after **2:15 pm, Saturday, October 27, 2018.**
- All materials must be off the show floor by **4:15pm, Saturday, October 27, 2018.**
- Representatives must turn in a Bill of Lading to the CURTIN Service Desk prior to leaving the show floor.
- Any material left on the show floor after **4:15 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left on the tradeshow floor by exhibitor.
- CURTIN will count and ship pieces as we find them in the booth upon removal.
- CURTIN will not be responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before we have picked up materials for loading out of the exhibit area.
- At the close of the show where carriers fail or refuse to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

Method of Outbound Shipment (check one)

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

Important Shipping Dates for the Advance Warehouse:

- First date freight can arrive to the Advance Warehouse: **Wednesday, September 26, 2018.**
- Last date freight can arrive to the Advance Warehouse: **Wednesday, October 24, by 2pm.**

Shipping Labels: Instructions and Information

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

***Sample Shipping Label**

TO: ABC Company **Booth #: 200**
FOR: OTAC 42ND ANNUAL CONFERENCE
C/O: YRC FREIGHT/Curtin Convention
11300 Peoria Street - Sun Valley, CA 91352
1 of 2

Use for Shipments:

TO: **Booth #:**
FOR: OTAC 42nd ANNUAL CONFERENCE
C/O: YRC FREIGHT/Curtin Convention
11300 Peoria Street - Sun Valley, CA 91352
_____ of _____

***MUST ARRIVE BY 10/24/2018, by 2pm!**

OTAC 42nd Annual Conference

If your company plans to use an exhibitor appointed contractor (Installation and Dismantle Company) other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than October 10, 2018. Failure to do so will result in the inability of this exhibitor-appointed contractor to erect or dismantle your exhibit.

In addition, your selected exhibitor-appointed contractor must furnish an original Certificate of Insurance showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc., must receive these certificates of insurance no later than October 10, 2018.

*These requirements will be strictly enforced.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please print) _____ Title _____

Telephone Number _____ Fax _____

Authorized Signature _____ Date _____

Sub-Contractor / Display House _____

Type of Work to Be Performed _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Telephone Number _____

Emergency 24-Hour Telephone Number _____

Estimated Number of Workers _____ Estimated Date of Arrival _____

Return this page completed, via fax to (415) 883-1755 or scan/email to info@curtinconvention.com.

NOTES:

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

Move-out Notice for Shipping



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

YRC Freight is the Show's Recommended Carrier

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

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

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

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

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

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

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

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

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

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Anaheim@edlen.com

E M

Advance Payment Deadline Date: 10/04/18

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	97.00	145.00	_____
1000 WATTS (10 AMPS)	_____	_____	171.00	257.00	_____
1500 WATTS (15 AMPS)	_____	_____	201.00	302.00	_____
2000 WATTS (20 AMPS)	_____	_____	232.00	348.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	436.00	654.00	_____
30 AMPS	_____	_____	520.00	780.00	_____
60 AMPS	_____	_____	683.00	1025.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	582.00	873.00	_____
30 AMPS	_____	_____	696.00	1044.00	_____
60 AMPS	_____	_____	910.00	1364.00	_____
100 AMPS	_____	_____	1197.00	1796.00	_____
200 AMPS	_____	_____	1433.00	2149.00	_____
400 AMPS	_____	_____	2387.00	3581.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	1143.00	1715.00	_____
30 AMPS	_____	_____	1366.00	2049.00	_____
60 AMPS	_____	_____	1787.00	2681.00	_____
100 AMPS	_____	_____	2353.00	3529.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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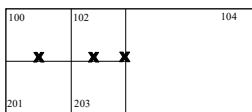
PRINT NAME:	_____	
EMAIL:	_____	PHONE: _____

TERMS & CONDITIONS

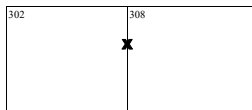
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

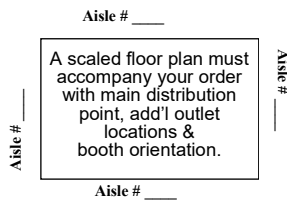
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



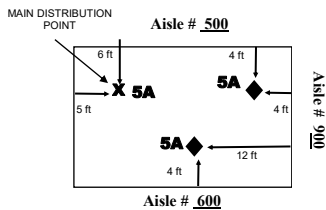
(IN-LINE BTHS) (PENINSULA)



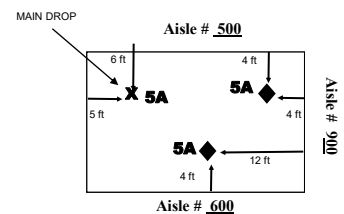
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

METHOD OF PAYMENT

Advance Payment Deadline Date: 10/04/18



The Power People

ELECTRICAL EXHIBITION SERVICES
 300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:															
CHECK #:															
CREDIT CARD NUMBER:												EXP DATE:			
CARD HOLDER SIGN:								PRINT NAME:							
EMAIL:															
THIRD PARTY PAYMENT? YES or NO															

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/04/18



The Power People

ELECTRICAL EXHIBITION SERVICES
300 East Green Street, Pasadena, CA 91101
Phone: (626) 844-0785 Fax: (626) 628-0303
Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss

POWER DELIVERY

Power is delivered from the ceiling in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 10/04/18



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
 - A. Date: _____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring: _____
 - B. Estimated date and time flooring installation will begin. Date: _____ Time: _____
4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$88.00	_____
		OT	\$176.00	_____
LIFT RENTAL				
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM	ESTIMATED TOTAL	
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AUTHORIZATION	
PRINT NAME:	DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 10/04/18



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$88.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$176.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
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AUTHORIZATION

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Anaheim@edlen.com

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Advance Payment Deadline Date: 10/04/18

EXHIBITOR:		BTH #	
EVENT:	Occupational Therapy Annual Conference 2018		
FACILITY:	Pasadena Convention Center		
DATES:	October 26-28, 2018	EVENT #	108023LA

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost. Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician's are needed.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	50.00	75.00		N/A		264.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost. Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Pole lights are placed along the side rail or back wall of inline booths.
 * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	55.00	82.50		88.00						
8 FT POLE WITH 2 LIGHTS	95.00	142.50		88.00						



* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	60.00	90.00		88.00						

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE: