MODERN EXPO & EVENTS

EXHIBITS | PROGRAM MANAGEMENT | CUSTOM RENTALS | EVENTS

Dear Exhibitor,

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

Pinners Conference & Expo 2019

WestWorld of Scottsdale
November 8 - 9, 2019

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 Expo & Events. 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 Expo & Events requires a credit card authorization on file for each exhibitor using Modern Expo & Events.

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 Expo & Events, for reference purposes.

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

October 25, 2019

To have questions regarding Modern Expo & Events answered or if you need additional information, please call:

Exhibitor Services
(801) 983-8160
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:

Pinners Conference
801-822-1333
info@pinnersconference.com

Wishing you a successful show...

MODERN EXPO & EVENTS

424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

Pinners Conference & Expo 2019
WestWorld of Scottsdale
November 8 - 9, 2019
Pre-Order Discount Deadline October 25, 2019

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QUICK FACTS

424 South 700 East
Salt Lake City, Utah 84102
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IMPORTANT DATES

Friday	**October 25, 2019**	Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.
Monday	**October 7, 2019**	Advance shipments may begin to arrive at Warehouse.
Monday	**October 28, 2019**	Late to Warehouse: All shipments received after this date will be charged a late fee.
Tuesday	**November 5, 2019**	Last day for Advance Shipments to arrive at Warehouse. You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in.
Wednesday	**November 6, 2019**	Direct to Show shipments may arrive at show site. Shipments received before these dates are at risk of being refused or charged by venue. MEE will pass along any charges to exhibitors.

SHOW SCHEDULE

Thursday	**November 7, 2019**	Exhibit Installation	8:00 AM - 6:00 PM
Friday	**November 8, 2019**	Show Hours	10:00 AM - 8:00 PM
Saturday	**November 9, 2019**		9:00 AM - 7:00 PM
Saturday	**November 9, 2019**	Exhibit Dismantle	7:00 PM - 11:00 PM
Saturday	**November 9, 2019**	All exhibitor materials must be removed from the exhibit space by 11:00 PM Outbound freight not removed from the hall by 9:00 PM will be forced out on MEE's carrier of choice at exhibitor expense.	

SERVICE DESK HOURS

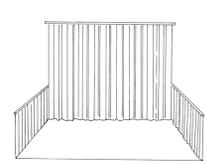
Thursday	**November 7, 2019**	**8:00 AM - 6:00 PM**
Saturday	**November 9, 2019**	**7:00 PM - 9:00 PM**

SHOW COLORS

Drape Color:	Black
Booth Size:	8’x10’ and 10’x10’

BOOTH PACKAGE

8’ High Back Drape
3’ High Side Drape
7” x 44” Booth ID Sign



FACILITY INFORMATION

WestWorld of Scottsdale
16601 N. Pima Rd.
Scottsdale, AZ 85260

ADVANCE WAREHOUSE

Pinners Conference AZ Booth #
Modern Expo & Events C/O Fidelistone
6920 W. Allison Rd.
Chandler, AZ 85226

PAYMENT POLICY

424 South 700 East
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Payment Services

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE 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 Expo & Events 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 MEE with a Sales Tax Exemption Certificate for that state. Please contact MEE 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 MEE with payment in full to insure that your order is processed correctly and to avoid costly delays. ***MEE requires your completed credit card charge authorization to be on file even if you choose to pay by company check or wire transfer.***

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 MEE even if you are paying by company check, bank draft or bank wire transfer.**

	Visa
	Master Card
	American Express
	Discover

Account # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiration Date ☐☐/☐☐

Security Code ☐☐☐☐

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

CALCULATION OF ORDERS

Material Handling	$
Electrical	$
Carpeting	$
Floral	$
Installation & Dismantle Labor	$
Booth Furnishings	$
Audio Visual	$
Other MEE Services (specify)	$
Other MEE Services (specify)	$

Subtotal of all Orders	$
Please add 8.6% Arizona State Sales Tax	$
FULL PAYMENT - In US funds drawn on a US Bank. MEE Federal ID # 87-0265937. MEE 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.

TABLES AND SKIRTING

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COMPANY NAME	DATE	BOOTH #

Qty	Description	Pre-Order	Regular
	SKIRTED DISPLAY TABLES 30" HIGH (Includes Top Covered with White Vinyl & 3 sides skirted)		
	4' long 24" wide	75.00	90.00
	6' long 24" wide	80.00	96.00
	8' long 24" wide	85.00	102.00
	SKIRTED DISPLAY TABLES 40" HIGH (Includes Top Covered with White Vinyl & 3 Sides Skirted)		
	4' long 24" wide	80.00	96.00
	6' long 24" wide	85.00	102.00
	8' long 24" wide	90.00	108.00
	CHECK SKIRT COLOR (Includes Top Covered with White Vinyl) ☐ White ☐ Silver ☐ Black ☐ Blue ☐ Burgundy ☐ Red ☐ Yellow ☐ Teal ☐ Forest Green		
	UNFINISHED DISPLAY TABLES 30" HIGH (Includes Top Covered with White Vinyl)		
	4' long 24" wide	40.00	48.00
	6' long 24" wide	45.00	54.00
	8' long 24" wide	50.00	60.00
	UNFINISHED DISPLAY TABLES 40" HIGH (Includes Top Covered with White Vinyl)		
	4' long 24" wide	45.00	54.00
	6' long 24" wide	50.00	60.00
	8' long 24" wide	55.00	66.00
	ROUND TABLES (Includes standard black poly linen)		
	30" Round 40" High ☐ 30" High ☐	60.00	72.00
	ADDITIONAL TABLE SKIRTING		
	Custom color linen	30.00	40.00
	Spandex linen for 40" high table	75.00	95.00
	4th side table skirt 30" high	36.00	43.00
	4th side table skirt 40" high	36.00	43.00

Skirted Table
4', 6', 8'

Unfinished Table
4', 6', 8'

Round Table
30" d x 30"h
30"d x 40"h

Standard Black Linen

Spandex Linen

Table Skirt
Silver

Table Skirt
Black

Table Skirt
Blue

Table Skirt
Burgundy

Table Skirt
Red

Table Skirt
Yellow

Table Skirt
Teal

Table Skirt
Forest Green

TOTAL THIS PAGE $

CHAIRS AND MISCELLANEOUS

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COMPANY NAME	DATE	BOOTH #

Qty	Description	Pre-Order	Regular
	CHAIRS AND STOOLS		
	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: includes 2 stanchions, 1 rope	55.00	75.00
	Chrome Stanchions: each additional section	32.00	52.00
	Black Retractable Crowd Control	42.00	50.00
	Easel, Aluminum, Floor Standing	30.00	36.00
	Sign Holder chrome 22" x 28" vertical only	60.00	72.00
	Coat Rack rolling: single arm	41.00	52.00
	Coat Rack rolling: double arm	80.00	96.00
	Literature Rack 6 Pocket Floor Standing	150.00	180.00
	Poster Board gray 4'x8' vert ☐ horiz ☐	124.00	148.00
	Wastebasket	13.00	15.00
	SPECIAL DRAPERY BACKGROUND		
	Upright Pole w/Base 3' ☐ 8' ☐ 12' ☐	8.00	9.50
	Extendable (cross bar)	8.00	9.50
	3' high drape package (10' minimum order)	*Per Foot*	*Per Foot*
	includes drape and all necessary hardware	*5.00*	*6.00*
	Feet_____ Color_____		
	8' high drape package (10' minimum order)	*Per Foot*	*Per Foot*
	includes drape and all necessary hardware	7.00	8.50
	Feet_____ Color_____		
	TAPES AND ADHESIVES		
	Roll of Tape - Double faced tape	26.00	31.00
	Roll of Tape - Gaffer tape - Black	20.00	24.00

CHECK DRAPE COLOR

☐ White ☐ Silver ☐ Black ☐ Burgundy ☐ Blue

☐ Red ☐ Yellow ☐ Teal ☐ Forest Green

Padded Side Chair

Padded Arm Chair

Stool Counter High

Folding Chair

Chrome Stanchion

Retractable Crowd Control

Floor Standing Easel

Sign Card Holder

Coat Rack Single Arm

Coat Rack Double Arm

Literature Rack

Poster Board

TOTAL THIS PAGE $

MODULAR EXHIBIT SYSTEMS

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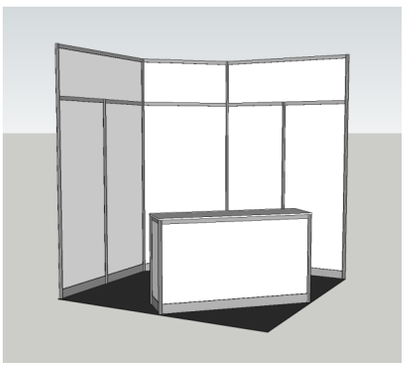
COMPANY NAME	DATE	BOOTH #

Exhibit systems are limited in quantity and are only available on a first come first serve basis.

10'x10' ANGELED EXHIBIT

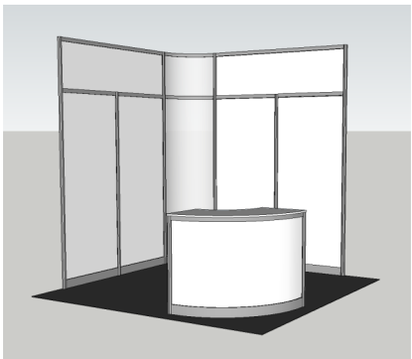


PACKAGE 1

8' High Exhibit	$2710
10' High Exhibit	$3458

Price includes graphics and labor.

10'X10' CURVED EXHIBIT

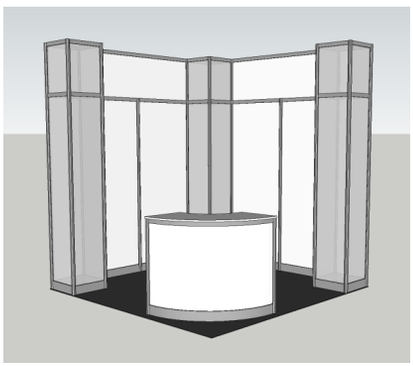


PACKAGE 2

8' High Exhibit	$2035
10' High Exhibit	$2675

Price includes graphics and labor.

10'x10' LIGHTED EXHIBIT

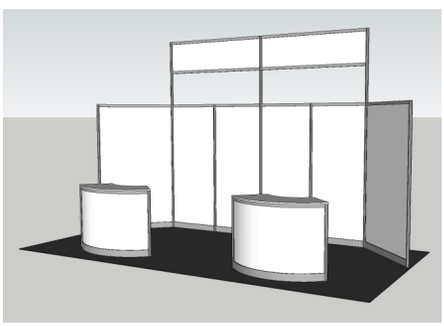


PACKAGE 3

8' High Exhibit	$3405
10' High Exhibit	$4183

Price includes graphics, labor and lights.

10'x20' ANGELED EXHIBIT

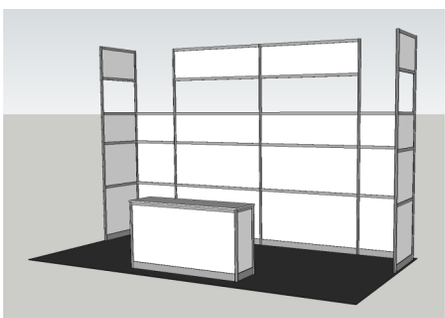


PACKAGE 4

8' High Exhibit	$2965
10' High Exhibit	$3455
12' High Exhibit	$3665

Price includes graphics and labor.

10'x20' GRID EXHIBIT

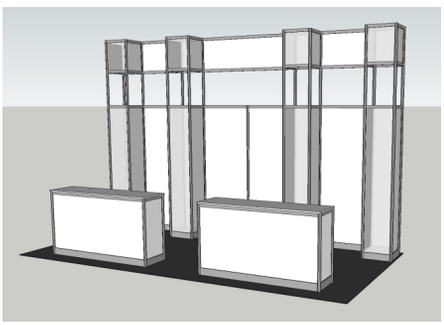


PACKAGE 5

8' High Exhibit	$3250
10' High Exhibit	$4060
12' High Exhibit	$4390

Price includes graphics and labor.

10'x20' LIGHTED EXHIBIT



PACKAGE 6

8' High Exhibit	$4260
10' High Exhibit	$5115
12' High Exhibit	$5610

Price includes graphics, labor and lights.

NOTE: graphic deadline is Friday, October 25, 2019.
Please contact our graphic department for all your graphic needs at 801-983-8160 or expo@modernexpo.com.

BOOTH CARPET

424 South 700 East
Salt Lake City, Utah 84102
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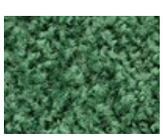
COMPANY NAME:	DATE:	BOOTH #:

STANDARD CARPET PACKAGE: includes carpet and padding			
QTY	Description	Pre-Order	Regular
	10' x 10' Standard carpet and padding	162.00	186.00
	10" x 20' Standard carpet and padding	324.00	373.00
	10' x 30' Standard carpet and padding	485.00	558.00

STANDARD CARPET			
QTY	Description	Pre-Order	Regular
	10' x 10' Standard carpet	90.00	108.00
	10" x 20' Standard carpet	180.00	216.00
	10' x 30' Standard carpet	270.00	324.00

BULK SPACE AND CUSTOM CUT			
QTY	Description	Pre-Order	Regular
	Bulk carpet per square foot For booths 300 sq. ft. or larger _____ ft x _____= sq. ft.	2.00	2.50
	Custom cut per square foot _____ ft. x _____=sq. ft.	1.15	1.45

PADDING AND PLASTIC COVERING			
QTY	Description	Pre-Order	Regular
	Carpet Padding _____ ft x _____= sq. ft.	1.00	1.35
	Plastic Covering _____ ft. x _____=sq. ft.	0.50	0.75



Green

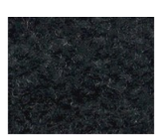
☐

Charcoal

☐

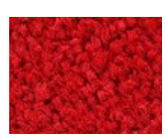
Blue

☐



Black

☐



Red

☐

NOTE: standard carpet is 13 ounces and available in the colors above. Custom colors are available. Please contact customer service for more information. 801-983-8160 or expo@modernexpo.com

TOTAL THIS PAGE $

CLEANING SERVICES

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COMPANY NAME	DATE	BOOTH #

VACUUMING

We will require the following service for our booth which is _____x_____=_____sq. ft.

Vacuum carpet **BEFORE SHOW OPENS ONLY.** Cost per sq.ft is ……... 0.36 (100 sq. ft. min)

Vacuum carpet **EVERY NIGHT.** Cost per sq.ft. is ……..……..…. 0.30 (100 sq. ft. min)

Vacuuming: select which days apply

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

TRASH REMOVAL

Modern Expositions will empty wastebaskets and remove trash at regular intervals during show hours

Please figure porter service rates by square footage of your exhibit space

		Single Day Rate		Multiple Day Rate
0-500 Sq. Ft.	☐	$64.00 per day	☐	$51.00 per day
501-1500 Sq. Ft.	☐	$75.00 per day	☐	$60.00 per day
1501 and up Sq. Ft.	☐	$92.00 per day	☐	$74.00 per day

Trash Removal: select which days apply

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

COMPUTATION OF ORDERS

Vacuum Carpet _____ (sq.ft.)x _____ (rate)x _____ (number of days) = $_____

Trash Removal …….…… $_____

TOTAL…….. $_____

Special Instructions: _____

TOTAL THIS PAGE $

ELECTRICAL SERVICES

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Determine the amount of power you need by checking the UL rating plates of each electrical item to be used in your booth. Plate will give 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. Modern Expo & Events 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 their power disconnected until an electrical order, plus a minimum on 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 4 or more 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	95.00	123.00
	Outlet up to 10 amp or 1000 watt	140.00	182.00
	Outlet up to 15 amp or 1500 watt	184.00	239.00
	Outlet up to 20 amp or 2000 watt	203.00	264.00

208 Volt Motor & Equipment Outlets

For all 208 Volt outlets you must also order at least 1 hour minimum Electrician labor

SINGLE PHASE 208 Volt

Qty	Description	Pre-Order Price	Regular Price		Total
	20 amps or less	275.00	358.00		
	30 amps	332.00	432.00		
	60 amps	550.00	715.00		
	For power greater than 60 amps, please call for pricing				

3 PHASE 208 Volt

Qty	Description	Pre-Order Price	Regular Price		Total
	20 amps or less	367.00	477.00		
	30 amps	439.00	571.00		
	60 amps	725.00	942.00		
	For power greater than 60 amps, please call for pricing				

Miscellaneous

(Electricity must be ordered for extension cord or power strip usage)

Qty	Description	Pre-Order	Regular		Total
	Extension Cord	17.00	22.00		
	Power strip	17.00	22.00		

Electrician

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	Regular	Overtime		Total
	Electrician *Per man Hour*	81.00	157.00		

- 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 and HEAVY EQUIPMENT - As Per facility regulations, ALL hot tubs and heavy equipment 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)

NOTE: all electrical will be placed at the back of your booth unless otherwise indicated on page 12 of this kit. If you require your electrical to be placed anywhere else in your booth, there will be a minimum 1 hour electrician charge. Please see rates above in the Electrician section.

TOTAL THIS PAGE $

ELECTRICAL SERVICE

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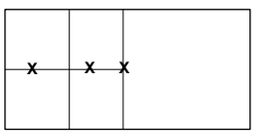
COMPANY NAME	DATE	BOOTH #

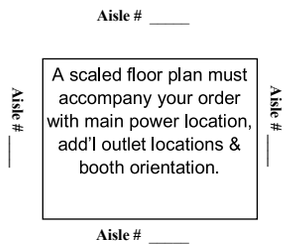
PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.

Rates quoted for all connections cover delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation and a half hour for removal. All outlets will be placed at the center back of the booth unless otherwise indicated in the grid below.

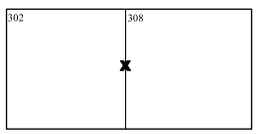
EXAMPLES OF PLACEMENT



In-line booths Peninsula Booth



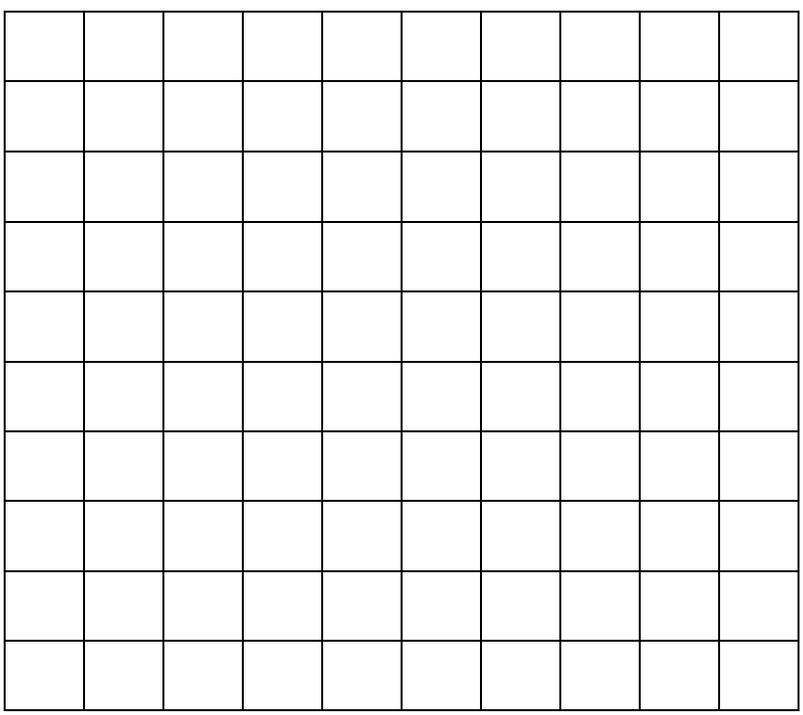
Island Booths



Back to back Peninsula Booths

FRONT OF BOOTH
Indicate Adjacent Booth or Aisle Number
_____

Indicate Adjacent Booth or Aisle Number _____



Indicate Adjacent Booth or Aisle Number _____

BACK OF BOOTH
Indicate Adjacent Booth or Aisle Number
_____

424 South 700 East
Salt Lake City, Utah 84102
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expo@modernexpo.com

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Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical service and must pay MEE 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.**

Extension cords are NOT included in your order. They may be rented from Modern Expo & Event. Please see page 12 to order extension cords and other accessories.

Any extension cords brought in by Exhibitors or their Designated Contractors must be **FLAT** cords per facility policy.

Triple Outlet Adapters are **NOT** allowed per facility policy.

All cords **MUST** be taped down with black and yellow caution tape per facility policy.

All cords **MUST** be grounded.

Flat extension cords only allowed in the facility.

Triple Outlet Adapters **NOT** allowed in the facility.

All cords in traffic areas **MUST** be taped down with black and yellow caution tape.

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 MEE representatives. MEE 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.

Exhibitors may not share electrical connections with neighboring exhibitors

Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.

Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Expo & Events 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 MEE.

Modern Expo & Events 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.

Modern Expo & Events 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.

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.

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.

Claims will not be considered unless filed prior to close of show.

AUDIO VISUAL / COMPUTER

424 South 700 East
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COMPANY NAME	DATE	BOOTH #

CARTS AND STANDS			
Qty	Description	**Pre-Order**	Regular
	Pole Stand (Supports up to 60" monitor)	200.00	273.00
	iPad Stand: Adjustable height, 30"/40"; supports 2, 3, and 4 generation iPads	135.00	198.00
PROJECTIONS AND SCREENS			
Qty	Description	**Pre-Order**	Regular
	LCD Projector	405.00	547.00
	96" x 96" Tripod Screen (8 ft)	115.00	155.00
	iPad	200.00	273.00
MONITORS AND DISPLAYS Does not include pole stand			
Qty	Description	**Pre-Order**	Regular
	24" LCD Screen	200.00	273.00
	32" LCD Screen	270.00	365.00
	40" LCD Screen	405.00	547.00
	50" LCD Screen	607.00	820.00
	60" LCD Screen	810.00	1093.00
	70" LCD Screen or Larger	Call For Pricing	

Rates include tabletop stand, speakers, and cable for standard HDMI connection. If playing video or displaying photos from USB devise, please make sure they are in a compatible format.

Connection type — from source	MacBook ☐	Miniport ☐	VGA ☐	Other ☐

Please specify connection type and any special cable needs, i.e. MacBook, Miniport, VGA convertor, or similar adapters. Some adapters may incur an additional charge.

AUDIO EQUIPMENT			
Qty	Description	**Pre-Order**	Regular
	Amplified Speaker with Stand	148.00	200.00
	Wireless Microphone—Lav or Handheld	200.00	273.00
	Speaker Package (Speaker with Stand & Mixer with Microphone)	472.00	637.00
COMPUTER SYSTEMS			
Qty	Description	**Pre-Order**	Regular
Computer and laptop prices vary depending on individual needs.			
	Computers	Call For Pricing	

Pole Stand

iPad Stand

LCD Screen

Wireless Microphone—Lav

Delivery Date _____ Time _____

Pickup Date _____ Time _____

TOTAL THIS PAGE $

SHIPPING & HANDLING INSTRUCTIONS

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COMPANY NAME:	DATE:	BOOTH #:

MATERIAL HANDLING: crated, boxed, or skidded materials will be received at the MEE warehouse up to 30 days in advance of show. They will also be received on show site the day before exhibitor move-in unless otherwise indicated on the Quick Facts page of this Exhibitor Service Kit (page 3) for Direct to Show Site receiving dates. Materials will be delivered to respective booths. Any materials without a form of payment attached for Material Handling will be held until payment is made. 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 EXPO WAREHOUSE

CRATED OR UNCRATED SHIPMENTS		PER 100 LBS	MIN CHARGE
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums.	On Time	69.00	138.00
	Late	90.00	180.00
Prices apply to shipments that meet the deadline only		200 lb. minimum	

Cost Calculation Formula: Shipment weight (round to the next 100 lbs.)_____=_____Total CWT @ _____Per 100 = $_____

DIRECT SHIPMENTS TO SHOWSITE

CRATED OR UNCRATED SHIPMENTS		PER 100 LBS	MIN CHARGE
See definition above in Advance Shipments	On Time	58.00	116.00
	Late	76.00	152.00
		200 lb. minimum	

Cost Calculation Formula: Shipment weight (round to the next 100 lbs.)_____=_____Total CWT @ _____Per 100 = $_____

SHIPMENTS REQUIRING SPECIAL HANDLING

		PER 100 LBS	MIN CHARGE
Shipments that require special handling, unboxed items, machinery, heavy equipment or blanket wrapped items.	On Time	80.00	160.00
	Late	103.00	206.00
		200 lb. minimum	

Cost Calculation Formula: Shipment weight (round to the next 100 lbs.)_____=_____Total CWT @ _____Per 100 = $_____

SMALL PACKAGE SERVICE (maximum 3 packages per shipment)

		FIRST PKG	ADD'L PKG
Cartons and envelopes received without documentation. Maximum weight is 50 lbs. per shipment, per delivery. Maximum 3 packages per shipment. This includes UPS, FedEx etc. All shipments received via air carrier that do not fall under the Small Package category, or 4 packages or more, may be subject to Special Handling charges.	On Time	50.00	35.00
	Late	65.00	45.00

TRANSPORTATION SURCHARGE

	PER SHIPMENT	
Charged for freight delivered or picked up outside the designated freight delivery and pick up times. See Page 3 for designated freight delivery and pick up time.	165.00	Up to 200 pounds
	495.00	201 - 10,000 pounds

OUTBOUND MATERIAL HANDLING ONLY

	PER 100 LBS
Freight handled ONLY at the close of the show. Material Handling fees include taking materials to the dock and loading on designated carriers.	35.00

NOTE: exhibitors are responsible for providing their own pre-paid shipping labels for all outbound freight.
Exhibitors are also responsible for scheduling pick up of their freight at the end of the show by their preferred carrier. Please contact Modern Expo if you have any questions.

expo@modernexpo.com **or 801-983-8160**

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.

ADVANCE WAREHOUSE SHIPPING

TO: (Name of Exhibitor & Booth #)

Pinners Conference AZ Booth #
Modern Expo & Events C/O YRC Freight
2021 S. 51st Ave.
Phoenix, AZ 85043

Advance Receiving Dates: **Oct. 7 - Nov. 5, 2019**
Warehouse-No Later Than: **November 5, 2019**

DIRECT SHOW SHIPPING

TO: (Name of Exhibitor & Booth #)

Pinners Conference AZ Booth #
C/O Modern Expo & Events
WestWorld of Scottsdale
16601 N. Pima Rd.
Scottsdale, AZ 85260

Direct To show-No Earlier Than: **November 6, 2019**

Advance Warehouse receiving hours are Monday thru Friday 8:00 AM to 4:00 PM

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

The designated ground and 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 9, 2019 at 9:00 PM

- Exhibitors are responsible for providing pre-printed labels for their freight. If you do not have pre-printed labels, you can create them online on the website of your preferred carrier. Print the labels and place them on your boxes.
- Schedule a pickup with your preferred carrier: UPS, FedEx, YRC etc. If you do not have a preferred carrier, our carrier of choice is UPS Freight. We can re-route your freight via UPS Freight at your expense.
- Fill out all the blue shaded areas on the attached Bill of Lading. Make sure you mark one of the two boxes in the center of the bill. This lets us know what you would like us to do with your freight, should your carrier fail to show up.
- Once you have scheduled your pickup, packed and labeled your boxes and filled out your Bill of Lading, please leave your boxes in the center of your booth and return the Bill of Lading to the Modern Expo Service Desk. When we receive your Bill of Lading, this lets us know you are ready for us to pick up your boxes, get them to the correct carrier and send them on their way.

If you have any questions, please come see us at the Modern Expo Service Desk, give us a call at 801-983-8160 or e-mail us at expo@modernexpo.com

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Pinners Conference & Expo 2019
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Pre-Order Discount Deadline October 25, 2019

SPECIAL HANDLING EXPLAINED

Shipments requiring special handling are shipments that are loaded in such a way as to require additional labor and handling to unload or load out. Additional fees beyond the standard crated rate will apply. See page 17 for more information on rates.

Side Door Loading: shipments arriving for delivery in a way that prevents access to the rear of the trailer.

Ground Loading: vehicles that are not dock height preventing the use of loading docks.

Designated Piece Loading: when a trailer must be loaded in a particular order to ensure fit.

Constricted Space Loading: freight loaded down one side or “high and tight” making the shipment not readily accessible.

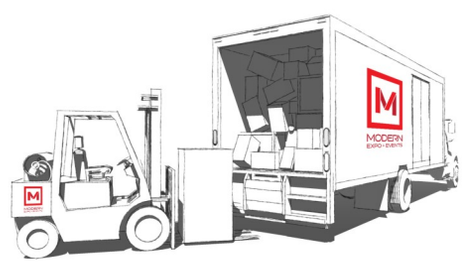
Uncrated Shipments: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Stacked, Cubed-out, or Loose Shipments: shipments requiring items to be removed to ground level for delivery to booth and items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

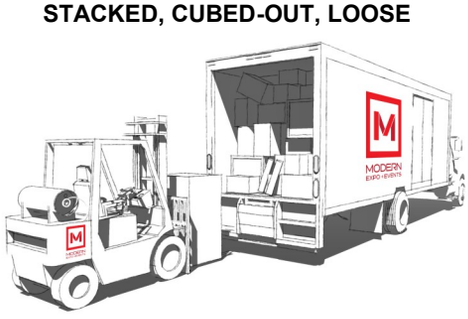
Multiple Shipments: shipments that are loaded mixed on the truck, failing to maintain shipment
integrity and/or have multiple delivery areas.

SIDE DOOR LOADING

UNCRATED



STACKED, CUBED-OUT, LOOSE



MULTIPLE SHIPMENTS

ADVANCE WAREHOUSE

MODERN
EXPO + EVENTS

EXHIBIT MATERIAL

Rush To: Modern Expo & Events C/O Fidelistone
6920 W. Allison Rd.
Chandler, AZ 85226

Pinners Conference AZ 2019

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : October 28, 2019

ADVANCE WAREHOUSE

MODERN
EXPO + EVENTS

EXHIBIT MATERIAL

Rush To: Modern Expo & Events C/O Fidelistone
6920 W. Allison Rd.
Chandler, AZ 85226

Pinners Conference AZ 2019

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : October 28, 2019

- 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

MODERN
EXPO + EVENTS

EXHIBIT MATERIAL

Rush To: **C/O Modern Expo & Events**
WestWorld of Scottsdale
16601 N. Pima Rd.
Scottsdale, AZ 85260

Pinners Conference AZ 2019

Exhibitor _____

Booth _____

Do not deliver prior to : November 6, 2019

DIRECT TO SHOW SITE

MODERN
EXPO + EVENTS

EXHIBIT MATERIAL

Rush To: **C/O Modern Expo & Events**
WestWorld of Scottsdale
16601 N. Pima Rd.
Scottsdale, AZ 85260

Pinners Conference AZ 2019

Exhibitor _____

Booth _____

Do not deliver prior to : November 6, 2019

- 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

SHIPPING & HANDLING INSTRUCTIONS

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Pinners Conference & Expo 2019
WestWorld of Scottsdale
November 8 - 9, 2019
Pre-Order Discount Deadline October 25, 2019

Benefits of Advance Shipping to MEE Warehouse: Storage of materials for up to 30 days prior to your show. Delivery of materials directly to our booth space prior to you 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 to Advance 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 (s0 is properly packed. MEE 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 Show Site: Consign all domestic shipments c/o Modern Expo & Events. 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 our shipment (s) is properly packed. MEE 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.

Damage: Relative to shipments consigned to MEE's warehouse, MEE will exercise all possible diligence and care in receiving, handling and transporting your shipment. MEE shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of MEE. In any case, the liability of MEE is limited to $0.30 per pound with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment while exhibitor goods are in MEE's warehouse or MEE-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. MEE 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 as 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. 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, un-skidding, positioning, leveling, installing, dismantling, re-crating and re-skidding must be ordered separately. See the 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 MEE Exhibitor Service Desk on show site. Do not store any materials or valuables in containers marked "empty." MEE 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 MEE Bill of Lading accompanying the shipment. Bills of Lading are available at the MEE Exhibitor Service Desk. Exhibitors 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 out on MEE's carrier of choice and the exhibitor billed accordingly. **MEE does not provide carrier shipping labels or Bills of Lading. These must be obtained from your carrier of choice.**

SKILLED LABOR SERVICES

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COMPANY NAME	DATE	BOOTH #

PLEASE COMPLETE THIS FORM FOR ALL YOUR DISPLAY LABOR NEEDS.
TO DETERMINE IF YOU NEED SKILLED DISPLAY LABOR, FOLLOW THE GUIDELINES BELOW.

Straight Time per man hour	$95.00	M - F 8:00AM - 5:00PM
Overtime per man hour	$143.00	M - F 6:00AM - 8:00Am, 5:00PM -10:00PM All hours on Saturdays
Double Time per man hour	$190.00	Mon. - Sun. 10:00PM - 6:00AM All hours on Sundays and holidays

MODERN EXPO & EVENTS SUPERVISED LABOR SERVICE

LABOR SERVICE FOR THOSE WHO WISH TO HAVE THEIR EXHIBIT SET UP BEFORE THEY ARRIVE AT SHOW SITE. Modern Expo & Events will install and dismantle your exhibit. You need not be present. A professional supervision surcharge of 30% will be added to your labor charge. All installation and dismantle orders include a $50.00 minimum charge.

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

EXHIBITOR SUPERVISED LABOR SERVICE

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:	E-MAIL ADDRESS:
SHOW SITE PHONE #:	ALTERNATE PHONE #:

NOTE: A minimum charge of one hour will apply to all orders. Time will commence upon assignment of laborers in accordance with exhibitor's request. 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.

TOTAL THIS PAGE $

FORKLIFT & SIGN HANGING SERVICE

424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

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COMPANY NAME	DATE	BOOTH #

FORKLIFT SERVICE FOR INSTALL AND DISMANTLE OF DISPLAY AND/OR PLACEMENT OF EQUIPMENT.
NOTE: for moving freight in and out of the exhibit hall, please use the Material Handling form, page 15.

SERVICE RATES

Forklift w/operator per hour	Pre-order	Show site
Straight Time	150.00	195.00
Overtime	225.00	293.00
Double Time	300.00	340.00
Additional worker per hour	**Pre-order**	**Show site**
Straight Time	95.00	124.00
Overtime	143.00	186.00
Double Time	190.00	247.00
Sign Hanging Service per hour	**Install**	**Dismantle**
Sign hanging service prices vary dependent upon what is being hung, where it is being hung, etc.	325.00	325.00

STRAIGHT TIME:
8:00 AM - 5:00 PM
MONDAY - FRIDAY

OVERTIME:
6:00 AM - 8:00 AM and 5:00 PM - 10:00 PM
MONDAY - FRIDAY.
ALL HOURS ON SATURDAY

DOUBLE TIME:
10:00 PM - 6:00 AM
MONDAY - FRIDAY
ALL HOURS ON SUNDAY AND HOLIDAYS

Prices are for each install and each dismantle - NOT TOTAL TIME

NOTE: lift capacity is 4,000 pounds. Larger lifts are available. Please call customer service for more infor-

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

INSTALL

Date	Start Time	Total Time Needed

DISMANTLE

Date	Start Time	Total Time Needed

EXHIBITOR REPRESENTATIVE	E-MAIL ADDRESS
SHOW SITE PHONE #	ALTERNATE PHONE #

NOTE: exhibitor must check in at Modern Expo & Events service desk to let us know you are ready for service. Failure to pick up or call for service at the requested time will result in a 1 hour charge unless 72 business hours notice is provid-

FULL VISION SHOWCASE

424 South 700 East
Salt Lake City, Utah 84102
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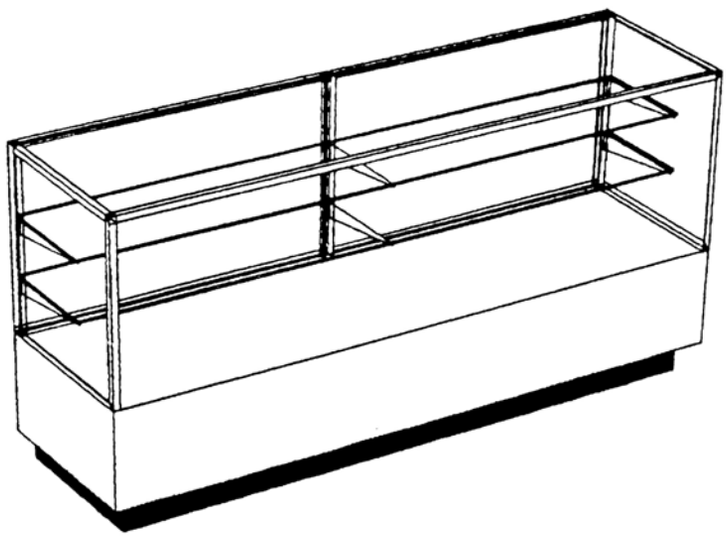
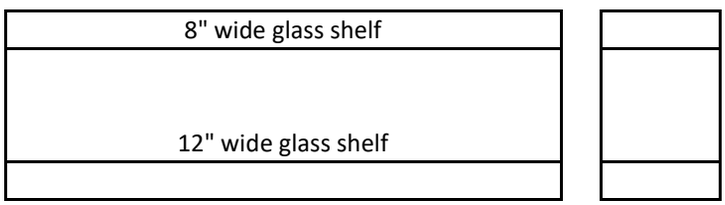
COMPANY NAME	DATE	BOOTH #

FEATURES:
(1) 12" Wide Glass Shelf
(1) 8" Wide Glass Shelf
(2) 8" Sliding Doors
Optional Door Lock (35.00)



38" High



72" (6') Long **22" Deep**

Rental charges below include delivery to booth for use during show & removal at the end of the show.

Qty	Description	Pre-Order Price	Regular Price
	6' Showcase	$400.00	$600.00
	Optional Door Lock	$26.00	$35.00

TOTAL THIS PAGE $

CART SERVICE AND MECHANICAL LIFTS

424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

Pinners Conference & Expo 2019
WestWorld of Scottsdale
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COMPANY NAME	DATE	BOOTH #

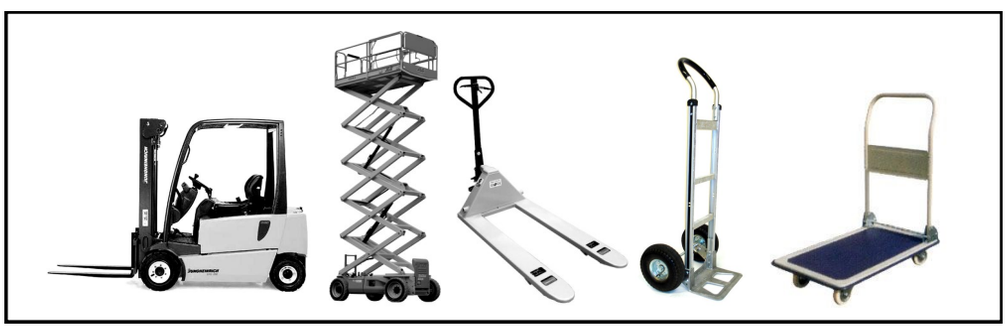
Cartload service is provided to exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock and/or booth location. If you arrive in a truck, such as a U-Haul, Penske, etc., you will not qualify for this service.

All items must fit on a flat bed cart, approximately 3'x4' in size. Modern Expo & Events personnel reserves the right to deem items to be too large or too heavy and materials will be billed at regular material handling rates.

Cartload service is billed in half hour increments.

CARTLOAD SERVICE		
QTY	RATE	AMOUNT
	20.00	

CARTLOAD SERVICE WITH LABOR		
QTY	RATE	AMOUNT
	55.00	



The operation of or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation of or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES, HAND TRUCKS AND MAN POWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom they are issued. MEE equipment is for the use by MEE employees only. Please do not take or borrow MES equipment for your use.

Exhibitors acknowledge that the show site and surrounding areas are active work zones. Exhibitors, their employees, agents and representatives are allowed in the work zone at their own risk.

EXHIBITOR APPOINTED CONTRACTOR

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

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

Rules and Regulations for Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company other than Modern Expo & Events (MEE), the Official Service Contractor, that an exhibitor may wish to use inside the exhibit hall before, during, or after the show.

Usually, an EAC is contracted to set or supervise the setting of an exhibitor's display. **An EAC 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 EAC may be contacted to supervise the procurement of items listed above.

An EAC must provide the following to MEE 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 MEE.
2) EAC must furnish current certificates of insurance naming MEE 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 EAC being barred from the exhibit hall.
3) EAC must provide payment in full for all services ordered from MEE. Please see Payment Policy sheet for more information. The exhibitor is ultimately responsible for any charges incurred by its EAC. Any unpaid charges incurred by an EAC will be collected from the responsible exhibitor prior to the close of the show.
4) EAC must confine its activities to the exhibit space of the contracting exhibitor. No storage areas, service desks, or work facilities will be allowed.
5) EAC 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 MEE.
7) MEE accepts no responsibility for damage to any exhibitor material under control of the EAC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
8) EAC employees must identify themselves to MEE personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the MEE service desk if necessary.
9) EAC 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 EAC who has not provided the above information at least 30 days in advance of exhibitor move-in will be barred from the exhibit hall.

THIRD PARTY PAYMENT AUTHORIZATION

424 South 700 East
Salt Lake City, Utah 84102
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expo@modernexpo.com

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This form must be completed and returned to Modern Expo & Events by the deadline date.

Both parties MUST sign this form indicating acceptance, otherwise, request will be denied.
When a third party is handling our display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.
By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.
In the event that the named third party does not make payment by show close, Modern Expo & Events will be paid by the exhibiting firm on demand at show site.
The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- ☐ All Services
- ☐ Booth Furnishings
- ☐ Carpet
- ☐ Electrical
- ☐ Other (please specify) _____
- ☐ Floral
- ☐ Audio Visual
- ☐ Booth Cleaning
- ☐ Specialty Furniture
- ☐ Material Handling
- ☐ Install/Dismantle Labor

THIRD PARTY INFORMATION

Company Name: _____ Contact: _____
Company Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____
Authorized Signature: _____ Email: _____

EXHIBITING COMPANY INFORMATION

Company Name: _____ Contact: _____
Company Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____
Authorized Signature: _____ Email: _____

THIRD PARTY CREDIT CARD INFORMATION

- ☐ Visa
- ☐ Master Card
- ☐ American Express
- ☐ Discover

Account # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiration Date ☐☐ ☐☐

Security Code ☐☐☐☐

Billing Address: _____ City, State, Zip: _____
Name on Card: _____ Authorized Signature: _____

If you are tax exempt for the state this event occurs in, you must provide a tax exemption certificate for the state in which the show is being held.
Please submit tax exemption certificate to: expo@modernexpo.com

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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 Expo & Events 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 (MEE). 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 Expo & Events 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 MEE 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 MEE 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 MEE 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 MEE 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 MEE. **The solicitation and acceptance of gratuities, in any form or amount is strictly prohibited.**