

IMPORTANT NOTICE TO THE EXHIBITORS OF:

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you

Booth Package These items are provided at no additional cost to you:

Show Facts

Important Dates

Advance order discount deadline - prepayment required Last day for advance shipments to arrive at Warehouse without surcharges Direct shipments may begin arriving at show site Last day direct shipments may arrive at show site Exhibitor Move-in **Event opens Exhibitor Move-out**

Policies

Recap and Payment Policy Form must accompany all orders! Please fax or mail your order. Phone orders are not accepted. Advance Order Pricing applies to orders received prepaid by No credit will be applied to substitutions or changes to the booth package. Cancellations after installation are invoiced at 50% of original price

Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services)

LCD Exposition Services Phone: (509) 325-9656 Fax: (509) 325-9670



ACCT#

RECAP OF SERVICES ORDERED ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED CARPET \$ ______ ADDITIONAL BOOTH FURNISHINGS\$ OTHER(total of all additional pages)..... \$ SUB-TOTAL\$ SALES TAX \$ ______ FREIGHT HANDLING SERVICES (Non-taxable item) \$ _____ TOTAL \$ ______ PAYMENT POLICY Advance order prices apply only to pre-orders received with full payment by All orders received after the deadline, or without payment, will be charged at floor order prices Orders placed at the show site must be guaranteed with a credit card. Cancellations & changes will be charged at 50% of the original price. Substitution of provided items is not permitted. Freight handling services only are exempt from sales tax. ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE SHOW Please indicate your method of payment. All payments must be made in U.S funds. ☐ COMPANY CHECK ☐ CREDIT CARD If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order, plus any additional amounts ordered by you or your representative at the show site, please complete the following information CVV CODE VISA/MC three digits AMEX four digits ☐ AMERICAN EXPRESS ☐ MC ☐ VISA EXPIRATION DATE Cardholder's Signature Cardholder's Name (Please Print) ******************************** Company ______ Booth_____ Payment Address _____ City ______ State____ Zip _____

Phone _____ Fax _____

Ordered by ______ Title_____



CARPET ORDER FORM

- Rental includes installation, taping of aisle facing edges and removal at close of show.
- All carpeting is available in 9' widths only.
- Special carpet cutting and installation will be quoted on an individual basis.
- Plastic covering to protect your carpet during move in is available as an advance order only.
- Carpet padding is available in booth sizes only.

Quantity		Prepaid Advance Order	Floor Order
9' x 10' Nylon Carpet		\$65.00	\$85.00
9' x 20' Nylon Carpet		\$125.00	\$165.00
9' x 30' Nylon Carpet		\$180.00	\$235.00
9' x 40' Nylon Carpet		\$235.00	\$305.00
Larger sizes (per sq. ft.)		\$0.80	\$1.05
Custom Cut Carpet (per	sq. ft.)	\$1.60	\$2.10
9' x 10' Carpet padding		\$32.00	\$42.00
Carpet is available in 10' For special size	carpet please cáll for a q	uote!	
9' x 20' Carpet padding		\$60.00	\$80.00
		$\Phi \cap \Gamma \cap \cap$	0440.00
		\$85.00	
9' x 40' Carpet padding		\$115.00	\$110.00 \$150.00
9' x 40' Carpet padding			
9' x 40' Carpet padding Plastic Covering (per sq.ft., inc	cl. installation & removal)	\$115.00	\$150.00
—— 9' x 30' Carpet padding 9' x 40' Carpet padding Plastic Covering (per sq.ft., inc 30 yd x 1" W carpet tape (mee	cl. installation & removal)	\$115.00 \$0.40	\$150.00 N/A \$12.00
9' x 40' Carpet padding Plastic Covering (per sq.ft., inc	cl. installation & removal)	\$115.00 \$0.40 \$12.00 nis Page: \$	\$150.00 N/A \$12.00
—— 9' x 40' Carpet padding Plastic Covering (per sq.ft., inc 30 yd x 1" W carpet tape (mee	cl. installation & removal) ets facility requirements) Total Th	\$115.00 \$0.40 \$12.00 his Page: \$	\$150.00 N/A \$12.00
—— 9' x 40' Carpet padding Plastic Covering (per sq.ft., inc. 30 yd x 1" W carpet tape (mee	cl. installation & removal) ts facility requirements) Total The	\$115.00 \$0.40 \$12.00 nis Page: \$	\$150.00 N/A \$12.00



FURNITURE ORDER FORM

MISCELLANEOUS BOOTH FURNITURE		SKIRTED WOOD TABLES & COUNTERS		
	Prepaid		Includes white vinyl top	
Quantity	Advance Order	Floor Order	Prepaid Advance	Floor
Side chair	\$14.00	\$18.00	Quantity Order	Order
Arm chair		\$25.00	4' Wood table, 24" wide, 30" high \$44.00	\$58.00
Bar stool with backrest		\$45.00	6' Wood table, 24" wide, 30" high \$48.00	\$63.00
Wastebasket		\$10.00	8' Wood table, 24" wide, 30" high \$52.00	\$68.00
30" Diameter round pedestal table (w/ black		\$50.00	4' Wood counter, 24" wide, 40" high \$52.00	\$68.00
· · · · · · · · · · · · · · · · · · ·	40" high	,	6' Wood counter, 24" wide, 40" high \$56.00	\$73.00
Easel	\$15.00	\$20.00	8' Wood counter, 24" wide, 40" high \$60.00	\$78.00
Coat tree		\$25.00		
Deluxe chrome rope stand		\$20.00	SKIRTING COLORS - please indicate choice	
Deluxe rope for above, per lineal foot		\$1.30	☐ Black ☐ Blue ☐ Burgundy ☐ Gold	☐ Red
Aluminum rope stand	\$5.00	\$7.00	☐ White ☐ Rust ☐ Light green ☐ For	rest green
			Skirting for 4th side, 30" high * \$21.00	\$27.00
SPECIAL BOOTH DR	RAPERY		Skirting for 4th side, 40" high * \$23.00	\$30.00
8' high drapery, per lineal foot		\$6.00	30" White vinyl, per lineal foot \$1.00	\$1.30
3' high drapery, per lineal foot		\$4.50	*available as addition to 6' or 8' skirted tables	only
12' high drapery, per lineal foot		\$9.00		
Framework - per ft no drape □ 8' □	l3' □12' \$3.00	\$3.00	UNSKIRTED WOOD TABLES & COUN	ITERS
☐ Black ☐ Blue ☐ Burgundy	☐ Gold ☐ F	Red	41.44 14 14 0 48 14 008411	***
🗌 White 🛭 Rust 🗎 Light gı	reen 🗌 Forest 🤉	green	4' Wood table, 24" wide, 30" high \$25.00	\$32.00
EDAMED DEDECRATED DOA	DD 4/411110		6' Wood table, 24" wide, 30" high \$27.00	\$34.00
FRAMED PERFORATED BOA	RD - 1/4 HO	LEO	8' Wood table, 24" wide, 30" high \$29.00	\$38.00
4'x8' Vertical single sided		\$75.00	4' Wood counter, 24" wide, 40" high \$29.00	\$38.00
4'x8' Vertical double sided	\$75.00	\$90.00	6' Wood counter, 24" wide, 40" high \$32.00	\$41.00
2'x8' Vertical single sided		\$55.00	8' Wood counter, 24" wide, 40" high \$34.00	\$45.00
4'x8' Horizontal single sided		\$75.00		
4'x8' Horizontal double sided		\$90.00	SKIRTING FOR TABLES & COUNT	FRS
	Brown			LIVO
4'x8' Poster Board - Double sided	\$60.00	\$75.00	4' Skirting - 4 sides - 30" high \$25.00	\$32.00
			6' Skirting - 3 sides - 30" high \$27.00	\$34.00
DRAPED TABLE TOP			8' Skirting - 3 sides - 30" high \$29.00	\$38.00
Covered with white vi	nyı		ALOUGHIO A SINCE AOU NICH COZOO	CO 4 OO
4' Table Riser, one step 10" wide	\$15.00	\$20.00	4' Skirting - 4 sides - 40" high \$27.00 6' Skirting - 3 sides - 40" high \$29.00	
6' Table Riser, one step 10" wide		\$25.00	8' Skirting - 3 sides - 40' high	
8' Table Riser, one step 10" wide	\$25.00	\$30.00	Skirting - 3 sides - 40 Tright \$31.00	ψ+1.00
4' Table Diger two step 10" wide on	¢25.00	\$30.00	SKIRTING COLORS - please indicate choice	:5
4' Table Riser, two step 10" wide ea 6' Table Riser, two step 10" wide ea		\$40.00	☐ Black ☐ Blue ☐ Burgundy ☐ Gold	☐ Red
8' Table Riser, two step 10" wide ea		\$50.00		rest green
o lable Most, two step to wide ea	φ+σ.σσ	Ψ00.00		
			Total This Page: \$	
PLEASE SEE COVER LETT	ER	- \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	NITOD	
AND PAYMENT POLICY FO	RMS	EXHIE	BITOR	
FOR ORDER INSTRUCTION	EOD ODDED INSTRUCTIONS			
	-	ORDE	RED BY(Please Print)	
PAYMENT POLICY / RECAP	FORM		(Please Print)	
		SICNIA	ATLIDE	
MUST ACCOMPANY THIS C	ノスレヒス	SIGNA	ATURE	



PLANTS, LIGHTS & LABOR ORDER FORM

PLANTS AND FLORAL SERVICES

Balloon Arrangements available - please call for quote

Live flowering plants and balloon bouquets are *purchases.* You may take them with you after the show.

All plants and balloons subject to a delivery charge.

Quantity	Prepaid Advance Order	Floor Order
6" Potted flowering live plants	. \$30.00	\$45.00
Small floral arrangement	. \$35.00	\$50.00
Medium floral arrangement	. \$60.00	\$80.00
Large floral arrangement	. \$75.00	\$100.00
DELIVERY CHARGE	. \$20.00	\$30.00

LIGHTS & EXTENSION CORDS

Quantity	Advance Order	Floor Order
50Watt display style spotlight stem telescopes from 22" to 32"	. \$25.00	\$35.00
500 Watt overhead floodlight	. \$40.00	\$50.00
150 Watt clamp-on floodlight	. \$20.00	\$26.00
25' Heavy duty extension cord	. \$8.00	\$12.00
6 outlet power strip	. \$8.00	\$12.00

ORDER ONLY IF YOU NEED EQUIPMENT IN ADDITION TO PROVIDED EQUIPMENT

EXHIBIT INSTALLATION SERVICE

We will require men and approximately hours to install our exhibit.
Please supervise exhibit installation.Our representative will be present to supervise.
Schedule labor for: Date Time Supervisor
EXHIBIT DISMANTLING SERVICE
We will require men and approximately hours to dismantle our exhibit.
☐ Please supervise exhibit dismantling.
Our representative will be present to supervise.
If your representative will not be present to supervise a surcharge of 25% of total labor cost will apply.

LABOR RATES

Quantity	Time	time
Man hours, one hour minimum	\$50.00	\$75.00
Forklift and driver, 1/2 hour minimum	\$80.00	\$120.00

Please note: Straight time is from 8 AM to 5 PM weekdays. Overtime applies before 8 AM and after 5 PM weekdays and all day Saturday, Sunday and Holidays.

BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets.

- Per sq. ft., ONCE before opening only (100 sq. ft. minimum)..... @ 00.25/s.f. ______
- Per sq. ft., per day of show run (100 sq. ft. minimum) @ 00.20/s.f. _____

Total This Page: \$ _____

500 s.f. \$ over, per day @ 00.10/s.f. _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

PLEASE SEE COVER LETTER	EXHIBITOR	
AND PAYMENT POLICY FORMS	0000000000	
FOR ORDER INSTRUCTIONS	ORDERED BY	(Please Print)
PAYMENT POLICY / RECAP FORM		(
MUST ACCOMPANY THIS ORDER	SIGNATURE	



CANOPY ORDER FORM

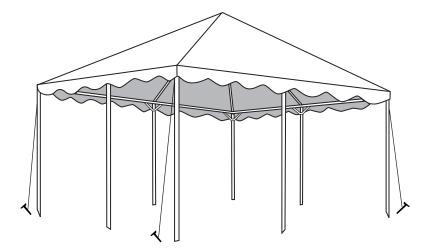
Quantities are limited. Please order early!

Please indicate whether you require staking or cement block anchors.

Rental includes installation and removal.

Sidewall are available in 20' sections only.

Quantity	Prepaid Advance Order	Floor Order
10' x 10' canopy	\$110.00	\$143.00
10' x 20' canopy	\$200.00	\$260.00
20' x 20' canopy	\$265.00	\$344.50
20' x 30' canopy	\$350.00	\$455.00
20' x 40' canopy	\$400.00	\$520.00
Please indicate choice of an	choring: 🗌 Stakes 🗆	Cement Blocks
Please indicate choice of and SIDEWALLS	choring: 🗌 Stakes 🗆	Cement Blocks
SIDEWALLS	choring:	Cement Blocks \$35.00
SIDEWALLS		



Total	This	Page:	

PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM **MUST** ACCOMPANY THIS ORDER

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

EXHIBITOR	
ORDERED BY	
-	(Please Print)
SIGNATURE	



SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

GENERAL INFORMATION

Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery

If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

TO: (Your company name)

FOR: Booth #

C/O: LCD Exposition Services 220 E Augusta Ave Spokane, WA 99207

- Please mark your shipment with your booth number if known.
- All shipments must be prepaid. Collect shipments will be refused!
- Shipments received at our warehouse after

will be subject to 25% surcharge.

- International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- Freight handling charges are exempt from sales tax.
- Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- All freight handling services must be guaranteed with a credit card
- Attention Fedex Ground Customers: Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless your provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.

LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL SHIPMENTS, UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be transported to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show.

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.40 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



FREIGHT SERVICE ORDER FORM

MATERIAL HANDLING RATE SCHEDULE All Charges Based on Actual Weight in 100# Increments

ADVANCE RECEIVING AT WAREHOUSE: (INCLUDES RETURN SHIPPING) ALL SHIPMENTS MUST BE PREPAID! Receipt of shipment from carriers prior to move in date and storage up to 30 days; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

IIVIPORTANT: Snipments received aπei	r	subject to 25% addition	onal handling fee
Under 100# total shipment weight		minimum charge	
100# & over	•		
RECEIVING AT EXHIBIT HALL: (INCLUDES Receipt of shipment at exhibit site on move in date on delivery from booth to carrier at close of show. Include	nly; delivery to booth; removal, s	storage & return of empty containers	when necessary;
Under 100# total shipment weight 100# & over			
OUTBOUND SHIPPING ONLY: Delivery from of lading and shipping labels	m booth to carrier at close of	show. Includes loading equipmer	nt & labor plus bills
\$32.50 per 100# - 200# minimum		······	
UPS OUTBOUND SHIPPING SURCHARG as well as outbound only shipments. <i>This is in add</i>			house or show site,
\$5.00 per piece (\$15.00 minimum	charge) (no. pcs. x §	55.00)	
PLEASE PROVIDE YOUR UPS	ACCOUNT # HERE:		
SPECIAL HANDLING / STORAGE: Applie warehouse for shipping or customer pickup. Includes			
Charge per 100#	\$20.00 - \$	65.00 minimum	
ALUDNENTO TO THE ALLOW		Total This Page: _	
SHIPMENTS TO THE SHOW		5 –	
Shipped from (city)	Carrier	Pro no.	
Shipping Date Total r	number of pieces	Total weight of shipments	
Show representative			
IMPORTANT: in order to trace shipments we	must have the name of carrie	er and assigned bill of lading numb	er - "PRO NO."
REFORWARDING INSTRUCTIONS			
Ship to(name)	(street addres	e)	
City, State, Zip	(Sirect addres	•	epaid 🖵 Collect
Description			of pieces
Forward Via	Freight 🔲 UPS	☐ Fed Ex* ☐ Other	-
* Fedex Ground Customers: You must provide			
SPECIAL INSTRUCTIONS (Expedited shi	pping, Insurance, etc.):		-
PAYMENT POLICY / RECAP FORM	EXHIBITOR	BO0	#
MUST ACCOMPANY THIS ORDER	ORDERED BY		
ALL FREIGHT HANDLING CHARGES		(Please Print)	
MUST BE GUARANTEED WITH A CREDIT CARD	SIGNATURE		