

*Colorado Springs
Home & Landscape Expo*

February 9-11, 2018

*Norris-Penrose Event Center
1045 Lower Gold Camp Rd.
Colorado Springs, CO 80905*

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

Colorado Springs
Home & Landscape Expo
February 9-11, 2018
Norris-Penrose Event Center
Colorado Springs, CO

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and **we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

L & L Exhibition Management
Phone: 800-374-6463

Each 10' x 10' Booth Space will Receive:

8' High Black Back Drape
8' High Black Side Drape

***The exhibit area is not carpeted.**

EXHIBIT AREA INSTALLATION AND DISMANTLE SCHEDULE

Setup Dates
Wednesday, February 7, 2018
Thursday, February 8, 2018

Show Dates
Friday, February 9, 2018
Saturday, February 10, 2018
Sunday, February 11, 2018

Dismantle Dates
Sunday, February 11, 2018
Monday, February 12, 2018

Setup Times
1:00 PM - 6:00 PM
10:00 AM - 6:00 PM

Show Times
2:00 PM - 8:00 PM
10:00 AM - 8:00 PM
10:00 AM - 5:00 PM

Dismantle Times
5:00 PM - 9:00 PM
8:00 AM - 1:00 PM



EXHIBIT PACKAGE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
THURSDAY, FEBRUARY 1, 2018

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SHOW SPECIAL EXHIBIT PACKAGES

PER 10' x 10' BOOTH SPACE

QUANTITY

PRICE

TOTAL

PACKAGE A

\$ 62.00

\$ _____

INCLUDES: 1 - 6' TABLE X 30" HIGH DRAPED IN SHOW COLOR
2 - FOLDING CHAIRS
1 - WASTE BASKET

PACKAGE B

\$145.00

\$ _____

INCLUDES: 1 - 6' TABLE X 30" HIGH DRAPED IN SHOW COLOR
2 - FOLDING CHAIRS
1 - WASTE BASKET
1 - 9' X 10' BOOTH CARPET

CARPET COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN, RED

PACKAGE C

\$ 72.00

\$ _____

INCLUDES: 1 - 8' TABLE X 30" HIGH DRAPED IN SHOW COLOR
2 - FOLDING CHAIRS
1 - WASTE BASKET

PACKAGE D

\$155.00

\$ _____

INCLUDES: 1 - 8' TABLE X 30" HIGH DRAPED IN SHOW COLOR
2 - FOLDING CHAIRS
1 - WASTE BASKET
1 - 9' X 10' BOOTH CARPET

CARPET COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN, RED

SUB TOTAL \$ _____

7.12% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____



BOOTH FURNISHINGS ORDER FORM

DISCOUNT PRICE DEADLINE DATE
THURSDAY, FEBRUARY 1, 2018

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QUANTITY	TABLES (24 "X 30")	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	4' DRAPED	\$ 29.50	\$ 39.80	\$ _____
_____	4' UNDRAPED	\$ 19.00	\$ 25.65	\$ _____
_____	6' DRAPED	\$ 35.00	\$ 47.25	\$ _____
_____	6' UNDRAPED	\$ 24.00	\$ 32.40	\$ _____
_____	8' DRAPED	\$ 42.75	\$ 57.75	\$ _____
_____	8' UNDRAPED	\$ 29.50	\$ 39.80	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 18.00	\$ 24.30	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
COUNTER HIGH TABLE (24" X 42")				
_____	4' DRAPED	\$ 36.50	\$ 49.25	\$ _____
_____	4' UNDRAPED	\$ 24.00	\$ 32.40	\$ _____
_____	6' DRAPED	\$ 42.75	\$ 57.75	\$ _____
_____	6' UNDRAPED	\$ 29.50	\$ 39.80	\$ _____
_____	8' DRAPED	\$ 47.75	\$ 54.45	\$ _____
_____	8' UNDRAPED	\$ 34.50	\$ 46.55	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 18.00	\$ 24.30	\$ _____
DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE				
				SUBTOTAL \$ _____
				7.12% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



BOOTH FURNISHINGS ORDER FORM

DISCOUNT PRICE DEADLINE DATE
THURSDAY, FEBRUARY 1, 2018

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1.		2.		3.		4.		5.	
<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>					

_____	1. COUNTER STOOL WITH BACK	\$ 23.00	\$ 30.00	\$ _____
_____	2. FOLDING CHAIR	\$ 9.25	\$ 12.00	\$ _____
_____	3. PADDED SIDE CHAIR	\$ 23.00	\$ 30.00	\$ _____
_____	4. PADDED ARM CHAIR	\$ 32.50	\$ 42.25	\$ _____
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE	\$ 41.50	\$ 54.00	\$ _____
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE	\$ 41.50	\$ 54.00	\$ _____
_____	SINGLE STEP TABLE RISER - 4'	\$ 15.00	\$ 20.25	\$ _____
_____	SINGLE STEP TABLE RISER - 6'	\$ 20.00	\$ 27.00	\$ _____

6.		7.		8.		9.		10.		11.		12.	
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ACCESSORIES

_____	6. ALUMINUM FLOOR EASLE	\$ 14.00	\$ 18.20	\$ _____
_____	7. BAG STAND	\$ 14.00	\$ 18.20	\$ _____
_____	8. CHROME SIGN HOLDER	\$ 32.50	\$ 42.25	\$ _____
_____	9. FISH BOWL	\$ 8.00	\$ 10.80	\$ _____
_____	10. LITERATURE RACK	\$ 40.00	\$ 52.00	\$ _____
_____	11. RAFFLE DRUM	\$ 45.00	\$ 60.75	\$ _____
_____	12. WASTEBASKET	\$ 8.00	\$ 10.80	\$ _____
_____	13. BLACK GRID WALLS - 2' x 6' (No picture)	\$ 20.00	\$ 27.00	\$ _____

SUBTOTAL \$ _____
7.12% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791
exhibitservices@coasttocoasttss.com



Coast to Coast
TRADE SHOW SERVICES, INC.

CARPET ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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<u>QUANTITY</u>	<u>STANDARD CARPET & PAD</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	9' x 10' CARPET	\$ 90.00	\$ 121.50	\$ _____
_____	9' X 10' CARPET PAD	\$ 25.00	\$ 33.75	\$ _____
_____	9' X 20' CARPET	\$ 180.00	\$ 243.00	\$ _____
_____	9' X 20' CARPET PAD	\$ 50.00	\$ 67.50	\$ _____
_____	9' X 30' CARPET	\$ 270.00	\$ 364.50	\$ _____
_____	9' X 30' CARPET PAD	\$ 75.00	\$ 101.25	\$ _____
_____	9' X 40' CARPET	\$ 360.00	\$ 480.00	\$ _____
_____	9' X 40' CARPET PAD	\$ 100.00	\$ 135.00	\$ _____

CARPET COLOR (PLEASE CIRCLE) BLUE HUNTER GREEN RED MAROON GRAY BLACK



* PRICE INCLUDES INSTALLATION AND PICK UP AT THE CLOSE OF THE SHOW.

SUBTOTAL \$ _____
7.12% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING RATES

DISCOUNT PRICE DEADLINE DATE
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Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight**

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse:	Monday, January 8, 2018
Last day for shipments to arrive at discounted rate:	Thursday, February 1, 2018
Last day for shipment to arrive at standard rate:	Tuesday, February 9, 2018

SHIPPING INFORMATION	RATES PER SHIPMENT													
ADVANCE SHIPMENTS TO WAREHOUSE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.													
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	Rate / 100 LBS \$ 52.00	Minimum Shipment \$104.00												
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT) Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation and shipments that require additional time, labor and equipment to unload.	Rate / 100 LBS \$ 62.00	Minimum Shipment \$124.00												
SMALL PACKAGE SHIPMENTS Cartons, letters or small package, limited to 35 pounds per shipment, per delivery. Includes FedEx and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 LB minimum.	First Piece in Shipment \$ 25.00	Each Additional Piece \$ 10.00												
LATE SHIPMENT SURCHARGES These additional charges are incurred if shipments arrive at the warehouse after the deadline date (see top of page). In addition to the late shipment charge, for a truck and drive at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	STANDARD RATES PER SHIPMENT <table border="0"> <tr> <th></th><th>Rate / 100 LBS</th><th>Minimum Shipment</th></tr> <tr> <td>Regular Shipment</td><td>\$ 70.20</td><td>\$140.40</td></tr> <tr> <td>Special Handling</td><td>\$ 83.70</td><td>\$167.40</td></tr> <tr> <td>Small Packages</td><td>\$ 33.75</td><td>\$ 13.50</td></tr> </table>			Rate / 100 LBS	Minimum Shipment	Regular Shipment	\$ 70.20	\$140.40	Special Handling	\$ 83.70	\$167.40	Small Packages	\$ 33.75	\$ 13.50
	Rate / 100 LBS	Minimum Shipment												
Regular Shipment	\$ 70.20	\$140.40												
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MATERIAL HANDLING RATES

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ADVANCE SHIPPING INFORMATION

Ship To: Coast to Coast Trade Show Services, Inc.
 3999 Holly Street
 Unit 14
 Denver, CO 80207

Exhibitor Name and Booth Number MUST be on all shipments.

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'S)	MATERIAL HAN- DLING FEE
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

Shipment 1: Shipped from Address _____

Shipment 2: Shipped from Address _____

Shipment 3: Shipped from Address _____

Total Amount Due \$ _____

OUTBOUND SHIPPING INFORMATION

Outbound Bills of Lading must be completed and turned in to the Coast to Coast Trade Show service desk.

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH. In the event a Bill of Lading is not turned into the Coast to Coast Trade Show, Inc. service desk, unidentifiable shipments will be discarded.

A credit card is required for material handling services. Please complete cred card information on the "Order Summary and Payment" form.

BACK TO WAREHOUSE: Exhibitors may choose to return items back to the Coast to Coast Trade Show Services warehouse for their selected carrier to pick up the following day. The fee for this services is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pounds. You may pre-order or let us know if you need this service during the set-up or dismantle of the show.

Total Amount Due \$ _____

ADVANCE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00am - 4:00pm

<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Springs Home & Landscape Expo</p>	<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Springs Home & Landscape Expo</p>
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