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# EXHIBITOR SERVICE KIT

INSTRUCTIONS & ORDER FORMS

CURTIN

[www.curtinconvention.com](http://www.curtinconvention.com)

415.883.7818



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www.curtinconvention.com



## Welcome

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### Welcome Exhibitors:

**Curtin Convention is pleased to serve as the General Service Contractor for this event, and we look forward to partnering with you.**

**We welcome the opportunity to blend our experience with your plans to develop a custom look and theme for your exhibit space. The following pages offer numerous selections for you to choose from.**

**For ease in ordering services, please refer to the enclosed Table of Contents to guide you through our Exhibitor Service Kit.**

**We are available to answer all questions and to assist you as you complete your plans for this event. Please contact Curtin directly for anything not included in this Exhibitor Service Kit.**

**Curtin's Office Hours: 9:00 am to 5:00 pm PST, Monday through Friday  
(415) 883-7818  
[info@curtinconvention.com](mailto:info@curtinconvention.com)**

**Click the Curtin link to order online: [ORDER NOW](#)**

**The Curtin Team looks forward to collaborating with you towards a successful event!**

**Curtin Convention & Exposition Services, Inc.**



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## ADDITIONAL ORDER FORMS

Electrical, Audio Visual, Internet and Lead Retrieval Order Forms are enclosed in this Kit. Please refer to the appropriate vendors' order form to place your order.



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# Show Information

## LOCATION

SAFE Credit Union Convention Center

## EXHIBIT HALL

Hall A

### BOOTH SPACE PACKAGE:

Each 10' deep x 10' wide Booth Space Includes:

- 8' High Backwall Drape
- 3' High Side Rail Drape
- (1) 6' Black skirted table
- (2) Chairs
- (1) Wastebasket
- (1) ID sign
- Standard WiFi service is included for all conference and expo attendees at no charge
  - Should you require a faster or more secure internet connection, please refer to the Smart City order form located at the end of this kit.
- Exhibit Hall is **NOT** carpeted



\*Booth spaces will be set with 8' High Black Backwall and 3' High Black Side Rails.

**\*NO SUBSTITUTIONS OR CREDITS ARE ALLOWED.**

### **Additional Services:**

Electrical services and Audio Visual Services are NOT included in your booth space.

- Electrical is handled by Sacramento Stage Lighting
  - Order form located at the end of this kit.
- Audio Visual services is handled by Encore.
  - Please use the following link to order: [https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/a15f5a74-63f5-ef11-9341-000d3a9c231a/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/a15f5a74-63f5-ef11-9341-000d3a9c231a/)

## EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-Out	Carrier Check-In
Sunday, 03/30/2025 12:00 pm to 4:00 pm	Monday, 03/31/2025 7:30 am to 6:00 pm	Tuesday, 04/01/2025 3:00 pm to 5:00 pm	Tuesday, 04/01/2025 3:00 pm to 5:00 pm
	Tuesday, 04/01/2025 7:30 am to 3:00 pm		The exhibit floor must be cleared by 5:00 pm.



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## Important Dates & Deadlines Checklist

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- |                          |                           |  |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | <b>Friday, 02/28/25</b>   | <b>First day Freight can arrive to the advance warehouse</b>                         |
| <input type="checkbox"/> | <b>Friday, 03/07/25</b>   | <b>Last day to receive Advance Price on furniture, accessories, labor, and signs</b> |
| <input type="checkbox"/> | <b>Friday, 03/07/25</b>   | <b>Deadline to order Specialty Furnishings</b>                                       |
| <input type="checkbox"/> | <b>Friday, 03/07/25</b>   | <b>Deadline to provide art for Exhibit Display branding orders</b>                   |
| <input type="checkbox"/> | <b>Thursday, 03/27/25</b> | <b>Advance Freight paperwork and payment due</b>                                     |
| <input type="checkbox"/> | <b>Thursday, 03/27/25</b> | <b>Last day to cancel Display Labor</b>  |
| <input type="checkbox"/> | <b>Thursday, 03/27/25</b> | <b>Last day Freight can arrive to the Advance Warehouse</b>                          |
| <input type="checkbox"/> | <b>Sunday, 03/30/25</b>   | <b>Exhibitor Move-In Hours: 12:00 pm to 4:00 pm</b>                                  |
| <input type="checkbox"/> | <b>Monday, 03/31/25</b>   | <b>Exhibit Hours: 7:30 am to 6:00 pm</b>   |
| <input type="checkbox"/> | <b>Tuesday, 04/01/25</b>  | <b>Exhibit Hours: 7:30 am to 3:00 pm</b>   |
| <input type="checkbox"/> | <b>Tuesday, 04/01/25</b>  | <b>Exhibit Tear Down: 3:00 pm to 5:00 pm</b>   |
| <input type="checkbox"/> | <b>Tuesday, 04/01/25</b>  | <b>Carrier Check-In Hours: 3:00 pm to 5:00 pm</b>                                    |
| <input type="checkbox"/> | <b>Tuesday, 04/01/25</b>  | <b>Exhibit Hall Floor must be cleared by 5:00 pm</b>                                 |



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# Preshow Checklist

## Please review the entire Exhibitor Service Kit.

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

- Arrange in-bound freight/Material Handling**
  1. If you are shipping materials for your booth, be sure to:
    - o Choose Advance or Direct Shipping:  
**Advance Shipping:**
      - If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
      - Refer to the Late to Warehouse date. Freight received after the date will incur a 25% late fee plus a transit fee.
      - The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding, and pallets are acceptable.**Direct Shipping:**
      - If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates will be refused.
      - **PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.**
  2. Fill out the Material Handling form in this Kit to estimate your costs and submit the form with your payment.
  3. Label your freight correctly with your company name, booth number, event/show name and address listed in the Exhibitor Service Kit. Shipping label forms are provided for Advance Warehouse shipments.
  4. Bring all copies of shipping documents with tracking numbers to show site.

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- Order graphics/signs and submit artwork**
  - See the Artwork Submission Guidelines page in this Kit for format information and submission details.
- Order booth furnishings/accessories**
  - Refer to the forms in this Kit for many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.
- Order Curtin installation & dismantle labor, and/or submit EAC forms with proof of insurance**
  - Venues have different union regulations; please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
  - If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set up or dismantle your exhibit.
- Order additional/ancillary services**
  - There may be forms in this Kit for other services such as electricity, internet, audio visual, lead retrieval, floral or catering.
  - These services are provided by vendors other than Curtin. Be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.
- Submit your order with payment (REQUIRED)**
  - This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
  - We accept Mastercard, Visa, American Express, company check or wire transfer.
- Arrange out-bound freight**
  - Before the end of the event, be sure to visit the Curtin Service Desk to confirm your outbound carrier.
  - No Material Handling form will be distributed unless your account is paid in full.
  - T-FORCE is the official show carrier. If you are using your own carrier, you need to schedule them for a pickup according to the show schedule.
  - Please note the carrier check-in time on the Show Information page.
  - If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with T-FORCE at your expense.



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## On-site Checklist

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- Check all freight when you arrive**
  - Verify that all of your shipments have arrived in your booth. Check against your shipping documentation **before** unpacking any freight.
- Booth set-up**
  - Make an inventory of all the items ordered and contact Curtin's Service Desk with any needs.
  - If you are ordering Curtin's Installation Labor, please go to the Curtin Service Desk to inform Curtin you are ready for your labor.
  - Installation/Dismantle Labor start time is only guaranteed when placed by the exhibitor prior to Installation.
  - Once your booth is set up, pick up "EMPTY" stickers at the Curtin Service Desk. Tag any empty containers you need stored with the provided "EMPTY" stickers, and let the Curtin service desk know your containers are ready to be stored.
- Arrange outbound shipping**
  - T-FORCE Freight is the Official Show Carrier and will be on-site at the close of show to assist Exhibitors.
  - Bills of Lading and labels will be provided for those Exhibitors using T-FORCE Freight.
  - If you are not using T-FORCE Freight, you are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.
  - If you are using your own carrier, you must schedule them in advance to pick up your shipment(s), and advise Curtin of timing.
  - Note the Carrier Check-in date/time on the Show Schedule form.
  - If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto T-FORCE Freight at your expense, billed to your company by T-FORCE.
  - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for pick-up. Please visit the Curtin service desk on-site for this information.
- Booth freight packed and ready to ship out**
  - Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the Curtin Service Desk.
  - **Do not leave your Bill of Lading in your booth space or on your freight.**  
If you do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.



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## Payment Terms

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- All orders must be accompanied with **PAYMENT IN FULL**.
- Payment for all orders and services must be received prior to the close of the show. Please see the stated forms of payment to prepare your full payment.
- Payment must accompany all orders regardless of preferred payment method before orders will be filled or services will be rendered.

ADVANCE DISCOUNT PRICES will be applied if the order and full payment are received by Curtin 21 days prior to the show installation.

**Advance discount pricing deadline: 03/07/25**

### PAYMENT OPTIONS

- Company or Personal Check mailed with your order forms.
- Credit Card by completing the enclosed Payment Form or ordering online through Curtin's online portal.  
VISA, Mastercard, and American Express accepted.
- Wire Transfers are accepted: Call (415)883-7818 to arrange processing.

### FURTHER INSTRUCTIONS OF PAYMENT BY CREDIT CARD

- Online orders may enter the Credit Card into Curtin secure portal.
- If you completed your order forms via the provided PDF of the Exhibitor Service Kit, please email the completed forms, including the Payment form, to [info@curtinconvention.com](mailto:info@curtinconvention.com).

### ADDITIONAL PAYMENT TERMS

- Orders placed at show-site must be paid in full at the time of ordering and will be charged at the **REGULAR PRICE**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (three 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.





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# Shipping Information

## **ADVANCE WAREHOUSE INFORMATION**

### Material Handling Fees Include:

- Labor and equipment to unload shipments
- Receiving and Storage up to 30 days prior to show installation date.
- Roundtrip delivery of shipments to and from the booth location.
- Roundtrip handling of marked empty containers.
- Reloading of shipments onto outbound carriers or private vehicles.

International shipments must be cleared through customs. Curtin's Advance Warehouse does not handle clearing U.S. customs. Exhibitors shipping to the U.S. are responsible for all customs requirements.

Advance shipments will be accepted 02/28/25 through 03/27/25 between the hours of 8:00 am - 3:30 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.

### **ADVANCE WAREHOUSE SHIPPING ADDRESS**

Label as shown below or use the provided labels.

**TO:** (Exhibiting Company Name/Booth #)  
**FOR:** APPA E&O Conference 2025  
**C/O:** T-Force / Network Delivery / Curtin Convention  
4109 S Market Street, Suite 30  
Sacramento, CA 95834

## **SHOW SITE INFORMATION**

The Teamsters Union has jurisdiction over the operation of the loading area/dock.

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 hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. Multiple trips are not permitted.

### Unloading Service by Weight

Exceeding the Hand Carry option will result in the weighing in materials as described on the Material Handling form. Charges apply to third party shipments and all private vehicles.

**DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.**

At this time we do not recommend shipping direct to show site. If you have any questions, please contact [info@curtinconvention.com](mailto:info@curtinconvention.com) or (415) 883-7818.

**\*REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION\***



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# Union Regulations, Safety & Tipping

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## UNION REGULATIONS

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

### SIGN, DISPLAY AND ALLIED CRAFTS UNIONS

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 sales that are to be displayed in your booth, or literature describing same. You may setup your exhibit display if one person can do so in less than one half-hour, without the use of tools.

### TEAMSTERS UNION

This Union has jurisdiction over the loading area/dock which includes 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 over the installation, placement, and connecting of all electrical lines and power outlets, including floor and spotlights.

## SAFETY

Standing on chairs, tables, or other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin cannot be responsible for injuries or falls 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 LABOR ORDER FORM and the necessary ladders and tools will be provided with skilled Union labor.

## TIPPING

Curtin requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a Curtin representative at the Service Desk.



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## Petroleum Surcharge

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# PETROLEUM SURCHARGE INFORMATION

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 Kit. 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. appreciates your understanding.



# CURTIN

## ORDER FORMS

Please see specific order forms for your needs

**All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.**



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

## Limits of Liability & Responsibility

- 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, including natural disasters, public health emergencies or other events outside of the reasonable control of Curtin.
- 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 result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.
- 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. If using T-FORCE Freight for outbound shipping, see email from T-FORCE Freight.
- 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.
- 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.
- 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.
- CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
- 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 week after the cause of action accrues.
- 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.
- 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.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Limits of Liability & Responsibility

- 11. Empty container labels will be available at the CURTIN Service Desk. for exhibitors using Curtin's material handling forms. 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 may be taken to a warehouse to await Exhibitor's 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 has 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 trades people 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. Exhibitors must 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. a.LIMITATION OF LIABILITY. TO THE FULL EXTENT PERMITTED BY LAW, CURTIN'S AGGREGATE LIABILITY FOR DIRECT DAMAGES FOR ALL CLAIMS ARISING OUT OF OR RELATED TO CURTIN'S SERVICES WILL NOT EXCEED THE AMOUNT EQUAL TO THE ACTUAL FEES PAID TO CURTIN UNDER EACH STATEMENT OF WORK  
b.NO CONSEQUENTIAL DAMAGES. NOTWITH STANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, CURTIN WILL NOT BE RESPONSIBLE FOR SPECIAL, INDIRECT, EXPLEMARY, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, REVENUE, OR PROFITS, BUSINESS INTERRUPTIONS, LOSS OF INFORMATION OR HARM TO REPUTATION) THAT MAY ARISE IN CONNECTION WITH SERVICES ORDERED OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF CURTIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 17. 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 \_\_\_\_\_



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Computation of Charges Form

## IMPORTANT INFORMATION

Below are the options for submitting the completed Curtin order forms and payment:

Order online by clicking the link below.

**ORDER NOW**

**Email to**  
info@curtinconvention.com

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

All other order forms (i.e. electrical, audio/visual, etc.) and payments should be sent directly to the appropriate company providing these services.

Contact information for these non-Curtin order forms is enclosed. Please refer to the Table of Contents to assist in viewing these forms.

## RECAP OF ITEMS AND SERVICES ORDERED AND PAYMENT

Material Handling.....	= \$ _____
Display Labor .....	= \$ _____
Display Tables & Counters.....	= \$ _____
Furniture & Accessories .....	= \$ _____
Rental Exhibit Display.....	= \$ _____
Booth Carpet .....	= \$ _____
Booth Cleaning.....	= \$ _____
Specialty Furnishings .....	= \$ _____
Signs .....	= \$ _____
	Subtotal = \$ _____
	2% Fuel Surcharge = \$ _____
	Sales Tax (8.5% applicable to Signs only)=\$ _____
	<b>Total: \$ _____</b> (U.S. Dollars)

**COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.**



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Payment Information Form

### IMPORTANT INFORMATION

**PAYMENT IN FULL** is required for all orders.

Advance Discount prices are valid 21 days prior to show installation. Send forms by 03/07/25 to receive discounted pricing.

Regular prices will be charged after 21 days prior to the show installation and for all show site orders.

#### Payment Options:

Check payable to and mailed to:

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

Credit Card: Complete this form for VISA, Mastercard, and American Express

Wire Transfer: Call (415) 883-7818 to arrange processing.

\*Discrepancies between items ordered and received must be reported immediately to a Curtin representative to resolve and provide any valid adjustments to your account. If notifications of discrepancies are received after the show, Curtin will not honor adjustment and credits.

Tax is applied to Signs only.

### EXHIBITOR PROFILE

Exhibiting Company: _____	Booth #: _____
Contact Name: _____	
Email: _____	Cell Phone: _____

### METHOD OF PAYMENT

Company Check                       Credit Card (select card type)

Wire Transfer                              VISA      Mastercard      American Express

### CREDIT CARD INFORMATION

Cardholder Name: _____	
Email: _____	Phone: _____
Account #: _____	Expiration Date: _____
Signature: _____	Security Code: _____
Cardholder Billing Address: _____	
City/State/Zip: _____	





415.883.7818  
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Material Handling Information

## CHOOSING YOUR CARRIER

Please carefully consider your carrier prior to shipping your materials to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery options. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

**POV (Privately Owned Vehicle):** If you are delivering your materials to the show site loading dock/area in your own vehicle, Material Handling charges are applied. Please refer to the Union Regulations in this Exhibitor Service Kit and plan accordingly. Union Teamsters have jurisdiction over the loading dock for all shipments and deliveries.

## RATE CLASSIFICATIONS

**Crated:** Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces. Shipping crates, fiber cases, cartons and pallets are acceptable.

## ADDITIONAL FEES MAY BE APPLICABLE

**Late to Warehouse Fee:** Shipments arriving after **03/27/25** will be charged a 25% late fee.

A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of late freight.

**Extra Services Fees:** Forklift and extra handling labor fees may apply. Call (415)883-7818 to make arrangements and receive a quote.

## MINIMUM MATERIAL HANDLING FEE

**There is a 200 pound minimum fee per shipment.  
When estimating total shipment weight, round up to the next 100 pounds.**

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 (POV) and Third Party Carriers will be unloaded/loaded at the facility's loading area/dock during the listed set-up and dismantle dates/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 hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring 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 above stated Hand Carry option, The Exhibitor's full contents will be weighed at the load area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rates based on a 100 lb. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at the loading area and charges will be billed as stated. The price includes unloading prior to the show and reloading after the show end. Please refer to the Material Handling Order Form on the following page for rates and description.



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Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

## Advance Warehouse, Drayage & Material Handling Order Form

Originating City/State of Shipment:	
Carrier:	
Local Representative:	
Phone # of Local Representative:	
Shipping Date:	Approximate Arrival Date(s):
# of Shipments:	# of Total Pieces:

DEADLINE TO SHIP TO ADVANCE WAREHOUSE: 03/27/25

<p><b>ADVANCE WAREHOUSE SHIPMENTS</b></p> <p><b>Crated or Uncrated Regular Service</b>          Shipment Weight ..... x \$265.00/CWT = \$ _____</p> <p><b>Crated or Uncrated Special Service</b>          (Shipped via UPS, FedEx, DHL)          Shipment Weight ..... x \$305.00/CWT = \$ _____</p> <p><b>Late Shipments - 25% Fee</b>          Shipments received at the warehouse after <b>03/27/25</b> are charged a 25% late fee. A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of freight.</p> <p style="text-align: right;"><b>TOTAL FEE \$</b> _____</p>	<p><b>DIRECT SHIPMENTS TO SHOW SITE</b></p> <p style="text-align: center;"><b>DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.</b></p> <p>At this time we do not recommend shipping direct to show site. If you have any questions, please contact <a href="mailto:info@curtinconvention.com">info@curtinconvention.com</a> or (415) 883-7818.</p>
--	--

**\*When estimating and recording total weight per shipment, please round to next 100 lbs.**

**\*There is a 200 pound minium charge. Shipments under 200 pounds will be charged at 200 pounds.**

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. Final charges will be calculated and billed based on actual weight of the shipment.

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

## Material Handling Labor \*Please refer to Display Labor Order form to determine straight time and over time hours.

Material Handling Labor	Straight Time	Over Time
Material Handler	\$178/hr.	\$288/hr.
Forklift with Operator up to 4,000 lbs	\$222/hr.	\$354/hr.
Forklift with Operator up to 10,000 lbs	\$264/hr.	\$390/hr.

Authorized By: \_\_\_\_\_ Signature: \_\_\_\_\_

First date freight can arrive to Advance Warehouse: 02/28/2025  
Last date freight can arrive to Advance Warehouse: 03/27/2025

**SHIPPING LABEL INSTRUCTIONS AND INFORMATION**

- The provided labels are for your convenience. Feel free to use your own labels and include all the information shown below.
- Make copies of the completed labels.
- Cut the completed shipping label(s) along the line and securely affix the label(s) to each piece in your shipment

# ADVANCE WAREHOUSE SHIPMENT

---

To: \_\_\_\_\_

**C/O:** Exhibitor Name

Booth #

T-Force / Network Delivery / Curtin Convention  
4109 S Market Street, Suite 30  
Sacramento, CA 95834

CURTIN

**Event: APPA E&O 2025**

**Booth #:** \_\_\_\_\_

**Piece #:** \_\_\_\_\_ **of:** \_\_\_\_\_ **pieces**

*\*Must Arrive by 03/27/25 by 4:30 pm!*

---

# ADVANCE WAREHOUSE SHIPMENT

---

To: \_\_\_\_\_

**C/O:** Exhibitor Name

Booth #

T-Force / Network Delivery / Curtin Convention  
4109 S Market Street, Suite 30  
Sacramento, CA 95834

CURTIN

**Event: APPA E&O 2025**

**Booth #:** \_\_\_\_\_

**Piece #:** \_\_\_\_\_ **of:** \_\_\_\_\_ **pieces**

*\*Must Arrive by 03/27/25 by 4:30 pm!*



415.883.7818  
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Reforwarding Instructions & Outbound Shipping

## --OUTBOUND SHIPPING IS **NOT** AUTOMATIC--

PLEASE READ THE INSTUCTIONS BELOW TO PROPERLY PREPARE YOUR OUTBOUND SHIPMENTS:

- Curtin is not responsible for shipments left on the show floor by Exhibitors.
- At the time of removal from an Exhibitor's booth, Curtin will count and ship pieces as found in the booth.
- Curtin is not 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 materials are picked up and loaded out of the exhibit area.

### Exhibitors using the T-FORCE FREIGHT, the Official Show Carrier

- T-FORCE FREIGHT is the official show carrier and will be on-site at the close of the show to assist Exhibitors with outbound shipments.
- Bills of Lading and Labels are provided by T-FORCE Freight to Exhibitors using T-FORCE Freight for outbound shipments.
- Exhibitors must fill out and turn in a T-FORCE Bill of Lading to the Curtin Service Desk.

### Exhibitors not using T-FORCE FREIGHT

- Exhibitors are responsible for providing Curtin with the Bill of Lading containing outbound shipping information prior to leaving the show floor.
- At the close of the show is a carrier fails or refuses to pick-up or refuses to accept shipments, Curtin reserves the right to reroute such shipments where no disposition is provided, or materials will 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 rerouting of handling. The liability of Curtin is herby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

### Important Dates/Times for Exhibitors not using T-FORCE FREIGHT

- Carrier Pick-Up at the Convention Center's Loading Dock - 3:00 pm to 5:00 pm, Tuesday, 04/01/25
- Deadline for Show to be clear of all shipments - 5:00 pm
- Any materials/shipments left on the show floor will be shipped out via T-FORCE FREIGHT at the Exhibitor's expense after 5:00 pm.

### METHOD OF OUTBOUND SHIPPING

(Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> T-FORCE Freight | <input type="checkbox"/> Private Vehicle |
| <input type="checkbox"/> Air Van Line    | <input type="checkbox"/> Other _____     |
|  | _____                                    |

### RETURN SHIPPING ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Carrier: _____	# of Pieces: _____
----------------	--------------------

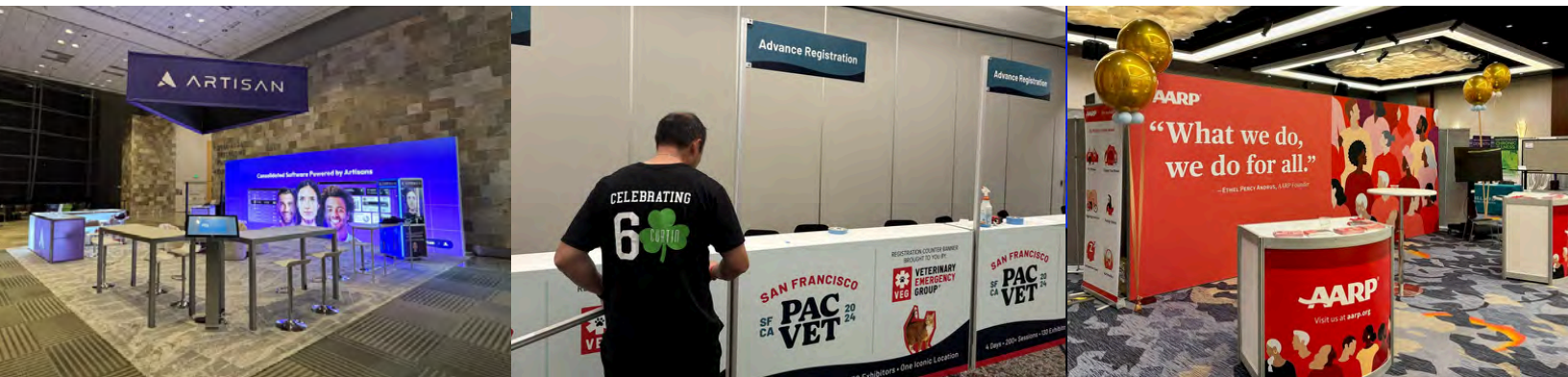
# Curtin Installation & Dismantle Services



Take advantage of experience, convenience and cost-effectiveness and order Curtin labor for your booth installation and dismantling needs.

Your Curtin Installation and Dismantle Team provides:

- Knowledgeable and dedicated talent
- Coordination of all event services
- Relationships with venues and local unions
- Standby support for all booth related needs





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Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

# Display Labor Order Form

## IMPORTANT INFORMATION

Advance Price Discount Deadline:  
03/07/25

Please use this form to order  
Display Labor.

Cancellation Policy:  
No Refunds or Credits after:  
03/28/25

## WHEN DO YOU NEED TO ORDER DISPLAY LABOR?

The Display Workers Union has jurisdiction over all set-up and dismantling of exhibits, including signs, and laying carpet. This does not apply to unpacking and placement of your merchandise (i.e. items for sale in your booth or literature). You may set-up your exhibit display if one person can do so in less than one half-hour, without the use of tools or ladders. If your booth requires more time or assistance, please use this form to order Display Labor.

**Rates:** 1-hour minimum per worker.

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

**Overtime:**  
6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM, weekdays and all day Saturdays, Sundays, and Holidays

Display Labor	Straight Time	Over Time
Advance Price	\$184.00/hr.	\$297.00/hr.
Regular Price	\$237.00/hr.	\$325.00/hr.

## SELECT YOUR INSTALLATION AND DISMANTLE NEEDS BELOW

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____		X	X	= \$ _____
	_____		X	X	= \$ _____
Dismantle	_____		X	X	= \$ _____
	_____		X	X	= \$ _____

# of shipping cases and/or crates for exhibit (not including cartons for literature, product, other items not required for this labor. Total # of Cartons/Crates: \_\_\_\_\_

( ) Drawings, blueprints, and photos enclosed in case # \_\_\_\_\_

( ) Drawings, blueprints, and photos enclosed with this order.

## For Display Labor - Supervision of all labor is required (check one)

**Exhibitor Supervision** On-site/after hours contact cell phone: \_\_\_\_\_

On-site/after hours contact name: \_\_\_\_\_

**Curtin Supervision** Please install and dismantle without an Exhibitor supervising.

Display Labor ordered as supervised by Curtin will be charged an additional 30% of the total installation and dismantle labor bill, with a minimum of \$45.00.

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

Estimated Total Labor \$ \_\_\_\_\_





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Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

## Display Tables & Counters

### Skirted Tables

Tables- 30"H x 24"D  
 Counters - 40"H x 24"D  
 Lengths - 4'L, 6'L and 8'L



### Round Tables

30" Diameter x 30"H  
 30" Diameter x 40"H



## Display Tables & Counters Order Form

Please Select Skirting Color: (check one)  Black  Blue  White  Grey  Red  Burgundy  Unskirted tables (\$10.00 less)

### 30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$203.00	or \$237.00	\$ _____
6'W x 2'D	x	\$222.00	or \$279.00	\$ _____
8'W x 2'D	x	\$258.00	or \$306.00	\$ _____
4th side draped (add)	x	\$59.00	or \$68.00	\$ _____

### 40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$222.00	or \$279.00	\$ _____
6'W x 2'D	x	\$237.00	or \$320.00	\$ _____
8'W x 2'D	x	\$266.00	or \$356.00	\$ _____
4th side draped (add)	x	\$ 68.00	or \$79.00	\$ _____

### Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth	x	\$248.00	or \$248.00	\$ _____
30"D x 40"H, black spandex cover	x	\$248.00	or \$248.00	\$ _____

\*Round tables not available for order on-site

Advance Price Discount Deadline: 03/07/25 Total Display Tables & Counters \$ \_\_\_\_\_



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Event Name:	_____
Company Name:	_____
Contact Name:	_____
Email Address:	_____
Cell Phone:	_____
Booth #:	_____

## Furniture & Accessories Order Form

Please view the following page for photos of the available items listed on this page. For special requests, please contact [info@curtinconvention.com](mailto:info@curtinconvention.com).

Furniture	Quantity	Advance Price	Regular Price	
A. Side Chair - Black or Grey		x \$140.00	or \$167.00	\$ _____
B. Arm Chair, padded Grey		x \$157.00	or \$209.00	\$ _____
C. Stool, Black or Grey		x \$165.00	or \$243.00	\$ _____
D. Swivel Chair - Black		x \$157.00	or \$209.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$31.00	or \$38.00	\$ _____
F. Easel		x \$86.00	or \$107.00	\$ _____
G. Bag Rack		x \$156.00	or \$232.00	\$ _____
H. Literature Rack		x \$222.00	or \$290.00	\$ _____
I. Raffle Drum		x \$103.00	or \$154.00	\$ _____
J. Posterboards		x \$196.00	or \$256.00	\$ _____
K. Chrome Sign Holder		x \$170.00	or \$254.00	\$ _____

*\*Items not available for order on-site: Bag Racks, Literature Racks, Raffle Drum, Posterboards, and Chrome Sign Holders.*

**Advance Discount Price Deadline: 03/07/25**

**Total Furniture & Accessories** \$ \_\_\_\_\_





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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Furniture and Accessories Options

**OPTIONS:**

- A. Side Chair
- B. Padded Arm Chair
- C. Stool, Black or Grey
- D. Swivel Chair, Black
- E. Wastebasket
- F. Easel
- G. Bag Rack
- H. Literature Rack
- I. Raffle Drum
- J. Poster Board (8'w x 4'h)
- K. Chrome Sign Holder (22"W x 28"H)

**PAYMENT POLICY:**

To obtain advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than 10 days prior to show installation.

**Advance Discount Price Deadline: 03/07/25**

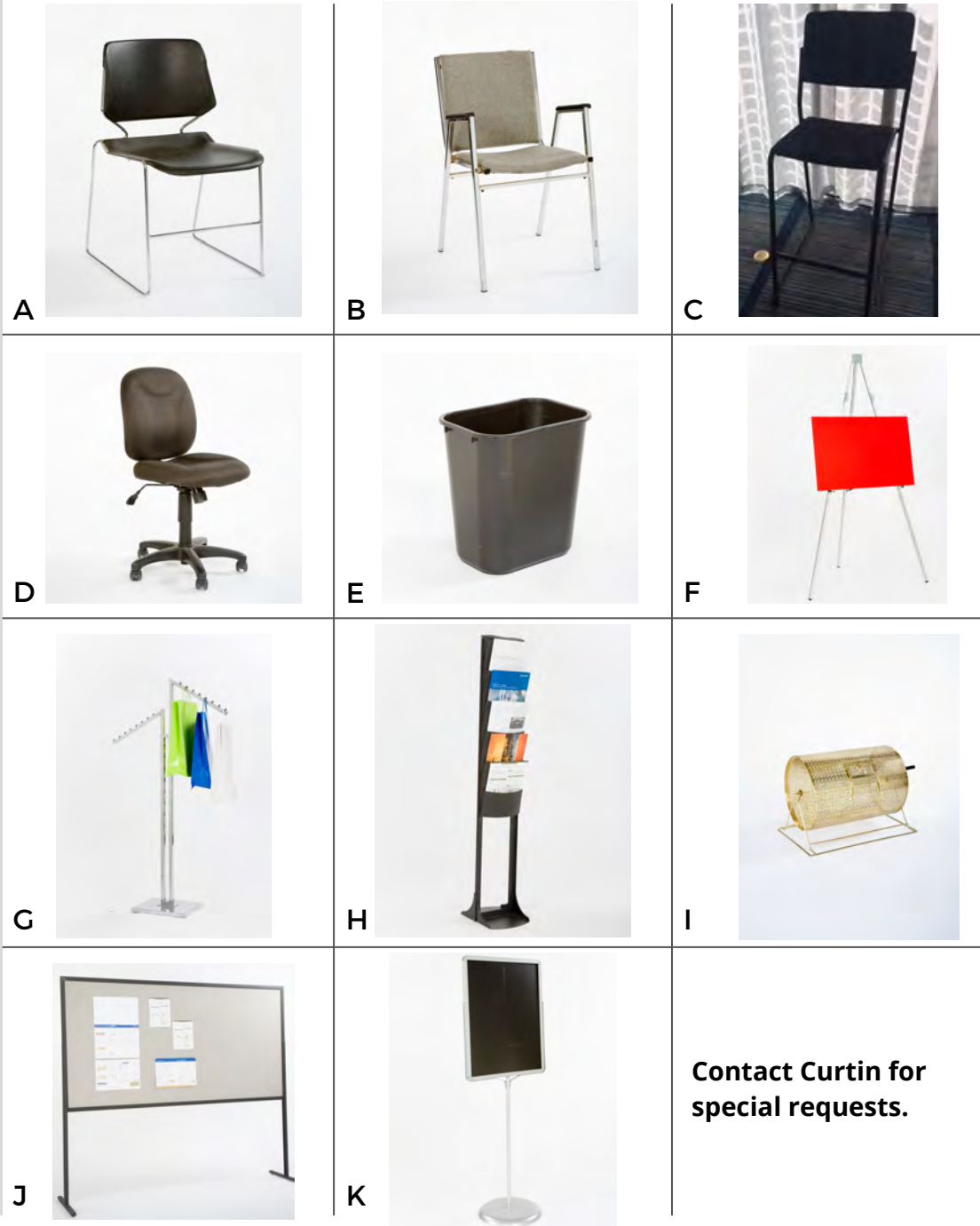
All invoices must be settled at the on-site service desk prior to the close of the show.

No credits will be issued after the closing date of the show.

**CANCELLATION POLICY:**

Items cancelled after Curtin move-in begins will be charged at 50% of **original** prices.

Items cancelled after delivery will be charged at 100% of original price.



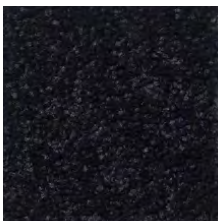


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www.curtinconvention.com

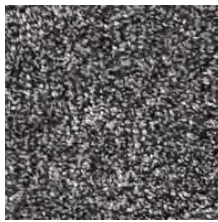
Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

## Booth Carpet

Standard Carpet Colors - check selection



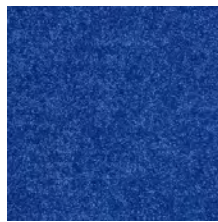
Black



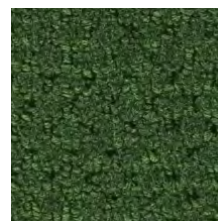
Salt/Pepper



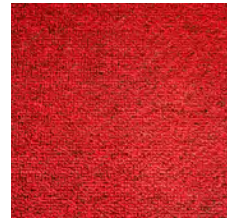
Grey



Blue



Green



Red

## Booth Carpet Options

### Standard Carpet

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$325.00	\$386.00
10' x 20' <input type="checkbox"/>	\$500.00	\$693.00
10' x 30' <input type="checkbox"/>	\$692.00	\$960.00

### Carpet Padding

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$126.00	\$191.00
10' x 20' <input type="checkbox"/>	\$251.00	\$380.00
10' x 30' <input type="checkbox"/>	\$347.00	\$572.00

NOTE: For larger sizes, please contact Curtin at [info@curtinconvention.com](mailto:info@curtinconvention.com)

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____ = _____ sq. ft x _____ \$6.00 or _____ \$8.00 = \$ _____			

Custom colors and sizes are available. To inquire, please contact Curtin at [info@curtinconvention.com](mailto:info@curtinconvention.com).

Advance Price Discount Deadline: 03/07/25

Total Carpet Order \$ \_\_\_\_\_



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Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

## 8' x 10' Rental Exhibit Display

Customize your space with branded backwall and counter options.

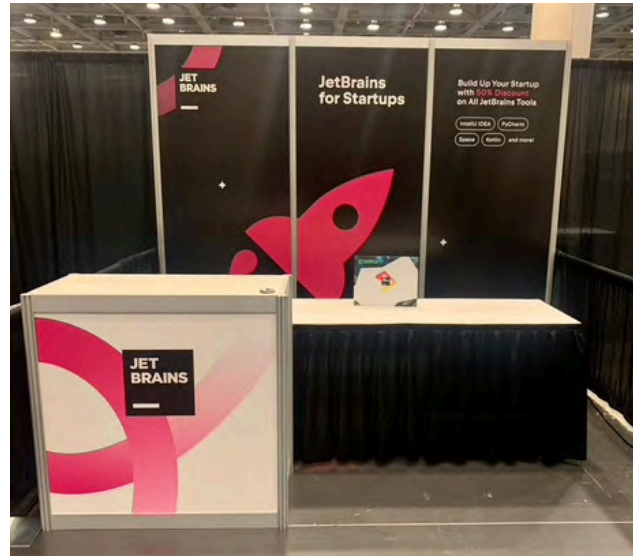
### STANDARD DIMENSIONS

3-Panel Backwall - 10'w x 8't

Cube Counter - 40"t x 38"w x 19"d

*\*Please contact Dianna Curtin for panel insert branding specs and questions at [dianna@curtinconvention.com](mailto:dianna@curtinconvention.com)*

*- Custom seamless/sizes available upon request -*



### SUBMITTING ARTWORK

Before submitting artwork, please see our Artwork Submission Guidelines included in this Exhibitor Service Kit. You will find information on file setup and formats, as well as a link to upload graphics and download templates. **Deadline to submit camera-ready artwork: 03/07/25**

<input type="checkbox"/> Full Branded Backwall (3-panels)	\$1,350.00
<input type="checkbox"/> Branded Backwall (2-panels branded and 1-panel blank)	\$951.00
<input type="checkbox"/> Branded Backwall (1-panel branded and 2-panels blank)	\$768.00
<input type="checkbox"/> Non-Branded Backwall	\$585.00
<input type="checkbox"/> Branded Cube Counter (front panel only)	\$630.00
<input type="checkbox"/> Branded Cube Counter (front panels and 2 sides)	\$718.00
<input type="checkbox"/> Non-Branded Counter	\$420.00

### LABOR RATES

Curtin will add the estimated labor rates according to the dates and times of the event. For your reference, the rates and expected time for labor are below:

RATES: \$184/straight-time - \$297/overtime  
 Installation labor estimated at 1.5 hours  
 Removal labor estimated at 1 hour

\*Additional furnishings and are carpet available in the order forms

**Estimated Total Rental Exhibit Package** \$ \_\_\_\_\_



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www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Booth Cleaning Order Form

### IMPORTANT INFORMATION

Vacuuming of carpet, cleaning, and dusting of display background and furnishings, sweeping of booths, and emptying 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.

	# of Booths	Price	# of Days	Total
Vacuuming	_____	x \$56.00	x _____	= \$ _____

Vacuuming will occur prior to initial event opening and daily thereafter.

	# of Booths	Price	# of Days	Total
Cleaning Service	_____	x \$56.00	x _____	= \$ _____

Cleaning and dusting of display background and furnishing prior to initial event opening and daily thereafter.

**Provide any special instructions (if any):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Booth Cleaning Services** \$ \_\_\_\_\_



415.883.7818  
www.curtinconvention.com

Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

# Specialty Furnishings Order Form

## IMPORTANT INFORMATION

After reviewing the selections and pricing on the following pages, please complete this order form.

A complete catalog of the Special Furnishings Selections may be viewed by clicking the link: [SPECIALTY FURNISHINGS CATALOG](#)

Deadline to place Specialty Furnishings order: 03/07/25

### PAYMENT POLICY:

All invoices must be settled at the on-site service desk prior to the close of the show.

### CANCELLATION POLICY:

Specialty Furniture orders must be cancelled 72 hours prior to show installation. No refunds or exchanged permitted after this date.



### IMPORTANT:

- To access the catalog, cut and paste this link in your preferred browser: <https://www.curtinconvention.com/specialty-furnishings>

Quantity	Item #	Description	Price	Total Price

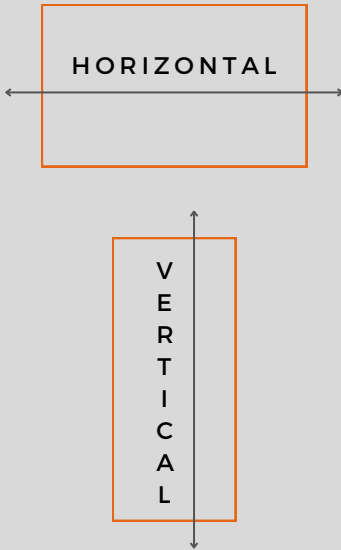
Total Specialty Furnishings \$ \_\_\_\_\_



415.883.7818  
www.curtinconvention.com

Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

# Sign Order Form



## HORIZONTAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

## VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

Advance Price Discount Deadline:  
03/07/25

Deadline for Print Ready  
Art: 03/07/25

Signs: White Foam Core  
 Vinyl Banners: Indoor 16 oz. with  
 top grommets, unless customized.

Double square footage for double  
 sided graphics.

Round square feet to next whole  
 increment.

File conversion, retouching or color  
 correction may incur additional  
 charges.

Contact Curtin for custom graphic  
 design for an additional fee of  
 \$100 per hour (Two hour minimum).

[Click to View Artwork Guidelines](#)

No cancellations or refunds after  
 signs have been produced.

Late order may incur rush fees.

## CUSTOM SIZE BANNER (IN SQUARE FEET)

Single Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Double Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

- Top & Bottom Pole Pocket     Top Only Pole Pocket     Include Pole(s)

\*Standard pole pocket size - 4"

**SEE ARTWORK  
 SUBMISSION GUIDELINES  
 DETAILED ON THE  
 FOLLOWING PAGE.**

Subtotal	\$ _____
Sales Tax 8.5%	\$ _____
Total Services	\$ _____





415.883.7818  
www.curtinconvention.com



## Artwork Submission Guidelines

Curtin provides the highest quality print production available. To ensure your enlarged graphic images meet your expectations of clarity, it is important to follow these guidelines when creating artwork:

- **Vector format (ai or vector eps)** with a final image resolution of 150 dpi at 100% scale which translates to a printed output of 600 dpi. Vector files can be formatted to any size without losing image quality.
- This is not the case with bitmap images files such as JPG, GIF, TIF, etc.
- **Logos** clipped from websites are not at the optimal dpi and should not be embedded in final artwork.
- **PMS color numbers** for color print matching. If you have samples of hard copy printouts or brochures, please provide these to assist with color matching for logos.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.
- Please provide a brand style guides, if available.

### Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files. Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 200 dpi at full size
- Viewing distance of 5-9 feet ..... 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 150 dpi at full size
- Viewing distance of 5-9 feet ..... 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet ..... 100 dpi at full size

### **Preferred File Formats:**

- Adobe Illustrator (AI or EPS): Outline fonts and embed all links
- Adobe InDesign: Package all fonts and links
- Adobe Photoshop (PSD, TIF or JPG): For image files
- High Resolution PDFs

### **Checklist:**

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- LEAVE 1" PERIMETER ON ALL SIDES FREE OF GRAPHICS AND TEXT.
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

### **Submitting Artwork:**

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates. Curtin will be in touch regarding proofs and expected turnaround times.

### **Questions**

Questions regarding artwork may be emailed to:  
info@curtinconvention.com

### **Please include, in all inquiries:**

- Event name
- Company name
- Booth number
- Contact information



415.883.7818  
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

# Notification of Intent to Use Exhibitor-Appointed Contractor

## IMPORTANT INFORMATION

Exhibitor-appointed contractors cannot perform any of the following services:

- Furniture placement
- Electrical, Plumbing Telephone installation
- Handling of freight
- Rigging
- Booth cleaning

All EACs must comply with Union Regulations and hire Union personnel from the appointed Union with jurisdiction over the exhibit area.

It is the responsibility of the exhibiting company to see that each representative of the exhibitor-appointed contractors abides by the official rules and regulations of this event.

**A Certificate of Insurance** must be provided to Curtin by your EAC 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 with this form or your EAC will not be allowed on the show floor.

All requirements are strictly enforced.

If your company plans to use an Exhibitor-Appointed Contractor (EAC), which is an installation and dismantle company other than Curtin Convention & Exposition Services, Inc. to erect and/or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than 03/24/2025 Failure to do so will result in the inability of this EAC to erect and/or dismantle your exhibit.

Please return to: **Exhibitor Services**  
**Curtin Convention & Exposition Services, Inc.**  
**info@curtinconvention.com**

## EXHIBITING COMPANY INFORMATION

Exhibiting Company Name: _____	Booth #: _____
Exhibitor Contact (printed): _____	
Signature: _____	Phone #: _____

## EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name: _____	
EAC Contact Name: _____	
EAC Address: _____	
City/State/Zip: _____	
Contact Email Address: _____	
Phone: _____	24-hour Emergency Phone: _____
Type of Service to be Performed: _____	
Estimated # of Workers: _____	Estimated Arrival Date: _____





## Get the Show on the Road

### TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

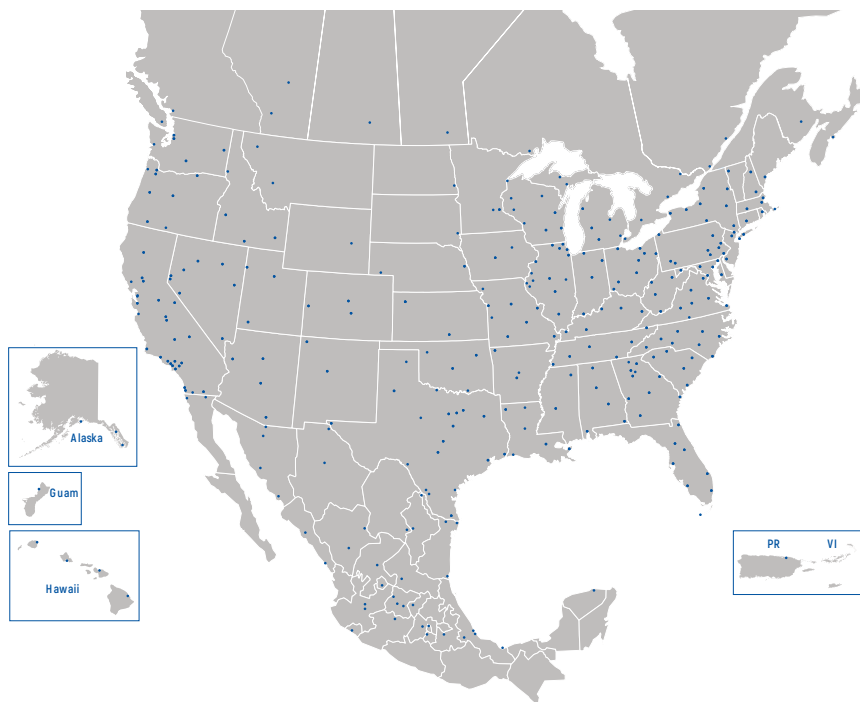
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



### Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





## TForce Freight Trade Show Features & Benefits



### Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.\*



### Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



### Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



### Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



### Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



### Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact TForce Freight Trade Show at: 800-988-9889 or [tforcefreight.com](http://tforcefreight.com)

\*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.



# Sacramento Stage Lighting

410 N. 10th Street  
 Sacramento, CA 95811  
 (916) 447-3258 orders@sacstagelight.com

DO NOT WRITE IN THIS SPACE  
 FOR OFFICE USE ONLY

## Electrical Order Form

SCA717C

### 120 VOLT ELECTRICAL OUTLETS

Power Required	Qty	Discount Price	Regular Price	Amt
Duplex Outlet up to 500 watts or 5 amps		\$155.00	\$175.00	
Duplex Outlet up to 1000 watts or 10 amps		\$175.00	\$195.00	
Duplex Outlet up to 1500 watts or 15 amps		\$195.00	\$215.00	
Duplex Outlet up to 2000 watts or 20 amps		\$280.00	\$345.00	

### ELECTRICAL PLACEMENT

**Island Booths:** Undraped island booths must submit a distribution diagram indicating outlet placement. If your distribution diagram is not received prior to show move-in SSL will install one drop at our discretion. Relocation of service after initial installation will be subject to additional labor charges.

**Inline / Peninsula Booths:** Service is installed on the floor near the center backwall for all inline and peninsula booths.

If you require distribution somewhere other than the standard placement described above you must provide a distribution diagram with your order (additional labor charges apply).

**Special Distribution / Under Carpet Installation Required?**

YES  NO

### SUPPLEMENTAL LIGHTING

Description	Qty	Discount Price	Regular Price	Amt
150 watt floodlight on stanchion*		\$200.00	\$230.00	
Double 150w floodlight on stanchion*		\$250.00	\$295.00	

### MATERIALS

Description	Qty	Discount Price	Regular Price	Amt
25' Edison extension cord		\$35.00	\$50.00	
Power strip		\$35.00	\$50.00	

\* In-line booths only

\*\*Not available in some locations, additional rigging charges apply

**The following service will require labor & materials for final connection to exhibitor's equipment.**

### 208 VOLT POWER & MOTOR ELECTRICAL SERVICE

Power Required	Qty	208v / 1Ø		208v / 3Ø		Amount
		Disc Price	Reg Price	Disc Price	Reg Price	
10 amps or ½ H.P.		<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$370.00	
20 amps or 2 H.P.		<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$520.00	
30 amps or 3 H.P.		<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$515.00	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$655.00	
amps (see below)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional service options are available by quote.

**Double electric rates for outlets requiring 24-hour service.**

Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power or use of facility outlets is prohibited.

### ELECTRICAL LABOR RATES

Standard / Ground Labor	Labor with Personnel Lift
\$95.00/hr. ST	\$235.00/hr. ST
\$142.50/hr. OT	\$352.50/hr. OT

Electrical Service	\$ _____
Standard Labor	\$ _____
Labor with Lift (where required)	\$ _____
Materials (if required)	\$ _____

**PAYMENT POLICY:** To obtain the discount price we must receive your order, with payment, no later than 14 days prior to the first show day.

**ORDER TOTAL** \$ \_\_\_\_\_

NOTE: ALL PRICES INCLUDE POWER USAGE AND SURCHARGE PAID TO THE FACILITIES

EXHIBITOR \_\_\_\_\_ SHOW \_\_\_\_\_ BOOTH \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

**CANCELLATION CHARGE:** Items ordered and installed are subject to a 100% cancellation fee.

## **Electrical Conditions and Regulations**

- 1. Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power is prohibited,**
- 2. Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by Sacramento Stage Lighting.**
- 3. Unauthorized use of power not paid for will result in shut-down of electrical service.**
- 4. The charge for 24 hour service is double the normal rate.**
- 5. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc. We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's equipment.
7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
8. The use of open clip sockets, latex or lamp cord wire is prohibited.
9. Under no circumstances shall anyone other than the "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by SSL for this service order shall remain the property of SSL and shall be removed only by SSL at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All electrical service over 120 volts or 20 amps must have a disconnect switch furnished by the exhibitor or provided by SSL. Local ordinances prohibit more than two (2) connections per disconnect.
12. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
13. Sacramento Stage Lighting is not responsible for voltage fluctuations or power failure because of temporary conditions.





# ON-SITE WIRELESS SERVICES

## SAFE CREDIT UNION CONVENTION CENTER

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

#### EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

**1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

#### COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

#### CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 916-217-5992. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).



**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## SAFE CREDIT UNION CONVENTION CENTER



© 2025 Smart City Networks. All Rights Reserved.

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED - LIGHT WIRED INTERNET, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
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<b>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</b>					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		<b>\$895</b>	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	\$255	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET**, Full products catalog available online  
**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 10% TAX/FEEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number:

Effective February 3, 2025 - December 31, 2025 - V012125