



1161 Sandhill Ave, Unit A, Carson, CA 90746 • P(310) 320-4203 • F(310) 320-4265 • totalexpo.com • orders@totalexpo.com

Hello Exhibitor,

We are happy that show management has selected TotalExpo, Inc. as the Official Service Contractor for **2016 APA California Conference** to be held at **The Pasadena Convention Center, Exhibit Hall C**. TotalExpo, Inc. is pleased to provide you with all of your expo needs. **Orders can now be placed online! Please see the following page for details.** As always, orders can still be faxed to 310-320-4265 or emailed to orders@totalexpo.com.

Each numbered booth includes:

- 8' Back Wall Draping and 3' Side Rail Draping in
- One 7" x 44" ID Sign
- One 6-ft Table and 2 chairs
- One Wastebasket

Exhibitor Move-In:	Sun, October 23 rd	8:00am - 10:00am
Expo Hours:	Sun, October 23 rd	10:00am - 7:00pm
	Mon, October 24 th	7:00am - 8:00pm
Exhibitor Move-Out:	Mon, October 24 th	8:00pm - 10:00pm
	Tue, October 25 th	8:00am - 10:00am

**** Total Expo will not be onsite**

Please note that TotalExpo staff will not be onsite during move-out Monday to assist with freight or any other exhibitor needs. Exhibitors wishing to move-out Monday can leave their outbound shipments in their booth space for pick up by their carrier on Tuesday. In order for outbound shipments to be released a bill of lading must be submitted, during move-in hours, to the onsite service desk. See Outbound Shipping below or page 8 for important details.

Please note the following:

- **Fri, October 7th by 4:30pm, Discounted price deadline.** Orders placed after this date will be processed at the regular rates.
- **Fri, October 14th by 4:30pm, Last day for online ordering.** After this date orders can be emailed to orders@totalexpo.com or faxed to 310-320-4265.
- **Advance Warehouse:** Shipments going to the advance warehouse will be received **Wed, September 21st – Wed, October 19th, 9:00am to 3:30pm.**
- **Direct to Show-site:** Due to the show schedule direct to show-site shipping is unavailable. **All shipments must be sent to the Advance Warehouse, see page 7 for details.**
- **Outbound Shipping:** Outbound shipments should be picked up between **8:00am - 10:00am on Tue, October 25th**. Any shipments not picked up by then will be sent back to TotalExpo's warehouse at an additional cost, see page 8 for details on Return to Warehouse.
- Please be sure to fill out a Bill of Lading during move-in hours for all shipments. This form can be obtained at the on site service desk during move-in hours. You can also submit 3 copies of the Bill of Lading that is included in this kit.
- **Any items left in booth space without a submitted bill of lading may be brought back to the advance warehouse at an additional cost to the exhibitor. However, please note that TotalExpo makes no guarantee that items, without a submitted bill of lading, will be brought back to the advance warehouse.**
- For FedEx and UPS shipments exhibitors are required to provide the proper **prepaid** shipping documents.
- Please direct all orders and questions regarding service providers other than TotalExpo to that specific provider.
- **If you require any items or services not listed in the exhibitor kits please contact us at 310-320-4203.**
- TotalExpo, Inc., does not issue credits or substitutions for unused items included with your booth. Please complete the credit card authorization form or include one check for your entire TotalExpo, Inc., order. We accept Visa, MasterCard, Discover, and American Express.

If you require any further assistance, or need any additional information, please give our Exhibitor Services a call at (310) 320-4203. We look forward to working with you.



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TotalExpo now has online ordering!

TotalExpo, Inc., has been selected as the official general service contractor for **2016 American Planning Association Conference**. As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo, Inc.'s online marketplace](#), which provides an easy way for you to order all of your show services. This new system is user friendly and visually driven, making it easy to navigate.

Fri, October 14th, 2016 by 4:30pm is the last day for online ordering.

To place your order after this date please email it to orders@totalexpo.com or fax it to 310-320-4265

For New Exhibitors

1. [Click here to access TotalExpo's online marketplace](#) or go to www.totalexpo.com and select "Online Ordering".
2. Enter **2016 APA California Conference** show code **Y96EA3**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your name.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click on Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order

For Returning Exhibitors

1. [Click here to access TotalExpo's online marketplace](#) or go to www.totalexpo.com and select "Online Ordering".
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.

To add a new event to your current account

1. [Click here to access TotalExpo's online marketplace](#) or go to www.totalexpo.com and select "Online Ordering".
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **Y96EA3** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per booth. Please don't create multiple accounts for the same booth or enter the exhibiting company name multiple times.

If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to csr@totalexpo.com.



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2016 APA California Conference
Pasadena Convention Center, Exhibit Hall C
October 23rd - October 24th, 2016

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Fri, October 7th, 2016, after this date all order and payments will be processed at the regular rates.
Online Ordering Ends: Fri, October 14th, 2016, after this date orders can be placed via emailed or faxed.

Submit your order online! Visit <https://orders.totalexpo.com/> APA Show Code: Y96EA3

Credit Card Authorization

All fields are required, please print clearly

This form authorizes **TotalExpo, Inc.** to charge your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show-site orders and services rendered. Please complete the information request below and return this form with your order.

All cancelled orders must be received in writing within 5 calendar days of the first event move-in date. Cancelled orders will be assessed a 50% cancellation/restocking fee. No refunds will be given after the 5 calendar day stipulation referenced above. Please report any discrepancies with your order or your booth to the TotalExpo service desk prior to the commencement of the event. **Otherwise no adjustments will be made on your invoice.**

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH

Credit Card Type: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: ____/____ **Security Code:** _____

Company Name:

Billing Address:

City

State

Zip

Phone Number:

Fax Number:

Email Address:

Cardholder's Name (Print):

Cardholder's Signature:

Please Note: No credits or adjustments will be made after the close of the show.



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Submit your order online! Visit <https://orders.totalexpo.com/> APA Show Code: Y96EA3

Contact Information and Order Recap

This form must accompany your order

All fields are required, please print clearly

Company:

Contact Name:

Address:

City, State, Zip:

Phone Number and Ext.:

Fax Number:

E-mail Address:

Please complete and return this form, as well as the credit card authorization form with your orders.

Furniture, Accessories & Carpet	\$
Booth Cleaning	\$
Material Handling/Small Packages	\$
Return To Warehouse	\$
Install and Dismantle Labor	\$
Miscellaneous	\$
Total	\$

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Furniture, Carpet and Accessories

Qty		Item	Advance	Regular	Total	Qty		Item	Advance	Regular	Total
		CHAIRS						Standard Carpet for Inline Booths			
	1000	Padded Side	\$63.00	\$76.00	\$		3001	10'x10' inline booth	\$169.00	\$203.00	\$
	1001	Padded Arm	\$90.00	\$109.00	\$		3002	10'X20' inline booth	\$338.00	\$406.00	\$
	1002	Padded Stool w/ back	\$101.00	\$122.00	\$		3003	10'X30' inline booth	\$507.00	\$609.00	\$
		30" High Skirted Tables (24" Wide)					3004	10'X40' inline booth	\$676.00	\$812.00	\$
	2000	4ft Skirted Table	\$116.00	\$140.00	\$			Island Booth and Custom Carpet Pre-show orders only			
	2001	6ft Skirted Table	\$141.00	\$170.00	\$		3010	Island Booth Carpet per sq.ft.	\$2.44	\$2.92	\$
	2002	8ft Skirted Table	\$164.00	\$297.00	\$		3011	Custom Plush Carpet per sq.ft. No refunds will be issued on custom carpet		\$3.63	\$
	2300	Skirting on all four sides	\$58.00	\$70.00	\$			Booth Size _____ x _____ CARPET COLORS (Please circle one) Blue • Red • Grey • Teal • Black Plum • Hunter Green • Burgundy			
		42" High Skirted Counter Tables (24" Wide)					3300	Carpet Padding, per sq.ft.	\$1.00	\$1.20	\$
	2003	4ft Skirted Counter Table	\$157.00	\$189.00	\$		3400	Visqueen, per sq.ft.	\$0.48	\$0.58	\$
	2004	6ft Skirted Counter Table	\$177.00	\$213.00	\$			Booth Accessories			
	2005	8ft Skirted Counter Table	\$204.00	\$245.00	\$		4000	Wastebasket	\$21.00	\$26.00	\$
	2301	Skirting on all four sides	\$65.00	\$78.00	\$		4001	Chrome Easel	\$40.00	\$48.00	\$
		SKIRT COLORS					4003	Bag Rack	\$118.00	\$142.00	\$
		Red • Blue • White • Teal • Black					4004	Literature Rack	\$132.00	\$159.00	\$
		Hunter Green • Burgundy • Grey • Plum					4005	Garment Rack	\$132.00	\$159.00	\$
		30" High Unskirted Tables (24" Wide)					4006	Stanchion	\$49.00	\$59.00	\$
	2100	4ft Unskirted Table	\$69.00	\$86.00	\$		4007	Velour Rope-8'	\$38.00	\$46.00	\$
	2101	6ft Unskirted Table	\$83.00	\$100.00	\$		4011	4'x8' Msg. Board	\$250.00	\$300.00	\$
	2102	8ft Unskirted Table	\$99.00	\$119.00	\$		4015	Glass Showcase	\$453.00	\$544.00	\$
		42" High Unskirted Tables (24" Wide)					4100	3' High Side Drape (per linear ft)	\$7.00	\$9.00	\$
	2103	4ft Unskirted Counter	\$98.00	\$118.00	\$		4101	8' High Side Drape (per linear ft)	\$9.00	\$11.00	\$
	2104	6ft Unskirted Counter	\$112.00	\$135.00	\$			Total			\$
	2105	8ft Unskirted Counter	\$128.00	\$154.00	\$						
		Pedestal tables									
	2201	30" round x 30" high	\$94.00	\$113.00	\$						
	2202	30" round x 42" high	\$118.00	\$142.00	\$						



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Booth Number

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Submit your order online! Visit <https://orders.totalexpo.com/> APA Show Code: Y96EA3

Material Handling and Shipping Instructions

RATES BELOW WILL BE BASED ON PUBLISHED SHOW MOVE-IN AND MOVE-OUT SCHEDULE. All charges are per (100 lb) and are rounded up to the next 100 lb. There is a 200 lb. minimum charge per shipment. TotalExpo, Inc. will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. TotalExpo, Inc. will receive direct shipments at show-site on scheduled move-in days. TotalExpo, Inc. will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. TotalExpo, Inc. "Bill of Lading" must be filled out at close of show. **TOTALEXPO REQUIRES A "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

- Loading equipment & labor are furnished including removal, storage, & return of empty crates & containers.
- Pad wrapped shipments will not be accepted at the Advance Warehouse.
- Items received without documentation will be delivered without guarantee of piece count.

REGULAR SHIPMENTS: Skidded, crated or material packed in a container that can be unloaded at the loading dock with forklift or pallet jack and no additional handling required

SPECIAL HANDLING: Material delivered on or in such a manner that would require additional handling. Example: Loose pieces, pad wrapped shipments, ground unloading, stacked, designated piece unloading, mixed loads, carpets, pads, shipments without documentation (**UPS, FedEx, etc.**), shipments delivered via van lines, and any shipment that requires additional labor or special equipment.

Please Note: Due to the show schedule direct to show-site shipping is unavailable.
All shipments must be shipped to the Advance Warehouse.

ADVANCE SHIPMENTS TO WAREHOUSE Materials shipped in to the warehouse must arrive between **Wed, September 21st and Wed, October 19th, 9:00am to 3:00pm.** Shipments received outside of the listed dates will incur a 35% surcharge. Shipments will be received with storage included. Freight will be delivered to booth prior to show opening & from booth to your carrier at the loading dock upon show closing.

Service	Total Weight	x	Rate per 100lb (200lb minimum charge)	=	Total
#6000 Regular	_____ CWT	x	\$92.00 (\$184.00 min. charge)	=	\$
#6010 Special Handling	_____ CWT	x	\$115.00 (\$230.00 min. charge)	=	\$

SMALL PACKAGES To qualify for Small Packages shipments must consist of 50lb or less for the total shipment of; 3 pieces or less; small packages and/or envelopes only; all 3 pieces must be received in one shipment. **\$48.00** 1st carton; **\$17.00** each additional carton (maximum of 2 additional cartons). Shipments received outside of the listed dates will incur a 35% surcharge.

Service	1st Small Package	Up to 2 Additional Small Packages	Total
Advance Warehouse	<input type="checkbox"/> 1 package at \$48.00	<input type="checkbox"/> 1 or <input type="checkbox"/> 2 additional packages at \$17.00 each	\$

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Submit your order online! Visit <https://orders.totalexpo.com/> APA Show Code: Y96EA3

Return to Warehouse and Outbound Shipping

#6400—RETURN TO WAREHOUSE

For additional cost, shipments can be brought back to the TotalExpo warehouse and will be available for pick up by your carrier in the following business days. This service is per 100lbs, and a minimum charge of 400lbs. **Due the limited move out schedule we recommend that all shipments return to TotalExpo's warehouse.**

\$55.00 per CWT(100lb), with a minimum charge of \$220.00 Min. (400lb)

_____ lb. X \$55.00 per CWT = \$_____

Please note: **A Bill of Lading must be turned in for all outbound shipments.** This form can be obtained at on-site service desk. Exhibitors utilizing FedEx and UPS for their outbound shipments must provide their account number on the Bill of Lading. All shipments must be labeled with their destination address. Shipping labels can also be obtained from the on-site service desk.

Important Information on Shipping Your Materials After The Event

Outbound shipments should be picked up between **8:00am - 10:00am on Tue, October 25th**. Any shipments not picked up by then will be returned to TotalExpo's warehouse at an additional cost. Shipments will be available for pick up by your carrier in the following business days.

If you will be shipping via **UPS or FedEx** please note that you will be responsible for providing prepaid shipping labels and scheduling the pick up of your shipment during the move out hours. Please keep in mind that FedEx and UPS must pickup between **8:00am - 10:00am on Tue, October 25th**.

A Bill of Lading must be turned in for all outbound shipments. This form can be obtained at the on-site service desk.

Please note that TotalExpo staff will not be onsite during move-out on Monday to assist with freight or any other exhibitor needs. Exhibitors moving out on Monday may leave their outbound shipments in their booth space for pick up on Tuesday.

Any outgoing shipments can be left in your booth space—Be sure to fill out a bill of lading, which can be picked up from the onsite service desk during move-in hours or submit 3 copies of the bill of lading included in this kit. Any items left in booth space without a submitted bill of lading may be brought back to the advance warehouse at an additional cost to the exhibitor. However, please note that TotalExpo makes no guarantee that items, without a submitted bill of lading, will be brought back to the advance warehouse.**



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Advance Warehouse

EXHIBITION MATERIAL

Must be received ONLY on **Wed, September 21st-Wed, October 19th**, 9:00am–3:30pm
(PLEASE COMPLETE)

Exhibitor Name: _____

Booth Number: _____



Name of Show: **APA 2016**

To: **TotalExpo, Inc.**

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Advance Warehouse

EXHIBITION MATERIAL

Must be received ONLY on **Wed, September 21st-Wed, October 19th**, 9:00am–3:30pm
(PLEASE COMPLETE)

Exhibitor Name: _____

Booth Number: _____



Name of Show: **APA 2016**

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Installation & Dismantle Labor

- Exhibitors are allow to set up any booth that requires no more than one person, no tools, and can be completed within 30 minutes. If your booth setup does not meet these requirements then you **MUST** use Union Local 831 labor, provided by TotalExpo through this form, or provided by your Exhibitor Appointed Contractor
- The rates listed below are per hour. Labor will be billed at a one hour minimum, and in half hour increments thereafter.
- Please provide your labor schedule below. If a more detailed schedule is necessary please provide it separately.

	ADVANCE	REGULAR	Labor Schedule
S/T	\$99.00	\$119.00	Monday -Friday 8:00am -4:30pm
O/T	\$148.00	\$178.00	All other hours not listed above, all day on Saturday and Sunday, all day on holidays.

Date and Time	# Of Workers X Hours Each	=	Total Hours X Labor Rate	=	Total Amount
Install (OT)	_____ workers X _____ hrs ea	=	_____ hrs X \$_____ per hr	=	\$
Install (OT)	_____ workers X _____ hrs ea	=	_____ hrs X \$_____ per hr	=	\$
Dismantle	_____ workers X _____ hrs ea	=	_____ hrs X \$_____ per hr	=	\$
Dismantle	_____ workers X _____ hrs ea	=	_____ hrs X \$_____ per hr	=	\$
Labor Total					\$

SUPERVISION OF ALL LABOR IS REQUIRED, PLEASE INDICATE SUPERVISION PLAN

☐ Exhibitor Supervision

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day at 8:00am. It is important that the exhibitor representative CHECK IN at the TotalExpo, Inc., service desk to pick-up the workers orders. One hour minimum charge per worker will apply if not picked up or cancelled within a 24 hour notice, in writing. Exhibitor representative is to CHECK OUT at the TotalExpo, Inc., service desk upon completion of the work.

ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.

On-Site Contact Name:

Company:

Cell Number:

Install Dates and Times:

Dismantle Dates and Times:

☐ TotalExpo, Inc., Supervision

All work is done under the direction of TotalExpo, Inc., personnel. There will be no additional charge for this service, however, **WE WILL REQUIRE THE SET-UP DIRECTIONS OR DRAWINGS FOR YOUR BOOTH**. TotalExpo, Inc., will set-up on straight time whenever possible.



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Exhibiting Company Name	Booth Number

Intent to Use an Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company's booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo, Inc. on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo, Inc. **two weeks prior to the first move-in date**. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor's booth. The required forms are:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo, Inc. rules and regulations as stated

Authorized Signature (Exhibiting Company)

Authorized Name (Print)

Date



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Exhibiting Company Name

Booth Number

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo, Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo, Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo, Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo, Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo, Inc. provided labor. EAC also agrees to reimburse TotalExpo, Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name TotalExpo, Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EACs responsibility to obtain the proper language needed on the COI.

Authorized EAC Representative Signature

Authorized Name (Print)

Title

Date

Company:

Shows-site Contact Name:

Cell Phone:

Office Phone:

Email Address:

Street Address:

City, State Zip:



1161 Sandhill Ave, Unit A, Carson, CA 90746 • P(310) 320-4203 • F(310) 320-4265 • totalexpo.com • orders@totalexpo.com

**LIMITS OF LIABILITY AND RESPONSIBILITY
FOR MATERIAL HANDLING SERVICES
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo, Inc. is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo, Inc.'s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo, Inc. prior to the close of the show.

TotalExpo, Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo, Inc. or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

UNION RULES & REGULATIONS

DECORATION

TotalExpo Inc. and it's Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repair and building of all exhibits and display. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting/hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging/mounting all electrical fixtures.

An exhibitor is permitted to work with a union installer on a one-to-one basis provided that person is a permanent employee of the exhibiting firm. This rule does not mean casual workers or a worker hired from an employment agency or a non-union display or decorating company.

An exhibitor may install or dismantle his own exhibit providing the total time, without the use of tools or ladders, for installation or dismantle of any of the above does not take more than ONE HALF (1/2) HOUR FOR ONE PERSON TO COMPLETE. This does not mean 15 minutes for two person. If any of the work to be performed above requires more than 30 minutes for all or partial then the work must be done with proper union personnel. This does not apply to putting out brochures and merchandise.

FREIGHT

TotalExpo Inc. and it's Union Affiliates are responsible for the loading/unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of fork lift trucks, pallet jacks, electric carts, flat carts and other industrial/commercial equipment. TotalExpo Inc. and it's Union Affiliates also have jurisdiction of the loading and/or unloading of individual company vehicles, including any outside contractors.

UNION RULES GOVERNING CARTAGE (DRAYAGE)

An exhibitor may transport from the dock area, across the exhibit floor, any amount that can be hand carried in ONE (1) TRIP. Exhibitors may also use their own two (2) wheel compact, luggage type carriers to wheel items to their booth and will be limited to ONE (1) TRIP. Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock area across the exhibit floor. Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

RIGGERS (HEAVY MACHINERY SHOWS)

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

LABOR SCHEDULE

Whenever applicable labor charges will be billed per the following schedule:

- **Straight Time: Monday through Friday, between 8:00am and 4:30pm.** All labor and services performed during these hours will be billed on straight time.
- **Overtime: Monday through Friday, prior to 8:00am, and after 4:30pm.** All day on Saturday, Sunday, and Holidays. All labor and services performed during these hours will be billed on over time.

SERVICE CONTRACTOR POLICY EXPRESSLY FORBIDS TIPPING, PLEASE DO NOT TIP. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles with live flames are NOT permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.

ELECTRICAL ORDER FORM**Advance Payment Deadline Date: 10/02/2016**E ☐ M ☐

The Power People

ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (626) 628-0303
 Anaheim@edlen.com

COMPANY:**BTH #****EVENT: American Planning Association-California 2016****FACILITY: Pasadena Center****DATES: October 23-24, 2016****EVENT # 106086LA****FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM****ORDER INSTRUCTIONS****120 VOLT POWER DELIVERY**

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

208/480V POWER DELIVERY AND CONNECTIONS

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

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

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

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

Form 120/208/480-07-2016**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			97.00	145.00	
1000 WATTS (10 AMPS)			171.00	257.00	
1500 WATTS (15 AMPS)			201.00	302.00	
2000 WATTS (20 AMPS)			232.00	348.00	
208 VOLT SINGLE PHASE					
20 AMPS			436.00	654.00	
30 AMPS			520.00	780.00	
60 AMPS			683.00	1025.00	
208 VOLT THREE PHASE					
20 AMPS			582.00	873.00	
30 AMPS			696.00	1044.00	
60 AMPS			910.00	1364.00	
100 AMPS			1197.00	1796.00	
200 AMPS			1433.00	2149.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		26.00
POWER STRIP		26.00
EUROPEAN POWER STRIP		45.00

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	88.00
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	176.00

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

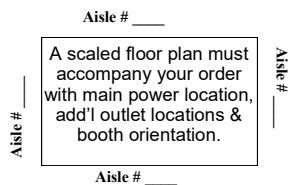
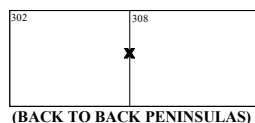
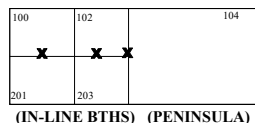
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

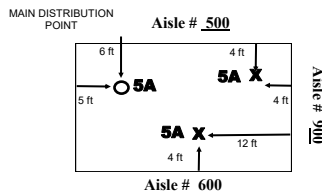
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

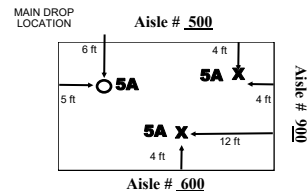
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 10/02/2016



The Power People

ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (626) 628-0303
Anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	American Planning Association-California 2016		
FACILITY:	Pasadena Center		
DATES:	October 23-24, 2016	EVENT #	106086LA

EXHIBITOR INFORMATION

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

☐ CREDIT CARD

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

☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

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

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:					CITY:		ST:		ZIP:

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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COMPANY:

BTH #

EVENT: American Planning Association-California 2016

FACILITY: Pasadena Center

DATES: October 23-24, 2016

EVENT # 106086LA

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|--|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting hung from ceiling |
| 4. Overhead power distribution | 8. Assembly and installation of lights hung on truss |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
 - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
 - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Identify a main power location. **Power is dropped from the ceiling and then distributed** from that point.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth _____ Estimated time _____
- Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____
- Show Site Contact with authority to make additions or changes to your order:
Contact Name _____
Contact Company _____
Contact Cell # _____
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES

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FACILITY:	Pasadena Center		
DATES:	October 23-24, 2016	EVENT #	106086LA

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 88.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime 176.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

Advance Payment Deadline Date: 10/02/2016



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DATES:	October 23-24, 2016	EVENT #	106086LA

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point **◆** = 5amp/500watt **▲** = 10amp/1000watt **★** = 15amp/1500watt **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

Square = Ft Total Square Footage =

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____



PASADENA
CONVENTION CENTER



Exhibitor AV/Internet
Order Form 2015



PASADENA
CONVENTION CENTER

Fax: 855-792-1428

Questions? Call: 626-395-0245 or email: swargo@psav.com

CUSTOMER INFORMATION

Event Name		Event Dates	Booth Number
Company		On-site Contact	
Address		On-site Cell	
City	State & Zip	Onsite Deliver/Setup: (someone MUST be present for delivery)	
Ordered By	Fax	Delivery Date: _____	
Phone	Email	*Time frame (circle one): 8am-10am 10am-12noon 1pm-3pm 3pm-5pm	

ALL PRICING IS PER DAY

	Qty	Daily Rate	No. of Days	Total
LCD Monitors (Includes Speakers)				
Please Circle One				
32" Flat Panel Video and Data Monitor (16:9)	Floor Stand Tabletop	\$ 235.00		
40" Flat Panel Video and Data Monitor (16:9)	Floor Stand Tabletop	\$ 360.00		
50" Flat Panel Video and Data Monitor (16:9)	Floor Stand Tabletop	\$ 470.00		

Computer ONLY Monitors (Speakers NOT included)

19" LCD Flat Panel Computer Monitor (4:3)	Table Top	\$ 130.00		
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MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to provide your own.

PC Computers, Accessories & Printers

Desktop Computer (17" LCD Monitor, wired Mouse and wired Keyboard included)	\$ 295.00		
Laptop - Windows	\$ 225.00		
Keyboard and Mouse - Wired	\$ 24.00		
HP LaserJet Black & White Printer (25 PPM, Mac, PC, Network)	\$ 170.00		

LCD Projectors

LCD Desktop Projector (3200 lumens)	\$ 425.00		
LCD Support Package with 6ft Screen, Plastic Rolling Cart, AC Power Cable, Power Strip, VGA cable	\$ 170.00		

Audio

Wired Microphone	\$ 60.00		
UHF Wireless Microphone (Please Circle One) Handheld Lavalier	\$ 170.00		
UHF Wireless Microphone Headset	\$ 230.00		
Individual Self Powered Speaker with stand	\$ 100.00		
Small Exhibit Sound System with (1) wired microphone and (2) speakers	\$ 265.00		
Large Exhibit Sound System with (1) wired microphone, (2) speakers, IPOD connection, and 4 channel mixer	\$ 375.00		
Custom Exhibit Sound Package	Please Call for Quote		

Miscellaneous

42" Rolling Cart w/ Black Skirt	\$ 30.00		
DVD Player (US compatible, Region 1/NTSC)	\$ 80.00		
Small Boom Box/iPOD connection	\$ 65.00		

High Speed Internet - Prices are per device (non-taxable)

Premium Wireless Internet (dedicated 768k)	\$ 25.00		
Premium Wired Internet (dedicated 1mb) *One time port activation and initial device fee*	\$ 340.00		
Premium Wired Additional Connections	\$ 115.00		

	Equipment Sub-Total	
IMPORTANT: PSAV Cancellation Policy Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.	Sales Tax	9.00%
	On-site Order Fee	\$25
	Total	

PSAV reserves the right to modify this form at any time.

CREDIT CARD INFORMATION



Name on Card	Company
Card Number	Billing Address
Expiration Date	City/State/Zip
Security Code	Phone Number
Card Holder Signature	Date



Exhibit Services

Reliable trade show shipping services



YRC
FREIGHT



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

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