Exhibitor Service Information

Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The National College Fair San Diego 2020. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. It’s important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations. If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

### Booth Package

Each numbered booth includes:
- 8’ Back Wall Draping in Blue, White, Blue
- 3’ Side Rail Draping in Blue
- One 6’ x 30” High Skirted Table in Blue
- Two folding Chairs
- One Wastebasket
- One 7” x 44” ID Sign
- Booths are 8’x10’

### Facility Information

San Diego Convention Center
Halls B & 2C
111 W. Harbor Dr.
San Diego, CA 92101
https://visitsandiego.com/

### Show Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Move-In</td>
<td>Monday, April 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>3:00pm - 5:00pm</td>
</tr>
<tr>
<td>Tuesday, April 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>7:00am - 8:30am</td>
<td></td>
</tr>
<tr>
<td>Show Hours</td>
<td>Tuesday, April 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>9:00am - 12:00pm</td>
</tr>
<tr>
<td>Continued</td>
<td></td>
<td>6:00pm - 8:30pm</td>
</tr>
<tr>
<td>Dismantle</td>
<td>Tuesday, April 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:30pm - 10:00pm</td>
</tr>
<tr>
<td>Carrier Check In</td>
<td>Tuesday, April 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:30pm - 9:30pm</td>
</tr>
</tbody>
</table>

Shipments without carriers checked in by 9:30pm will be rerouted or sent back to the TotalExpo, Inc. warehouse at the exhibitor’s expense.

### Important Dates and Reminders

- **Discounted rates are available through Fri, April 3<sup>rd</sup>, 2020 by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Fri, April 10<sup>th</sup>, 2020 by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than 1 hour after show close, will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitor’s expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the facility is 9:30pm on Tuesday, April 21, 2020. If drivers have checked in by this time shipments will be rerouted through the show carrier at the exhibitor’s expense.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

### Shipping and Freight Deadlines

**Advance Warehouse Receiving:** Shipments will be received between Tue, March 17<sup>th</sup>– Tue, April 14<sup>th</sup>, 2020 from 9:00am - 3:30pm.

**Direct to Show Site Receiving:** Shipments will only be received on Monday, April 20<sup>th</sup>, 2020 from 8:00am - 3:30pm. Please see page 19 for delivery route info.

**Driver Check-In deadline is 9:30pm on Tuesday, April 21<sup>st</sup>, 2020.** If drivers have checked in by this time shipments will be rerouted through the show carrier at the exhibitors expense.

### Advance Warehouse Address

[Exhibiting Company and booth #]  
NCF San Diego 2020  
C/O TotalExpo  
1161 Sandhill Ave., Unit A  
Carson, CA 90746

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

### Direct to Show Site Address

[Exhibiting Company and booth #]  
NCF San Diego 2020  
C/O TotalExpo  
San Diego Conv. Center, Halls B & 2C  
111 W. Harbor Dr.  
San Diego, CA 92101

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

### Outbound Shipping

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their carrier arrive by the driver check-in time listed above. Any shipments not picked up by then will be rerouted via the show carrier at the exhibitor’s expense.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com.
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Place your order online!  Visit https://orders.totalexpo.com/  NCF San Diego  Show Code: NCFSD2

How to Submit Your Order

Place your order online!

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’s online marketplace, which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.

For New Exhibitors: How to create an account.
1. Click here to access TotalExpo, Inc.’s online marketplace
2. Enter the show code NCFSD2.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your exhibiting company name.
6. If you’re a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click 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: How to log in and access your current order.
1. Click here to access TotalExpo, Inc.’s online marketplace
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.
4. Once you’re logged in you’ll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click +Start New Order.

For Returning Exhibitors: How to add a new event to your current account.
1. Click here to access TotalExpo, Inc.’s online marketplace
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 NCFSD2 and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for your new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC’s must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form. Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.
Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. Advanced discounted rates will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item’s cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, but leave the credit card number blank. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:  
Expiration Date:  
Security Code:  

FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.

Billing Information

Company Name:  
Cardholder Name:  
Billing Address:  
City:  State:  Zip:  
Phone:  Fax:  
Invoice Email Address:  

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.’s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder’s Signature:  
Authorized Name (Please print):  

Submit your order online! Visit https://orders.totalexpo.com/  NCF San Diego  Show Code: NCFSD2
Payment Policy
Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. Advanced discounted rates will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

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Discounted Rate Deadline: Fri, April 3rd, 2020 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Fri, April 10th, 2020 by 4:30pm. After this date orders can be placed via email or fax.
Furniture, Carpet, and Accessories

### 30” High Tables with Skirting
(Tables are 24” across)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>4ft Skirted Table</td>
<td></td>
<td>$138.00</td>
<td>$166.00</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>6ft Skirted Table</td>
<td></td>
<td>$169.00</td>
<td>$203.00</td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>8ft Skirted Table</td>
<td></td>
<td>$196.00</td>
<td>$235.00</td>
<td></td>
</tr>
<tr>
<td>2300</td>
<td>Skirting on all four sides</td>
<td></td>
<td>$69.00</td>
<td>$82.00</td>
<td></td>
</tr>
</tbody>
</table>

Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.

### 30” High Tables - Unskirted
(Tables are 24” across)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100</td>
<td>4ft Unskirted Table</td>
<td></td>
<td>$83.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>2101</td>
<td>6ft Unskirted Table</td>
<td></td>
<td>$100.00</td>
<td>$119.00</td>
<td></td>
</tr>
<tr>
<td>2102</td>
<td>8ft Unskirted Table</td>
<td></td>
<td>$117.00</td>
<td>$141.00</td>
<td></td>
</tr>
</tbody>
</table>

### 42” High Counter Tables with Skirting
(Counter Tables 24” across)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>4ft Skirted Counter Table</td>
<td></td>
<td>$187.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>6ft Skirted Counter Table</td>
<td></td>
<td>$212.00</td>
<td>$254.00</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>8ft Skirted Counter Table</td>
<td></td>
<td>$244.00</td>
<td>$293.00</td>
<td></td>
</tr>
<tr>
<td>2301</td>
<td>Skirting on all four sides</td>
<td></td>
<td>$77.00</td>
<td>$93.00</td>
<td></td>
</tr>
</tbody>
</table>

### 42” High Counter Tables - Unskirted
(Counter Tables 24” across)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2103</td>
<td>4ft Unskirted Counter Table</td>
<td></td>
<td>$113.00</td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>2104</td>
<td>6ft Unskirted Counter Table</td>
<td></td>
<td>$130.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>2105</td>
<td>8ft Unskirted Counter Table</td>
<td></td>
<td>$149.00</td>
<td>$179.00</td>
<td></td>
</tr>
</tbody>
</table>

### Pedestal Tables

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2201</td>
<td>30” round x 30” high</td>
<td></td>
<td>$112.00</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>2202</td>
<td>30” round x 42” high</td>
<td></td>
<td>$141.00</td>
<td>$169.00</td>
<td></td>
</tr>
</tbody>
</table>

### Chairs

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Padded Side</td>
<td></td>
<td>$74.00</td>
<td>$89.00</td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td>Padded Arm</td>
<td></td>
<td>$108.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td>Padded Stool w/ back</td>
<td></td>
<td>$122.00</td>
<td>$146.00</td>
<td></td>
</tr>
<tr>
<td>1003</td>
<td>Folding Chair</td>
<td></td>
<td>$44.00</td>
<td>$54.00</td>
<td></td>
</tr>
</tbody>
</table>

### Booth Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Color</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>Wastebasket</td>
<td></td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>4001</td>
<td>Chrome Easel</td>
<td></td>
<td>$47.00</td>
<td>$57.00</td>
<td></td>
</tr>
<tr>
<td>4003</td>
<td>Bag Rack</td>
<td></td>
<td>$141.00</td>
<td>$169.00</td>
<td></td>
</tr>
<tr>
<td>4004</td>
<td>Literature Rack</td>
<td></td>
<td>$158.00</td>
<td>$190.00</td>
<td></td>
</tr>
<tr>
<td>4005</td>
<td>Garment Rack</td>
<td></td>
<td>$141.00</td>
<td>$169.00</td>
<td></td>
</tr>
<tr>
<td>4006</td>
<td>Stanchion</td>
<td></td>
<td>$60.00</td>
<td>$72.00</td>
<td></td>
</tr>
<tr>
<td>4007</td>
<td>8’ long Velour Rope</td>
<td></td>
<td>$46.00</td>
<td>$56.00</td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>4’x8’ Mgr. Board</td>
<td></td>
<td>$289.00</td>
<td>$347.00</td>
<td></td>
</tr>
<tr>
<td>4015</td>
<td>Glass Showcase</td>
<td></td>
<td>$524.00</td>
<td>$629.00</td>
<td></td>
</tr>
<tr>
<td>4100</td>
<td>3’ H Side Drape, per ft.</td>
<td></td>
<td>$8.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>4101</td>
<td>8’ H Back Drape, per ft.</td>
<td></td>
<td>$12.00</td>
<td>$14.00</td>
<td></td>
</tr>
</tbody>
</table>

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. If excessive debris has accumulated during set up, then booth vacuuming should be ordered. If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk immediately. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.

Submit your order online! Visit https://orders.totalexpo.com/  NCF San Diego  Show Code: NCFSD2

Discounted Rate Deadline: Fri, April 3rd, 2020 by 4:30pm. After this date all orders and payments will be processed at the regular rates.

Online Ordering Ends: Fri, April 10th, 2020 by 4:30pm. After this date orders can be placed via email or fax.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
Booth Cleaning and Vacuuming

Carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. **If excessive debris has accumulated during set up, then booth vacuuming should be ordered.** If you find debris or damage to your booth carpet prior to setup, please notify the TotalExpo service desk immediately before you begin setting up.

Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

**Confirm your booth size _______ x _______**

### Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a **minimum charge 80 square feet.** Wastebasket is emptied at the time of vacuuming/sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Rate</th>
<th>Total Sq.Ft.</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Booth Cleaning</td>
<td>$0.50</td>
<td>$0.60</td>
<td>$_____</td>
<td>X _______</td>
<td>$</td>
</tr>
<tr>
<td>Prior to show opening on the first day of the event. (Rate is per sq.ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Booth Cleaning Cancellation Policy**

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%.
**Material Handling and Drayage Information**

Please order these services on the following page.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Minimum Charge Per Shipment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Handling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Handling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Small Packages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Early/Late Shipments and Additional Surcharges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outbound Shipping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Back to Warehouse or Return to Warehouse Service</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Discounted Rate Deadline:** Fri, April 3rd, 2020 by 4:30pm. After this date all orders and payments will be processed at the regular rates.

**Online Ordering Ends:** Fri, April 10th, 2020 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit https://orders.totalexpo.com/ NCF San Diego  Show Code: NCFSD2

**Material Handling and Drayage: General Information**

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. Please see the following page for material handling rates and ordering.

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

**Calculating your Material Handling Charges**

Shipments are billed per cwt; 1 cwt is equal to 100 lbs. If your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply by your cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based on actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

**Advance Warehouse Receiving (2 cwt minimum charge per shipment received)**

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only. The advance warehouse will not receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

**Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)**

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

**Regular Handling and Special Handling**

**Regular Handling** applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

**Special Handling** applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments), mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

**Small Packages**

Small package rates apply to shipments weighing 30 lbs. or less in total weight. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs. these shipments will be billed at special handling rates.

**Early/Late Shipments and Additional Surcharges**

Shipments received outside of the listed receiving dates and time frames will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

**Outbound Shipping**

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and/or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

**Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)**

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may not be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.
Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page.

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates
Shipment will be received during the following dates at the listed location:

- **Advance Warehouse shipments** will be received between the following dates only: **Tue, March 17th—Tue, April 14th, 2020** from 9:00am-3:30pm.
- **Direct to show-site shipments** will be received on the following dates only: **Mon, April 20th, 2020 from 8:00am-3:30pm**.

Shipment received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving
**2 cwt minimum charge per shipment**

Rate is pert cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will not receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

<table>
<thead>
<tr>
<th>Shipment Cwt</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>x</td>
<td>$118.00 ($236. Min)</td>
<td>$</td>
</tr>
<tr>
<td>Special Handling</td>
<td>x</td>
<td>$146.00 ($292. Min)</td>
<td>$</td>
</tr>
</tbody>
</table>

Direct to Show-Site Receiving
**2 cwt minimum charge**

Rate is pert cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipments received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately.

<table>
<thead>
<tr>
<th>Shipment Cwt</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>x</td>
<td>$118.00 ($236. Min)</td>
<td>$</td>
</tr>
<tr>
<td>Special Handling</td>
<td>x</td>
<td>$146.00 ($292. Min)</td>
<td>$</td>
</tr>
</tbody>
</table>

Small Package Shipments
**30lbs maximum per shipment**

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30 lbs per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30 lbs normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

<table>
<thead>
<tr>
<th>Number of pieces</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Return To TotalExpo Warehouse
**4 cwt minimum charge**

Rate is pert cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

<table>
<thead>
<tr>
<th>Your Cwt (4 cwt minimum)</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>$61.00 ($244Min)</td>
<td>$</td>
</tr>
</tbody>
</table>

Outbound Shipping
- Please verify that your carrier will Pick up between at 8:30pm and 9:30pm.
- It is the exhibitors responsibility to schedule their carrier to pick up.
- A completed TotalExpo bill of lading is required for all shipments. Ask the onsite TotalExpo representative during move out for this form.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading.
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- Any shipment not picked up by 9:30pm will be rerouted via the show carrier, YRC, or sent back to the warehouse at the exhibitor’s expense.

Shrink Wrap and Banding for Outbound Shipments
When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/ crates is $25.00 per pallet. Banding is provided at $0.50 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments rerouted via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.
To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

<table>
<thead>
<tr>
<th>ADVANCE WAREHOUSE</th>
<th>EXHIBITION MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHIP TO:</strong></td>
<td></td>
</tr>
<tr>
<td>Full Exhibiting Company Name</td>
<td></td>
</tr>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
<tr>
<td>National College Fair San Diego 2020</td>
<td></td>
</tr>
<tr>
<td>C/O TotalExpo, Inc.</td>
<td>1161 Sandhill Ave., Unit A</td>
</tr>
<tr>
<td>Carson, CA 90746</td>
<td></td>
</tr>
<tr>
<td><strong>SHIPMENT MUST ARRIVE BETWEEN:</strong></td>
<td></td>
</tr>
<tr>
<td>Tue, March 17th - Tue, April 14th, 2020 from 9:00am-3:30pm</td>
<td></td>
</tr>
<tr>
<td>Carrier ______________________________</td>
<td>Piece number _____________ of ______________ total pieces.</td>
</tr>
</tbody>
</table>
To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

### DIRECT TO SHOW-SITE EXHIBITION MATERIAL

**SHIP TO:**

- Full Exhibiting Company Name
- Booth Number

**NCF San Diego 2020**

C/O TotalExpo, Inc.

San Diego Conv. Center, Halls B & 2C

111 W. Harbor Dr.

San Diego, CA 92101

**SHIPMENT MUST ARRIVE ON:**

- Mon, April 20th, 2020 from 8:00am-3:30pm

**Carrier ______________________________ Piece number _____________ of ______________ total pieces.**
**Installation and Dismantle Labor**

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Union Rules and Regulations for more information.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements: Tools and/or ladders are not required; The exhibitor may set up or dismantle their own display with “one” full time employee of the exhibiting company; The work can be completed within (1) hour total. The work may **NOT** be split between more people to meet the time limit;

These rules do not apply to the exhibiting company’s product/merchandise, literature, stacking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

**Labor Order Information**

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

**Rates for Installation and Dismantle Labor**  Rates are subject to change

<table>
<thead>
<tr>
<th>Labor</th>
<th>Advance Rate</th>
<th>Regular Rate</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$117.00</td>
<td>$141.00</td>
<td>Monday through Friday from 8:00am to 4:30pm.</td>
</tr>
<tr>
<td>Overtime</td>
<td>$177.00</td>
<td>$212.00</td>
<td>Monday through Friday all other times.</td>
</tr>
<tr>
<td>Double Time</td>
<td>$236.00</td>
<td>$283.00</td>
<td>All day Saturday, Sunday, and Holidays.</td>
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</tbody>
</table>

**Supervision of Labor**  Please indicate the supervision of your labor

☐ **TOTALEXPO SUPERVISION**  Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: ________________  Cell Number: __________________

☐ **EXHIBITOR SUPERVISION**  Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: ________________  Cell Number: __________________

**How is your booth Being Shipped?**  Whenever possible please ship to the advance warehouse.

☐ Advance Warehouse  ☐ Direct to Show Site  Carrier: ___________________________  # of pieces: __________  ETA: ________

**Order and Schedule Labor**  (All dismantle labor will be done on DOUBLE TIME)

<table>
<thead>
<tr>
<th>Install/Dismantle</th>
<th>ST/OT/DT</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th>x</th>
<th># of Workers</th>
<th>x</th>
<th>Rate</th>
<th>Total</th>
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</table>

Please note we cannot guarantee labor will be available at above requested times. Whenever possible, work will be done on straight time.  **For all labor orders please provide drawings and instructions.**

**Labor Cancellation Policy**

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.
Discounted Rate Deadline: Fri, April 3rd, 2020 by 4:30pm. After this date all orders and payments will be processed at the regular rates.

Online Ordering Ends: Fri, April 10th, 2020 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit https://orders.totalexpo.com/ NCF San Diego Show Code: NCFSD2

Sign Hanging/Rigging Labor

TotalExpo is responsible for the assembly of all signs and truss, as well as the hanging/installation and removal. Any signs deemed unsafe by management personnel will not be hung.

Labor Order Information

- The listed rates are per crew, per hour. Sign Hanging/Rigging labor includes a crew of 2 workers and the lift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Any additional materials used such as slings, cables, shackles, etc. will be billed to the exhibitor.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other labor start times exhibitor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- You must provide set up instructions/drawings, and pictures of your hanging sign with this order.
- Gratuity in any form is prohibited.

Rates for Sign Hanging Labor rates are subject to change

<table>
<thead>
<tr>
<th>Hanging Labor</th>
<th>Advance Rate</th>
<th>Regular Rate</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$ 504.00</td>
<td>$605.00</td>
<td>Monday through Friday from 8:00am to 4:30pm.</td>
</tr>
<tr>
<td>Overtime</td>
<td>$ 651.00</td>
<td>$781.00</td>
<td>Monday through Friday all other times.</td>
</tr>
<tr>
<td>Double Time</td>
<td>$ 747.00</td>
<td>$896.00</td>
<td>All day Saturday, Sunday, and Holidays.</td>
</tr>
</tbody>
</table>

Supervision of Labor Please indicate the supervision of your labor

☐ TotalExpo Supervision Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your sign with your order. Shipping containers should not be locked. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: ___________________________ Cell Number: ________________

☐ Exhibitor Supervision Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where worker are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: ___________________________ Cell Number: ________________

How is your hanging sign being shipped? All hanging signs must be received at the advance warehouse.

☐ Advance Warehouse Carrier: ___________________________ # of pieces: __________ ETA: ___________________________

Hanging Sign Details

Your hanging sign must comply with all show rules and regulations.

Type of sign: ☐ Banner ☐ Structural ☐ Systems ☐ Other: ___________________________ Shape of sign: ___________________________

Dimensions: weight _______ lbs. width _______ length _______ height _______ Sign height from floor to top of sign: _______ ft.

Sign Orientation: __________________________________________________________________

Order and Schedule Labor

<table>
<thead>
<tr>
<th>Install/Dismantle</th>
<th>ST/OT/DT</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th># of crew/lift</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

If necessary please provide a detail labor schedule separately with your order.

Labor Cancellation Policy

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Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
Intent to Use EAC (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 following required forms MUST BE RECEIVED TOGETHER:

- 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:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

Discounted Rate Deadline: Fri, April 3rd, 2020 by 4:30pm. After this date all orders and payments will be processed at the regular rates.

Online Ordering Ends: Fri, April 10th, 2020 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit https://orders.totalexpo.com/NCF San Diego Show Code: NCFSD2

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print)  Date

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
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 worksite 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., 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. 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.

The following required forms MUST BE RECEIVED TOGETHER:

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

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print) | Title | Date
--- | --- | ---

Company:  
Shows-site Contact Name:  
Cell Phone:  
Office Phone:  
Email Address:  
Street Address:  
City, State Zip:  

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com
# Worksite Rules and Regulations

## Decoration: Exhibits and Displays

TotalExpo Inc. and its Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. 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 and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Union workers.

If the below requirements cannot be met than all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may NOT be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company’s product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

## Freight: Material Handling, Loading and Unloading

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

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company. OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

## Riggers: Heavy Machinery

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.
- **Overtime:** Monday through Friday, prior to 8:00am and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

## Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

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.
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. 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. and/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.
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 three gallons or one-eight 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 manner.
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 form 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, ¾ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:
Welding, soldering or any open flame devices are prohibited.
ATTENTION TRUCKERS

HELP US BE GOOD NEIGHBORS

Trucks over five tons are prohibited from most streets in the Barrio Logan community.

DO NOT USE Cesar Chavez Parkway EAST of Harbor Drive.

TURN RIGHT on Harbor Drive and LEFT on 28th Street to access Interstate 5.

Please DO NOT PARK or IDLE on community streets.

NO EXCEPTIONS. THANK YOU.
ORDER INSTRUCTIONS

Advance Payment Deadline Date: 03/31/20

<table>
<thead>
<tr>
<th>EXHIBITOR:</th>
<th>BTH #</th>
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EVENT: SD NATIONAL COLLEGE FAIR 2020

FACILITY: SAN DIEGO CONVENTION CENTER

DATES: APRIL 21, 2020

EVENT #040018SD

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1  Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2  Complete Utility Order Forms as Required
A. Electrical Order

Step 3  Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.
A. What electrical work in your booth space needs to be performed by Edlen Electricians.

Step 4  Complete Additional Labor Forms as Required
Forms include the following:
A. Electrical Distribution
   This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

Step 5  Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.
**Advance Payment Deadline Date:** 03/31/20

**EXHIBITOR:**

**BTH #**

**EVENT:**
SD NATIONAL COLLEGE FAIR 2020

**FACILITY:**
SAN DIEGO CONVENTION CENTER

**DATES:**
APRIL 21, 2020

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**FINANCIALLY RESPONSIBLE COMPANY**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
<th>ADDRESS:</th>
<th>FAX:</th>
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<tr>
<th>COUNTRY:</th>
<th>CELL #:</th>
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<th>EMAIL:</th>
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**METHOD OF PAYMENT**

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

- ACH ELECTRONIC PAYMENT TRANSFER
  - Wells Fargo
    - ABA#: 121000248
    - Acct: 4122636046
    - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
    - Phone: 800.289.3557

  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.

- BANK WIRE TRANSFER INFORMATION *
  - Bank transfer to Wells Fargo
    - Wire Transfer:
      - ABA#: 121000248
      - Acct: 4122636046
      - International Wire Transfer:
        - Swift Code: WFBIUS6S
        - Acct: 4122636046
  
  * $50 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.

- COMPANY CHECK
  - Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

---

**CHECK AND CREDIT CARD INFORMATION**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>CHECK #:</th>
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<tr>
<th>CREDIT CARD NUMBER:</th>
<th>EXP DATE:</th>
<th>PRINT NAME:</th>
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<tr>
<th>EMAIL:</th>
<th></th>
<th>THIRD PARTY PAYMENT?</th>
<th>YES or NO</th>
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**CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>CITY:</th>
<th>ST:</th>
<th>ZIP:</th>
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**SERVICE TOTALS**

<table>
<thead>
<tr>
<th>1. BANK WIRE TRANSFER PROCESSING FEE</th>
<th>2. ELECTRICAL ORDER</th>
<th>3. ESTIMATED LABOR</th>
<th>4. LIGHTING ORDER</th>
</tr>
</thead>
<tbody>
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</table>

**TOTAL DUE**

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**AUTHORIZATION**

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE ABOVE</th>
<th>PRINT NAME ABOVE</th>
<th>TODAY’S DATE ABOVE</th>
</tr>
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<tbody>
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</table>

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

MOP.V1.SD.08.17PG2 21
**Advance Payment Deadline Date:** 03/31/20

**EXHIBITOR:**  
BTH #

**EVENT:**  
SD NATIONAL COLLEGE FAIR 2020

**FACILITY:**  
SAN DIEGO CONVENTION CENTER

**DATES:**  
APRIL 21, 2020  
EVENT #040018SD

---

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

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### ORDER INSTRUCTIONS

**INLINE AND PENINSULA DELIVERY**

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

**ISLAND BOOTH DELIVERY**

**ONE LOCATION**

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY**

**MULTIPLE LOCATIONS**

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, 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.

**CANCELLATIONS**

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on 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 the contract.

---

### ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

<table>
<thead>
<tr>
<th>ELECTRICAL OUTLETS</th>
<th>QTY Show Hours</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120 VOLT</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td>130.00</td>
<td></td>
<td>195.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td>232.00</td>
<td></td>
<td>348.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td></td>
<td>282.00</td>
<td></td>
<td>423.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td>299.00</td>
<td></td>
<td>449.00</td>
<td></td>
</tr>
</tbody>
</table>

**MISC. REQUIREMENTS**

Please call for information on any services you require that are not listed here.

**120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15' EXTENSION CORD</td>
<td></td>
<td>27.00</td>
</tr>
<tr>
<td>POWER STRIP</td>
<td></td>
<td>27.00</td>
</tr>
</tbody>
</table>

**TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM**

**TOTAL**

**PRINT NAME:**

**EMAIL:**

**PHONE:**

120V.V1.SD.08.17_PG 3
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 services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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 standard amperage ratings.

6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. 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 (1/2) 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, plus material.

9. For a dedicated outlet, order a 20 amp outlet.

10. 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.

11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.

13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

21. 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.

22. 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.

23. 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.

24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTIONS - 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.
LABOR ORDERING INSTRUCTIONS

Step 1  Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2  Complete the Appropriate Form
There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3  Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS
1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1’6” floor space. Please call if you have any concerns.
ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date:_______________________  Time: ________________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring:____________________________________________________________________________
   B. Estimated date and time flooring installation will begin. Date:_______________________ Time:______________

4. Show site supervisor:
   Name _________________________________________________ Cell # ____________________________________
   Email _________________________________________________ Company _________________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

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**LABOR RATES AND HOURS**

<table>
<thead>
<tr>
<th>Labor Minimums</th>
<th>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays.</td>
</tr>
</tbody>
</table>

---

**DISTRIBUTION LABOR ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$290.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**LIFT RENTAL**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$270.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**ESTIMATED TOTAL**

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**AUTHORIZATION**

PRINT NAME: __________________________ Date: __________________________

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Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

Indicate Booth Type
- Island
- Inline
- Peninsula

Indicate Scale & Total Sq Ft
Example: 1 Square = 1 Foot
_____ Square = _____ Ft
Total Square Footage = _________

Outlet Legend
- X = Main Distribution Point
- ▲ = 5amp/500 watt
- ◆ = 10amp/1000 watt
- ★ = 15amp/1500 watt
- ● = 20amp/2000 watt
National College Fair  
April 21st, 2020  
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- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

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* Subject to applicable Tariffs and Rules and Conditions publications.