Exhibitor Kit

Fern is the official show decorator for PASS Summit 2019. Please review the following document to help you plan and prepare for the conference.
How to use this manual: On the left side of the screen is a list of topics covered in this manual. Click on the topic of interest and it will take you to the relevant pages.

Ordering online: Click HERE and then click on the link for PASS SUMMIT 2019 (or copy and paste this link into your browser: http://www.triumphexpo.com/order.shtml)

Username: Please contact Fern Expo at csr@triumphexpo.com if you haven’t received your username and password.

Password:

Fern Exposition Services is proud to be your official services contractor for PASS SUMMIT 2019.

We partner with you to bring your exhibit to the next level with the very best in creative design, graphics, labor, furnishings, and other event services. We are there, invisible, behind the scenes, supporting you every step of the way starting with your brand, your audience and your event needs.

To some, this is called exceptional service. To us, it’s simply how we do business.

Fern Exposition Services
Phone: 877-607-1010
Fax: 206-431-4846
csr@triumphexpo.com
DIRECTORY OF CONTRACTORS & FACILITIES

AUDIO VISUAL:
Exhibitor Services (WSCC)
705 Pike Street, Seattle, WA 98101
To order online go to:
www.wscc.com/exhibitorservices
Tel: 206-694-5015
Email: exhibitor.services@wscc.com

DECORATING/DRAYAGE/RIGGING:
Fern Exposition Services
12614 Interurban Ave South, Seattle, WA 98168
Tel: 877-607-1010 or 206-431-1010 - Exhibitor Services Department
Fax: 206-431-4846
Email: ExhibitorServices@triumphexpo.com

ELECTRICAL:
Edlen Electrical
800 Convention Place, Seattle, WA 98101
Tel: 206-781-2411
Fax: 206-781-2270
Email: seattle@edlen.com

FLORAL:
International Wholesale Florist
14106 6th Ave, Seattle, WA 98101
Tel: 206-623-2828
Fax: 206-623-5530
Email: info@tradeshowflorist.net

EVENT LOCATION:
Washington State Convention Center
800 Convention Place, Seattle, WA 98101
Tel: 206-694-5000
Fax: 206-694-5399
Email: info@wscc.com

LEAD RETRIEVAL:
American Tradeshow Services
217 General Patton Ave. Mandeville, LA 70471
Tel: 985-809-0600 ext. #777
Fax: 985-809-188
orders@american-tradeshow.com

TELEPHONE / INTERNET:
SmartCity
5795 W. Badura Ave, Suite 110, Las Vegas, NV 89118
Tel: 888-446-6911
Fax: 702-943-6001
DEADLINES

EAC/INSURANCE: FRIDAY, OCTOBER 18, 2019
DISCOUNT PRICING: FRIDAY, OCTOBER 18, 2019
ADVANCE SHIPPING: WEDNESDAY, OCTOBER 30, 2019
DIRECT SHIPPING: MON - TUES, NOVEMBER 4 - 5, 2019

SCHEDULE

EXHIBITOR MOVE IN: TUESDAY, NOVEMBER 5, 2019
7:00 AM - 6:00 PM

SHOW DATES/TIMES:

FRIDAY, OCTOBER 18, 2019
WEDNESDAY, NOVEMBER 6, 2019
THURSDAY, NOVEMBER 7, 2019
FRIDAY, NOVEMBER 8, 2019

8:00 AM - 4:00 PM
9:45 AM - 3:30 PM
9:45 AM - 3:30 PM
10:30 AM - 2:00 PM
10:30 AM - 2:00 PM
10:30 AM - 2:00 PM
5:00 PM

EXHIBITOR MOVE OUT: FRIDAY, NOVEMBER 8, 2019
2:00 PM - 6:00 PM

CARRIER CHECK-IN DEADLINE: FRIDAY, NOVEMBER 8, 2019
5:00 PM

Empty crates will be returned beginning at 2:00 PM on FRIDAY, NOVEMBER 8, 2019.

All exhibitor materials must be removed from the facility by 6:00 PM.

Please note that UPS, FedEx and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Fern Transportation or returned to the warehouse at the exhibitor’s expense.

BOOTH SIZE:

10’ X 10’ Booth

INCLUDED FURNISHINGS:

Black 8’ high back drape
Black 3’ high side drape
Black carpet

One 15-AMP Power Outlet
Public WiFi Access
One-line Exhibitor ID sign

EXHIBIT HALL FLOORING:

The exhibit area will be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

PAYMENT POLICY:

Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to csr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.

VENUE:

Venue electrical/AV/internet forms are at the end of this manual. Fern DOES NOT take orders for the venue. Please return completed forms directly to those vendors.
PAYMENT SUMMARY

EXHIBITOR INFORMATION
I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name ___________________________________________ Booth #(s) ____________
Address __________________________________________________
City __________________ State __________ Zip __________ Phone __________________________
Fax # __________________ E-mail ____________________________

Prepared by (Print Name) __________________________________ Date ______________________
Signature _______________________________________________

CREDIT CARD AUTHORIZATION
I authorize Fern Exposition Services to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa [ ] Mastercard [ ] American Express [ ] Check [ ] Check# __________________________
Account # __________________________________________ Expiration Date ______________________
Printed Name on Card __________________________________
Credit Card Holder E-mail (REQUIRED) ______________________
Authorized Signature ________________________________

PAYMENT MUST ACCOMPANY ALL ORDERS
To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Fern Exposition Services LLC

FOR ALL CHECK ORDERS
Credit card authorization must be provided for any additional fees incurred.

WASHINGTON STATE SALES TAX
applies to all exhibitors including non-profit agencies within Washington State
(RCW 82.04.070)

ORDER FORMS

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<th>Service</th>
<th>Price</th>
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<tr>
<td>Chairs, Fabric and Accessories</td>
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<td>Carpet Pad / Carpeting</td>
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<td>Graphics + Signage</td>
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<td>Modular Exhibits</td>
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<td>Exhibit Accessories</td>
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<td>Installation + Dismantle Labor</td>
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<td>Other</td>
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<td>Material Handling</td>
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PAGE TOTALS

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PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES’ RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between FERN EXPOSITION SERVICES and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

* WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
* WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH FERN EXPOSITION; OR
* WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FERN EXPOSITION.

DEFINITIONS

The name Fern Exposition Services shall be construed within the meaning of this contract as Fern Exposition Services (Fern), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Fern Exposition may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Fern except where specifically identified as a sale. All Fern rentals include delivery, installation and removal from EXHIBITOR’s booth. In case of labor cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all Fern furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR’s responsibility to advise Fern personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Fern Exposition requires an exemption certificate for the State in which the services to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and Fern relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to Fern for its services, as an offset against the amount of any alleged loss or damage. Any claim against Fern shall be considered a separate transaction, and shall be resolved on its own merits. Fern reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that Fern may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF Fern Exposition Services

RESPONSIBILITIES: Fern shall be responsible for the performance of labor provided under this option. Fern cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Fern’s direct supervision and control. In no event shall Fern be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. Fern shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Fern’s reasonable control.

INDEMNIFICATION: Fern agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to Fern employees, property damage arising out of work performed by labor provided by and supervised by Fern, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through Fern in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Fern Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend Fern from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to Fern employees, property damage arising out of work performed by labor provided by Fern, BUT supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of Fern includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by Fern to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FERN’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FERN.

TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FERN.
EXHIBITOR FAQ

**WHAT IS MATERIAL HANDLING?**
Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

**MAY I PHONE IN MY ORDER?**
The short answer is no. We don’t accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

**WHAT IS INCLUDED WITH MY BOOTH SPACE?**
On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from Show Management.

**WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?**
In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

**MAY I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC?**
The furnishings included with your booth are part of a package that is paid for by Show Management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you may set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this manual to order those items.

**HOW DO I SEND MY SHIPMENT AFTER THE SHOW?**
The simplest method is to use Fern Transportation. Our Exhibitor Services Representatives will support you every step of the way, completing your Material Handling Agreement (MHA), providing printed shipping labels, and communicating with you after the event about the status of your shipment.

If your company is using another freight carrier, your on-site rep will need to complete a MHA for each outbound shipment. Please keep in mind that parcel carriers (FedEx, UPS, and DHL) DO NOT pick up from the show floor and your on-site rep will need to take the shipment to a local office.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is $180 for up to 600 lbs and 30 cents per each additional pound.
UNION LABOR JURISDICTION

To assist you in your planning efforts for the upcoming event, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit. To help you understand the various jurisdictions, we ask that you read the following.

EXHIBIT HALL INSTALLATION + DISMANTLE:
Fern Exposition Services has an agreement with the local Carpenters Union to provide labor for display installation and dismantle. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

MATERIAL HANDLING:
Fern will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter’s Union. This is not applicable to materials that can be carried by one person.

SAFETY:
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

TIPPING:
Fern requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Fern employees.
## MATERIAL HANDLING FEES

### 20 LBS or less per shipment (small package)  
$50.25

**SMALL PACKAGES:** Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

**OFF-TARGET:** Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.30/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

### ADVANCE SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

Drivers with inbound shipments must check into the Fern warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
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</thead>
<tbody>
<tr>
<td>$244.00 Minimum Charge</td>
<td>$320.00 Minimum Charge</td>
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<tr>
<td>$1.22 each add’l pound over 200 lbs</td>
<td>$1.60 each add’l pound over 200 lbs</td>
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</table>

**ADVANCE SHIPMENT DEADLINE DATE:** October 30, 2019

### DIRECT SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
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</thead>
<tbody>
<tr>
<td>$268.00 Minimum Charge</td>
<td>$348.00 Minimum Charge</td>
</tr>
<tr>
<td>$1.34 each add’l pound over 200 lbs</td>
<td>$1.74 each add’l pound over 200 lbs</td>
</tr>
</tbody>
</table>

**DIRECT SHIPMENT DATE:** ONLY November 4 - 5, 2019

**PRICES INCLUDE:** Receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier.

**SPECIAL HANDLING:** These rates apply to any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation, i.e. express carriers such as UPS, Fed Ex or DHL.

**RETURN TO WAREHOUSE:** Exhibitors will be charged 30 cents per pound ($180 minimum for any shipment that must be returned to the warehouse plus 30 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the Fern warehouse if 3rd party carrier fails to pick up at show site’s designated times. Exhibitors using Fern Transportation for outbound shipping will have the fee waived.

### MATERIAL HANDLING FEES CALCULATION

**ADVANCE SHIPMENT** [ ]  **DIRECT SHIPMENT** [ ]

Total Estimated Weight (200 lbs minimum) _________ lbs  x  Rate = $ _________

**TOTAL** $ _________

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

Carry this total to payment summary page
MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between FERN EXPOSITION SERVICES and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

**THE EXHIBITOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS:**

1. DEFINITIONS. For purposes of this contract, "Fern" means Fern Exposition Services and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors Fern may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. Fern shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition Fern shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents against forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affix labels to the containers is the sole responsibility of Exhibitor or his representative. All previous labels must be removed or obliterated. Fern assumes no responsibility for:

   - Error in marking procedures
   - Removal of containers with old empty labels & without Fern labels
   - Improper information on empty labels

   FERN IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. FERN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT THE SHOW SITE. Fern recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FERN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Fern highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to Fern by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to Fern and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. FERN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A FERN DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. Fern loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any re-loading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FERN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, Fern shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await EXHIBITOR’s shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FERN BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH ROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier’s terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions FERN IS NOT RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. FERN’S RESPONSIBILITIES. Fern shall be responsible only for those services which it directly provides. Fern assumes no responsibility for any persons, parties, or other contracting firms not under Fern’s direct supervision and control. Fern shall not be responsible for loss, delay or damage due to strike lookouts, work stoppages, natural elements, weather, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond Fern’s reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that Fern is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Fern with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to Fern immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition for purposes of claim reporting. EXHIBITOR agrees to provide Fern with evidence of breakdowns of materials delivered to the carrier for transportation from the show site or from Fern’s warehouse. All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Fern more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and Fern relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to Fern for its services, as an offset against the amount of any alleged loss or damage. Any claims against Fern shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED. ANY LOST OR DAMAGED ITEMS ARE REPAIRED OR REPLACED. EXHIBITOR'S liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to Fern for material handling services. The extent of Fern's liability shall be limited to the specific article in question, and in any event, Fern's maximum liability shall be limited to $30.00 per pound per article with a maximum of $500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. EXHIBITOR's liability shall be limited to any loss or damage which results solely from EXHIBITOR'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall Fern be liable to EXHIBITOR OR to any other party for special, collateral, exemplary, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of Fern or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or tort, in equity or by statute. EXHIBITOR'Snect liability is limited to the exclusion of all liability for personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

   - EXHIBITOR'S negligent supervision of any labor secured through Fern or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
   - EXHIBITOR'S negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Fern's equipment.
   - EXHIBITOR'S violation of Federal State, County or Local ordinances.
   - EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULINGS. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend Fern and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

   - EXHIBITOR'S negligent supervision of any labor secured through Fern or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
   - EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Fern's equipment.
   - EXHIBITOR'S violation of Federal State, County or Local ordinances.
   - EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to Fern for material handling services, waves and releases all claims against Fern, its employees, agents, directors and officers with respect to all matters for which Fern has disclosed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this Agreement and understands it and agrees to be bound by its terms and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.
SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS: Company Name and Booth Number
PASS SUMMIT 2019
Fern Exposition
12610 Interurban Ave S.
Suite 120
Seattle, WA 98168

ADVANCE SHIPMENTS ACCEPTED: ACCEPTED 30 DAYS PRIOR TO MOVE IN

ADVANCE SHIPPING DEADLINE: 4:00 PM on Wednesday, October 30, 2019

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING ADDRESS: Company Name and Booth Number
PASS SUMMIT 2019
c/o Fern Exposition & WSCC
705 Pike Street
Seattle, WA 98101

DIRECT SHIPMENTS ACCEPTED: Mon - Tues, November 4 - 5, 2019 ONLY

Fern Exposition and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
TO: ________________________________
EXHIBITOR NAME

C/O FERN EXPOSITION
WSCC
705 PIKE STREET
SEATTLE, WA 98101

SHOWSITE
PASS SUMMIT 2019

BOOTH # ___________  # OF PIECES ___________
CARRIER ________________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Fern shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH FERN

Pre-ordering your shipping with Fern using the Inbound/Outbound Shipping Request form in this manual saves you time and confusion by ensuring your material handling agreement (MHA) and labels are already complete and waiting for you at move out. Simply check-in at our service desk, pack your materials and turn the MHA back in. It’s that simple!

MATERIAL HANDLING AGREEMENT:

Pick up your MHA from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:

Custom printed labels are provided to exhibitors using Fern Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:

We require a credit card on file to guarantee all shipping.

TRACKING:

Tracking information for Fern Transportation is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:

Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT:

All outbound shipments from the show MUST have a Fern material handling agreement. This form gives us permission to release your freight to your carrier. Failure to complete an MHA can result in a delay in shipping.

LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this manual.

RETURN TO WAREHOUSE:

If freight is left on the floor without turning in a properly completed Fern MHA to the service desk, it will be returned to the warehouse and a fee will be assessed. This fee is a minimum of $180 (up to 600 lbs) and 30 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?

WASHINGTON STATE CONVENTION CENTER (WSCC)

705 PIKE STREET

SEATTLE, WA 98101

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?

All carriers MUST be checked in by 5:00 PM on November 8, 2019. After 5:00 PM, freight will be re-routed according to the information given on the MHA.
FROM: PASS SUMMIT 2019
WSCC
705 PIKE STREET
SEATTLE, WA  98101

TO: ________________________________

______________________________

______________________________

______________________________

BOOTH #: __________ NO OF PIECES: ______

CARRIER: ____________________________

A FERN MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
INBOUND / OUTBOUND SHIPPING REQUEST
for Fern Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event) Minimum charges apply per shipment

PICK-UP ADDRESS:

Insurance:  □ Inbound  □ Outbound  □ Both  □ Neither

Pick-up Date: ___________  Shipment Ready By: _______ am/pm

□ Loading Dock  □ Lift Gate Needed

Dock opened: _______ am/pm  Dock closed: _______ am/pm

Hours your dock is opened for pickup:

Contents of Freight / Comments / Special Instructions:

Contact Name ___________________________ Ph ___________ E-mail ___________________________

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION
NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE  DIMENSIONS IN INCHES  WT. (LBS)  LIST EACH PIECE  DIMENSIONS IN INCHES  WT. (LBS)

EXAMPLE: Carton  Lx 24”  Wx 12”  Hx 12”  135 lbs  Carton/Crate/Pallet/Fibercase

- Lx  Wx  Hx
- Lx  Wx  Hx
- Lx  Wx  Hx
- Lx  Wx  Hx

Total Pieces: ___________________________  Total Weight: ___________________________

Are the pallets/skids stackable?  YES □  NO □  If additional insurance, declared value is $________________

OUTBOUND (Shipping FROM the Event) Minimum charges apply per shipment

RETURN ADDRESS:

SHIPPING METHOD:

□ Deferred / Ground: 3-7 Bus. Days
□ Express: 2-3 Bus. Days

Approx. Weight: ___________  Total No. of Pieces ___________

Crates □  Cartons □  Fiber Cases □  Other: ___________

Contents of Freight / Comments / Special Instructions:

Contact Name ___________________________ Ph ___________ E-mail ___________________________

Date Freight Must Be Received at Destination ___________________________

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

• Oversize Shipments: Weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
• Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
• Inside Delivery: Delivery including a flight of stairs or an elevator
• Lift Gate: A special truck is required when no elevated dock or forklift is available
THE CARPET COLLECTION

PADDING / PROTECTIVE SHEETING (per SQ. FT.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Pad 1/2&quot;</td>
<td></td>
<td>1.34</td>
<td>1.87</td>
<td></td>
</tr>
<tr>
<td>Carpet Pad 1&quot;</td>
<td></td>
<td>2.68</td>
<td>3.74</td>
<td></td>
</tr>
<tr>
<td>Poly Vinyl Sheeting</td>
<td></td>
<td>0.64</td>
<td>0.89</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD CARPET

- BLACK (01)
- BURGUNDY (04)
- PURPLE (07)
- SILVER (10)
- BLUEJAY (13)
- GREEN (02)
- RED (05)
- BLUE (08)
- TUXEDO (11)
- TEAL (03)
- BERRY (06)
- LATTE (09)
- CAYENNE (12)

Quantity | Color | Size | Discount | Standard | Amount |
---------|-------|------|----------|----------|--------|
10x10    | 183.34| 256.68|          |
10x20    | 366.68| 513.35|          |
10x30    | 550.02| 770.03|          |
10x40    | 733.26| 1,026.56|        |

CUSTOM CUT STANDARD CARPET (per SQ. FT.)

<table>
<thead>
<tr>
<th>Color</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3.40</td>
<td>4.76</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

28 oz. PLUSH CARPET (per SQ. FT.)

- BLACK (01)
- WHITE (04)
- CREAM (07)
- CABERNET (10)
- GREY PEARL (02)
- NAVY (05)
- PINE (08)
- TOAST (11)
- CHARCOAL (03)
- CARDINAL (06)
- BAYWATER (09)
- WEDGEWOOD (12)

Price | Size (SQ. FEET) | Discount | Standard | Amount |
------|-----------------|----------|----------|--------|
| 4.53 | 6.34           |

40 oz. PLUSH CARPET (per SQ. FT.)

- BLACK (01)
- GREY PEARL (02)
- CHARCOAL (03)
- WHITE (04)
- NAVY (05)

<table>
<thead>
<tr>
<th>Color</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.67</td>
<td>7.93</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $ ____________

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page.
# CLEANING SERVICE

**BOOTH CLEANING** - includes vacuuming and emptying of wastebaskets (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>ONE TIME ONLY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Show opens</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH SIZE:** _____ x _____ = ______ sq. ft.  @ $0.48/sq. ft.  @ $0.62/sq. ft. = $ ______

<table>
<thead>
<tr>
<th>DAILY SERVICE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH SIZE:** _____ x _____ = ______ sq. ft.  @ $0.48/sq. ft.  @ $0.62/sq. ft. x # of days_____ = $ ______

---

**PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.**

**DISCOUNT PRICE DEADLINE** - Friday, October 18, 2019

**TOTAL** $ _____________

*Carry this total to payment summary page*
**TABLES + COUNTERS - THE CLASSIC COLLECTION**

6’ and 8’ tables and counters are skirted on 3 sides. Please order 4th side for all sides to be skirted on 6’ and 8’ tables and counters.

### TABLES - 24” W x 30” H

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>116.49</td>
<td>163.09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td>130.19</td>
<td>182.27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>150.69</td>
<td>210.96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side</td>
<td>48.20</td>
<td>67.49</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SKIRTED TABLES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>68.29</td>
<td>95.60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td>81.99</td>
<td>114.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>102.59</td>
<td>143.62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirt</td>
<td>48.20</td>
<td>67.49</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNSKIRTED TABLES

- **BLACK (01)**
- **WHITE (02)**
- **SILVER (03)**
- **BLUE (04)**
- **GREEN (05)**
- **RED (06)**
- **TEAL (07)**
- **DOVE (08)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**
- **WILLOW (12)**
- **NAVY BLUE (16)**
- **TEAL (07)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**

### COUNTERS - 24” W x 42” H

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>128.44</td>
<td>179.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td>144.61</td>
<td>202.46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>168.71</td>
<td>236.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side</td>
<td>48.20</td>
<td>67.49</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SKIRTED COUNTERS

- **BLACK (01)**
- **WHITE (02)**
- **SILVER (03)**
- **BLUE (04)**
- **GREEN (05)**
- **RED (06)**
- **TEAL (07)**
- **DOVE (08)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**
- **WILLOW (12)**
- **NAVY BLUE (16)**
- **TEAL (07)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**

### SKIRTED RISERS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>80.34</td>
<td>112.48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td>96.41</td>
<td>134.97</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>120.51</td>
<td>168.71</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirt</td>
<td>48.20</td>
<td>67.49</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNSKIRTED COUNTERS

- **BLACK (01)**
- **WHITE (02)**
- **SILVER (03)**
- **BLUE (04)**
- **GREEN (05)**
- **RED (06)**
- **TEAL (07)**
- **DOVE (08)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**
- **WILLOW (12)**
- **NAVY BLUE (16)**
- **TEAL (07)**
- **BURGUNDY (13)**
- **CHAMPAGNE (14)**
- **BERRY (09)**
- **TERRA COTTA (15)**
- **PURPLE (10)**
- **NAVY BLUE (16)**
- **YELLOW (11)**
- **NEON GREEN (17)**

**Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

*Please send pages with items selected and transfer all totals to payment summary page.*

**TOTAL** $ ____________

*Carry this total to payment summary page.*
**PEDESTAL TABLES 30” DIAMETER**

All pedestal tables come with a spandex cover in your choice of color. If you do not specify a black cover will be provided.

### COVERED PEDESTAL TABLES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Color</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30&quot; HIGH</td>
<td></td>
<td>163.05</td>
<td>228.27</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42&quot; HIGH</td>
<td></td>
<td>192.51</td>
<td>269.51</td>
<td></td>
</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

**PASS SUMMIT 2019**

Washington State Convention Center (WSCC)  
November 6 - 8, 2019

**DISCOUNT PRICE DEADLINE** - Friday, October 18, 2019

---

**TOTAL** $  

---
PASS SUMMIT 2019
Washington State Convention Center (WSCC)
November 6 - 8, 2019

DISCOUNT PRICE DEADLINE - Friday, October 18, 2019

SEATING - THE CLASSIC COLLECTION

BLACK OR GREY
Padded Side Chair
Padded Arm Chair
Black Steno Chair
Black Executive Chair

BLACK PLASTIC STACK CHAIR

STANDARD SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Black Plastic Stack Chair</td>
<td>54.28</td>
<td>75.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Padded Side Chair</td>
<td>87.65</td>
<td>122.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Padded Arm Chair</td>
<td>94.35</td>
<td>132.09</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black Steno Chair</td>
<td>134.72</td>
<td>188.61</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black Executive Chair</td>
<td>222.79</td>
<td>311.90</td>
<td></td>
</tr>
</tbody>
</table>

RAISED SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Bar Stool</td>
<td>107.74</td>
<td>150.83</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Gaslift Stool</td>
<td>134.72</td>
<td>188.61</td>
<td></td>
</tr>
</tbody>
</table>

MIMI STOOL IN RED OR WHITE
CASCADE STOOL IN BLACK OR WHITE

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL $ ____________

Carry this total to payment summary page
Pricing includes delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

**STANDARD ACCESSORIES**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coat Tree</td>
<td>52.94</td>
<td>74.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel</td>
<td>61.29</td>
<td>85.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Sign Holder (22&quot; x 28&quot;)</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>21.12</td>
<td>29.56</td>
<td></td>
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<tr>
<td></td>
<td>Raffle Drum</td>
<td>76.63</td>
<td>107.28</td>
<td></td>
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<tr>
<td></td>
<td>Fish Bowl</td>
<td>28.43</td>
<td>39.80</td>
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<tr>
<td></td>
<td>Poster Board 8' x 4'</td>
<td>150.28</td>
<td>210.39</td>
<td></td>
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<tr>
<td></td>
<td>Garment Rack</td>
<td>108.15</td>
<td>151.41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini Refrigerator</td>
<td>187.87</td>
<td>263.02</td>
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</table>

**OTHER ACCESORIES**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-Pocket Lit Rack</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20-Pocket Lit Rack</td>
<td>106.50</td>
<td>149.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accordion Lit Rack</td>
<td>100.01</td>
<td>140.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand - Straight</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand - Waterfall</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion</td>
<td>52.94</td>
<td>74.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion - black rope</td>
<td>87.34</td>
<td>122.28</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion - red rope</td>
<td>87.34</td>
<td>122.28</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion - retractable belt</td>
<td>78.59</td>
<td>110.02</td>
<td></td>
</tr>
</tbody>
</table>

Please send pages with items selected and transfer all totals to payment summary page.

TOTAL: $ _____________

*Carry this total to payment summary page.*

**THE PREMIUM COLLECTION**

Styles may vary based on availability

<table>
<thead>
<tr>
<th>Leather Sofa in White</th>
<th>Leather Loveseat in White</th>
<th>Leather Arm Chair in White</th>
</tr>
</thead>
</table>

### WHITE LEATHER SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White Sofa</td>
<td>511.60</td>
<td>716.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Loveseat</td>
<td>426.94</td>
<td>597.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Arm Chair</td>
<td>378.73</td>
<td>530.22</td>
<td></td>
</tr>
</tbody>
</table>

### BLACK LEATHER SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Sofa</td>
<td>511.60</td>
<td>716.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Loveseat</td>
<td>426.94</td>
<td>597.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Arm Chair</td>
<td>378.73</td>
<td>530.22</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $ ____________

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page.
THE PREMIUM COLLECTION

**Coffee Tables**
- Black/Brown
- White
- Glass/Black (also w/ white legs)
- LED

**End Tables**
- Cube Ottoman in Black or White
- Bench Ottoman in Black, White + Espresso

**Formica Charging Coffee Table** (in black or white)

<table>
<thead>
<tr>
<th>OTTOMANS</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Swivel Ottoman - blk</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Swivel Ottoman - wht</td>
<td>91.98</td>
<td>128.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cube Ottoman - blk</td>
<td>92.08</td>
<td>128.91</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cube Ottoman - wht</td>
<td>92.08</td>
<td>128.91</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bench Ottoman - blk</td>
<td>121.23</td>
<td>169.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bench Ottoman - wht</td>
<td>121.23</td>
<td>169.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bench Ottoman - esp</td>
<td>121.23</td>
<td>169.72</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LAMPS</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Table Lamp</td>
<td>61.29</td>
<td>85.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Lamp</td>
<td>76.63</td>
<td>107.28</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FORMICA CHARGING COFFEE TABLE</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Black</td>
<td>380.89</td>
<td>533.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>White</td>
<td>380.89</td>
<td>533.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>w/Custom Graphic</td>
<td>447.84</td>
<td>626.98</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $ __________

*Carry this total to payment summary page*

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

**PASS SUMMIT 2019**
Washington State Convention Center (WSCC)
November 6 - 8, 2019

**DISCOUNT PRICE DEADLINE** - Friday, October 18, 2019

Please send pages with items selected and transfer all totals to payment summary page.
THE CUSTOM COLLECTION: ACCESSORIES

DISPLAY CASES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Display Case - 6' Full-View (6'L x 38&quot;H x 18&quot;D)</td>
<td>422.51</td>
<td>591.51</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display Case - 4' Quarter-View (4'L x 42&quot;H x 18&quot;D)</td>
<td>316.42</td>
<td>442.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display Case - 6' Upright (6'H x 38&quot;W x 18&quot;D)</td>
<td>437.54</td>
<td>612.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display Case - 6' Upright Tower (6'H x 18&quot;W x 18&quot;D)</td>
<td>316.42</td>
<td>442.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display Case - 6x2' Upright Tower (6'H x 24&quot;W x 18&quot;D)</td>
<td>268.62</td>
<td>376.07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display Case - LED Pedestal (42&quot;H x 18&quot;W x 18&quot;D)</td>
<td>437.96</td>
<td>613.14</td>
<td></td>
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</tbody>
</table>

GONDOLAS/COUNTERS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Panel Color</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Sided Gondola (38&quot;H x 39&quot;L x 12&quot;D)</td>
<td>312.91</td>
<td>438.08</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Sided Gondola (38&quot;H x 39&quot;L x 24&quot;D)</td>
<td>397.27</td>
<td>556.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1M Counter (1M L x .5M&quot;D x 42&quot;H)</td>
<td>278.31</td>
<td>389.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5M Counter (1.5M L x .5M&quot;D x 42&quot;H)</td>
<td>294.37</td>
<td>412.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2M Counter (2M L x .5M&quot;D x 42&quot;H)</td>
<td>328.16</td>
<td>459.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1MD Curved Counter Flat Back (53.9&quot;L x 25.7&quot;D x 42&quot;H)</td>
<td>375.74</td>
<td>526.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LED Curved Bar (2M L - curved - .75MD x 42&quot;H)</td>
<td>482.66</td>
<td>675.72</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>LED Pedestal (42&quot;H x 18&quot;D x 18&quot;W)</td>
<td>408.40</td>
<td>571.75</td>
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<tr>
<td></td>
<td>Cabinet Lock w/ 2 keys (can also be used for display cases)</td>
<td>43.78</td>
<td>61.29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $ 

Carry this total to payment summary page.
PASS SUMMIT 2019
Washington State Convention Center (WSCC)
November 6 - 8, 2019

DISCOUNT PRICE DEADLINE - Friday, October 18, 2019

MODULAR RENTAL BOOTHS + PACKAGES

POP-UP TABLE TOP

Package Includes:
- Standard Header
- 6’ Draped Table
- Installation + Dismantle of Exhibit

<table>
<thead>
<tr>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 745.62</td>
<td>$ 1,043.86</td>
<td></td>
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</tbody>
</table>

TABLE SKIRT COLOR
- Black
- Silver
- Blue
- Green
- Red
- Burgundy
- Teal
- Berry
- Purple

LETTERING COLOR
- Black
- Blue
- Green
- Grey
- Red
- Burgundy

Standard Header Copy (please print clearly)

POP-UP FLOOR UNIT

Package Includes:
- Standard Header
- 10’ x 10’ Standard Color Carpet
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

<table>
<thead>
<tr>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 1,052.66</td>
<td>$ 1,473.72</td>
<td></td>
</tr>
</tbody>
</table>

CARPET COLOR
- Black
- Tuxedo
- Silver
- Blue
- Green
- Red
- Latte
- Burgundy
- Teal
- Berry
- Purple
- Cayenne
- Bluey

LETTERING COLOR
- Black
- Blue
- Green
- Grey
- Red
- Burgundy

Standard Header Copy (please print clearly)
MODULAR RENTAL BOOTHs + PACKAGES

TRU-X PACKAGE A1
Package Includes:
- Standard Header
- 10’ X 10’ Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE: $2,476.94
STANDARD RATE: $3,467.72
TOTAL: $______

TRU-X PACKAGE A2
Package Includes:
- Standard Header
- 10’ X 10’ Standard Color Carpet
- 1M Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE: $3,056.83
STANDARD RATE: $4,279.57
TOTAL: $______

TRU-X PACKAGE A3
Package Includes:
- Standard Header
- 10’ X 10’ Standard Color Carpet
- 1M Counter
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE: $2,651.74
STANDARD RATE: $3,712.43
TOTAL: $______

TRU-X PACKAGE A4
Package Includes:
- Standard Header
- 10’ X 10’ Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE: $3,080.01
STANDARD RATE: $4,312.01
TOTAL: $______

CARPET COLOR
- Black
- Tuxedo
- Silver
- Blue
- Green
- Red
- Latte
- Burgundy
- Teal
- Berry
- Purple
- Cayenne
- Bluejay

LETTERING COLOR
- Black
- Blue
- Green
- Grey
- Red
- Burgundy

PANEL OPTIONS
- HARDWALL - White, Custom Graphic
- METAL FRAME COLOR
  - Black
  - Silver

DISCOUNT RATE        STANDARD RATE     TOTAL
$ 2,476.94 $ 3,467.72 $______
$ 3,056.83 $ 4,279.57 $______
$ 2,651.74 $ 3,712.43 $______
$ 3,080.01 $ 4,312.01 $______
TRU-X PACKAGE B1

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 4 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

Disability Rate: $5,655.11

Standard Rate: $7,917.16

Total: $

TRU-X PACKAGE B2

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

Disability Rate: $6,159.92

Standard Rate: $8,623.88

Total: $

TRU-X PACKAGE B3

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1M Curved Counter Flat Back
- 1M Counter
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

Disability Rate: $6,938.60

Standard Rate: $9,714.03

Total: $

Modular Rental Booths + Packages

Company: ____________________________
Booth#(s): __________________________

Please send pages with items selected and transfer all totals to payment summary page.

Discount Price Deadline: Friday, October 18, 2019

MODULAR RENTAL BOOTHS + PACKAGES

TRU-X PACKAGE C1

METAL FRAME COLOR
- Black
- Silver

DISCOUNT RATE: $5,976.99
STANDARD RATE: $8,367.78
TOTAL:

PANEL OPTIONS
- Hardwall
- Custom Graphic
- White
- Silver
- Red
- Latte
- Burgundy
- Teal
- Berry
- Purple
- Cayenne
- Bluejay

Package Includes:

- 4 Section Circular Standard Header
- 20’ X 20’ Standard Color Carpet
- 4 - Arm Lights (power not included)
- 4 - Display/ Computer Counters with 8’ high Curved Display Surface

LETTERING COLOR
- Black
- Blue
- Green
- Grey
- Red
- Burgundy

Standard Header Copy (please print clearly)

TRU-X PACKAGE C2

METAL FRAME COLOR
- Black
- Silver

DISCOUNT RATE: $3,894.74
STANDARD RATE: $5,452.63
TOTAL:

PANEL OPTIONS
- Hardwall
- Custom Graphic
- White
- Silver
- Red
- Latte
- Burgundy
- Teal
- Berry
- Purple
- Cayenne
- Bluejay

Package Includes:

- 4 Section Square Standard Header
- 20’ X 20’ Standard Color Carpet
- 4 - Arm Lights (power not included)
- 4 - Display/ Computer Counters with Locking Sliding Doors
- 4 - 1 Meter x .5 Meter Counters

LETTERING COLOR
- Black
- Blue
- Green
- Grey
- Red
- Burgundy

Standard Header Copy (please print clearly)
GRAPHS + SIGNAGE

Minimum order for Custom Digital Signs/Banners is 9 sq. ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our GRAPHICS SUBMISSION GUIDELINES for information on properly submitting files.

<table>
<thead>
<tr>
<th>Standard Graphic Signage</th>
<th>Standard Banners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty.</td>
<td>Item</td>
</tr>
<tr>
<td>22”x28” Single-Sided</td>
<td>95.89</td>
</tr>
<tr>
<td>22”x28” Double-Sided</td>
<td>124.73</td>
</tr>
<tr>
<td>28”x44” Single-Sided</td>
<td>128.75</td>
</tr>
<tr>
<td>28”x44” Double-Sided</td>
<td>167.27</td>
</tr>
<tr>
<td>24”x87” Single-Sided</td>
<td>327.44</td>
</tr>
<tr>
<td>24”x87” Double-Sided</td>
<td>425.80</td>
</tr>
<tr>
<td>38”x87” Single-Sided</td>
<td>374.30</td>
</tr>
<tr>
<td>38”x87” Double-Sided</td>
<td>486.57</td>
</tr>
<tr>
<td>3’x6’ Single-Sided</td>
<td>321.67</td>
</tr>
<tr>
<td>3’x6’ Double-Sided</td>
<td>418.08</td>
</tr>
</tbody>
</table>

Banner Options: Grommets [ ] Pole Pockets [ ]

Contact our exhibitor services department at csr@triumphexpo.com or call 877-607-1010 for a quote or assistance with your order.

DON’T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL $ 

Carry this total to payment summary page
GRAPHICS SUBMISSION GUIDELINES

This document specifies details for graphics submitted to Fern Exposition Services by our clients.

Any content that does not meet these specifications and requires in-house work to bring files to a print-ready state will incur additional fees.

FILE TYPES
Digital formats should be sent in their Native files* Adobe Illustrator (Ai), Photoshop (Ps), InDesign (Id), EPS or PDF, with a minimum resolution of 300 dpi OF FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG’s are less desirable, but can be accepted if the resolution is 300 dpi or above. Images must be embedded.

Do not submit GIF, Word (.doc), PowerPoint (.ppt), or any file formatted for or taken from a website. Web graphics are not suited for large format printing.

FONTS
All fonts should be converted to outlines or paths. Send fonts if there is an anticipation of any changes or additions to the provided art so they can be made in-house by our designers.

PAGE LAYOUT AND IMAGE SIZE
Image should be cropped and scaled to intended print size. Graphics to be printed should be submitted in CMYK color mode. Graphics to be used on LCD Monitors should be submitted in RGB color mode.

LOGOS
Please submit all logos in a Vector (line art) Native file* format to ensure proper quality.

FINISHING
Prints: No graphic bleed or crop required
Directional w/base (Meter Board): Bottom 6” will be covered by base - 38”W x 93”H (Print will be 38”W x 87”H)
Standard Infill panel: 1/4” of graphic perimeter will be covered by channel
Standard Overlay panel: Send complete graphic, we will panel and divide in-house
Banner (pocketed): Avoid placing logos or text on pocket area (pole pocket 4” top and bottom)
Banner (grommeted): Avoid placing logos or text in grommeted area

SENDING FILES
For information on our web based file transfer services, contact your Account Manager or Exhibitor Services Representative.

*Native application file types are Adobe Photoshop (CC), Illustrator (CC), InDesign (CC).
**FORKLIFT**

**LABOR RATE INFORMATION**

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.

**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

### STANDARD FORKLIFT w/ driver

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>ADVANCE HOURLY RATE</th>
<th>STANDARD HOURLY RATE</th>
<th># OF HOURS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td></td>
<td>237.93</td>
<td>309.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td></td>
<td>297.46</td>
<td>386.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRAIGHT TIME - OUT</td>
<td></td>
<td></td>
<td>237.93</td>
<td>309.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td></td>
<td>297.46</td>
<td>386.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4-STAGE FORKLIFT w/ driver

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>ADVANCE HOURLY RATE</th>
<th>STANDARD HOURLY RATE</th>
<th># OF HOURS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td></td>
<td>311.58</td>
<td>405.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td></td>
<td>389.55</td>
<td>506.41</td>
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<tr>
<td>STRAIGHT TIME - OUT</td>
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<td>311.58</td>
<td>405.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td></td>
<td>389.55</td>
<td>506.41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.
RIGGING

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.
OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

SIGN + BANNER HANGING

PLEASE NOTE: For signs other than banners, please include a blueprint or detailed drawing so hanging points can be determined. Rules, regulations or ceiling structure may require relocation of your sign.

SIGN TYPE: Cloth Banner □ Metal or Wood □ Other □ SIZE: Height _____ Length _____ Width _____
SHAPE: Square □ Triangle □ Rectangle □ Other □ Does your sign require: ELECTRICITY? □ ASSEMBLY? □ WEIGHT OF SIGN: ______________________

SCISSOR LIFT (2-man crew included)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>ADVANCE HOURLY RATE</th>
<th>STANDARD HOURLY RATE</th>
<th># OF HOURS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td></td>
<td>419.21</td>
<td>544.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td></td>
<td>524.06</td>
<td>681.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRAIGHT TIME - OUT</td>
<td></td>
<td></td>
<td>419.21</td>
<td>544.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td></td>
<td>524.06</td>
<td>681.28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.
COMPANY ________________________ BOOTH#(S) __________

PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION + DISMANTLE LABOR 1 of 2

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.
OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.
ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor. Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Fern supervises your set-up, you do not need to be present.

EXHIBITOR SUPERVISED LABOR

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TIME IN</td>
<td># OF PEOPLE</td>
</tr>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td>100.50</td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td>151.00</td>
</tr>
<tr>
<td>STRAIGHT TIME - OUT</td>
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<td>100.50</td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td>151.00</td>
</tr>
</tbody>
</table>

FERN SUPERVISED LABOR

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TIME IN</td>
<td># OF PEOPLE</td>
</tr>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td>130.65</td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td>196.30</td>
</tr>
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<td></td>
<td>130.65</td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td>196.30</td>
</tr>
</tbody>
</table>

COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL $ ________________

Carry this total to payment summary page
INSTALLATION + DISMANTLE LABOR 2 of 2

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached ☐ to be sent ☐ with exhibit ☐ In crate # __________

CARPET: with exhibit ☐ rented from Fern ☐ (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached ☐ drawing with exhibit ☐ electrical under carpet ☐

GRAPHICS: with exhibit ☐ shipped separately ☐

Special equipment/tools/hardware required: _____________________________________________________________

Showsite Contact Person _____________________________ Ph: _____________________________

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?

Carrier ______________________________________ Carrier Phone _____________________________

Shipped to: Warehouse ☐ Show Site ☐ From: City/State _____________________________

Total No. of: Crates ____ Cartons ____ Fiber Cases ____ Other (specify) _____________________________

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?

DELIVER TO:

METHOD: Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (specify) _____________________________

CARRIER: Show Carrier ☐ Other (specify) _____________________________

FREIGHT CHARGES: Collect ☐ Bill to: _____________________________

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____________________________ Phone _____________________________
Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Manual. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Fern Exposition Services at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than $1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Fern Exposition Services (Fern) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and Fern a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

- PLUMBING
- ELECTRICAL
- TELEPHONE LINES
- DRAYAGE
- RIGGING
- BOOTH CLEANING
- CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company’s responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.

Exhibitor Name ___________________________ Signature ___________________________

Credit Card Account # ___________________________ Exp Date ____________________ Personal ☐ Company ☐

EAC INFORMATION

EAC Company Name ___________________________

Address ___________________________

City/State/Zip ___________________________

Contact and/or On Site Rep ___________________________

Ph ___________________________ Fax ___________________________ E-Mail ___________________________

Comments ___________________________

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Manual. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

☐ ALL SERVICES  ☐ RENTAL FURNITURE AND CARPET
☐ BOOTH CLEANING  ☐ GRAPHICS
☐ I+D LABOR - SUPERVISION  ☐ OTHER SERVICES
☐ MATERIAL HANDLING

THIRD PARTY AGENT INFORMATION
Agent/Cardholder Name ___________________________ Signature ___________________________
Credit Card Account # ___________________________ Exp Date ________ Personal ☐ Company ☐
Billing Address ________________________________________________________________
Billing City/State/Zip ___________________________________________________________
Third Party Company Name _______________________________________________________
Third Party Billing Address ______________________________________________________
Third Party City/State/Zip _______________________________________________________ Ph __________________ Fax __________________ E-Mail __________________

EXHIBITOR INFORMATION
Exhibitor Name ___________________________ Signature ___________________________
Exhibitor Company Name ______________________________________________________
Exhibitor Address _____________________________________________________________ Ph __________________ Fax __________________ E-Mail __________________
Exhibitor City/State/Zip _______________________________________________________
CART SERVICE

Available during Exhibitor move-in and move-out

This special service is offered exclusively for this show - Small Passenger Vehicles ONLY!

A FERN attendant will transfer materials from your personal vehicle onto one of our carts and transport it to and/or from your booth for a charge of $152.23 round trip OR $76.12 one way (into or out of the show).

The minimum charge is $76.12.

A cartload is Ten (10) pieces or less (weighing less than 250 lbs total).

Payment must be made prior to performance of service. Advance payments can be made using this form, or you can pay for the service at the fern Service Center at show site. Please see the cart service attendants when you are ready for the service to be performed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cart Service - Round Trip</td>
<td>152.23</td>
<td></td>
</tr>
<tr>
<td>Cart Service - In OR Out</td>
<td>76.12</td>
<td></td>
</tr>
</tbody>
</table>
ACCESSIBLE STORAGE

SECURE STORAGE:  # Days _____ x $76.1 per access = $

Accessible storage will be monitored by the on-site Freight Foreman. To ensure security, each access must be arranged via the fern Service Desk.

TOTAL $ ________________

Carry this total to payment summary page
Priority Exhibitor Services only from WSCC - Online and Onsite.

Your Service is Our Priority

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination, WSCC offers an innovative ordering process—Priority Exhibitor Services.

Gone are the days of submitting multiple order forms and booth plans or managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your Exhibitor Services Representative to place your order†.

Contact your Exhibitor Services Representative: exhibitor.services@wscc.com (206) 694-5015

†Orders not placed online may result in a processing fee.

*Exclusive partner

Links not working or inactive? Paste this URL into your browser to directly access your Priority Exhibitor Services portal: www.wscc.com/exhibitorservices
## Lead Retrieval Order Form

**DISCOUNT DEADLINE: FRIDAY, OCTOBER 4, 2019**

### CHOOSE YOUR UNIT(S)

#### Mobile Plus™
- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - $55 savings!
- Extended Battery Life
- $369.00 (Before 10/4/2019)
- $419.00 (Show Rate)

#### iPad® Mini Plus™
- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary
- $449.00 (Before 10/4/2019)
- $499.00 (Show Rate)

#### LeadsPlus™ App
- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary
- $359.00 (First License)
- $99.00 (Additional License)

### APP BUNDLE OPTIONS

<table>
<thead>
<tr>
<th>Option</th>
<th>3 Pack Bundle</th>
<th>6 Pack Bundle</th>
<th>10 Pack Bundle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>App Bundle Total</strong></td>
<td>$499.00</td>
<td>$799.00</td>
<td>$999.00</td>
</tr>
</tbody>
</table>

### ADDITIONAL SERVICES FOR THE MOBILE PLUS

- **Z Printer Plus™** *1 per unit ordered
  - $75.00 (Before 10/4/2019)
  - $95.00 (Show Rate)

- **Custom Survey** *1 per unit ordered
  - $60.00 (Before 10/4/2019)
  - $80.00 (Show Rate)

- **Delivery & Setup** OPTIONAL *Not for app
  - $65.00 (Before 10/4/2019)
  - $85.00 (Show Rate)

### ADD IT UP

**Total Due (in US funds)**

\[
\text{Sub-Total} = \$ \quad \text{Total Due (in US funds)} = \$
\]

### Contact Information

**COMPANY**

**EMAIL**

**ALTERNATE EMAIL**

*These emails will be sent login credentials to access leads

**ADDRESS**

**CITY, STATE, ZIP, COUNTRY**

**ORDER CONTACT**

**PHONE NO.**

**ONSITE CONTACT**

**ONSITE CELL PHONE**

Visit us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

Email Orders to: orders@american-tradeshow.com

Questions? Please call: 985-809-0600, ext. #777

Fax: 985-809-1888

Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

Click HERE to Order Online

Username: PASS2019
Password: 7219
All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken. Checks are due in the office ten (10) days prior to show start.