

WESTERN EVENT SERVICE

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

CWEA 2016 Annual Conference Exhibits

Santa Clara Convention Center
April 26 – 28, 2016

MEMO TO ALL EXHIBITORS:

Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please examine them carefully and select the proper forms for your needs. To avoid 30% or higher late charges, all orders must be received at least 2 weeks prior to the shows installation date. Full payment must be included with the order to take advantage of pre-order prices.

The last day we will honor Pre-Order Prices for this show will be Monday, April 11th.

The standard booth for this show will be 10' wide by 10' deep, with royal blue and forest green drape, with the aisles carpeted with a gray carpet.

Each booth will include the following basic equipment:

- | | |
|--------------------------------|----------------------------------|
| 1 - Exhibitor ID Sign | 1 - 6' Draped Table |
| 2 - Chairs | 1 - Wastebasket |
| 1 - 500 Watt Electrical Outlet | 1 - Booth Carpet (Multi-Colored) |

SHOW HOURS:

Exhibitor move-in: 10:00 AM – 5:00 PM	Tuesday, April 26 th
8:00 AM – 11:00 AM	Wednesday, April 27 th
Show open: 2:00 PM – 6:30 PM	Wednesday, April 27 th
12:00 PM – 6:00 PM	Thursday, April 28 th
Dismantle complete by: 10:00 PM	Thursday, April 28 th

EXHIBITORS - *Please note the following important information:*

■ All rolling stock and trailers must be moved in on Monday, April 25th.

All heavy freight, machinery and crated exhibit materials must be moved in on Tuesday, April 26th. All other booth delivery, set-up, and assembly must be completed no later than 11:00 AM, on Wednesday, April 27th to allow for final exhibit hall cleaning prior to the opening of the show. If you feel you will require more time than the schedule allows for your booth setup, please contact us so that we can address your needs. Additional charges will be incurred should you need freight moved in on Wednesday, April 29th.

CWEA 2016 Annual Conference

DECORATOR UNION INFORMATION:

In order to conform with current union contract rules and regulations, it is required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

INSURANCE:

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION:

YRC Freight Service will serve as the Official Freight Service Company for this show. Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to our warehouse, to be included with our delivery to the show. Western Event Service and YRC will have priority at, and control of the loading dock at all times.

Advance Freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

Western Event Service
C/o YRC Exhibit Services
201 Haskins Way
South San Francisco, CA 94080

Must Arrive No Later Than: Friday, April 22nd.

Advance Freight sent to the above address that arrives after **Friday, April 9th** will be accepted, but will be charged at the Late Freight handling rates.

The last date we can accept Advance Freight for this show is Friday, April 22nd.

CWEA 2016 Annual Conference

Do not ship your Advance Freight directly to the Santa Clara Convention Center prior to the scheduled move-in date and time for the show. They are unable to accept and store Advance Exhibitor Freight and will refuse Exhibitor freight unless delivered during the scheduled move-in times for the show.

Freight sent directly to the show site will be accepted beginning at 11:00 AM on Monday, April 25th. Please us the following address for freight sent directly to the show site:

SHOW-SITE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

c/o Santa Clara Convention Center
Loading Dock
5001 Great America Parkway
Santa Clara, CA 95054

TO ARRIVE NO EARLIER THAN: 4/25/2016

TEAMSTER UNION INFORMATION

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning electrical, decorating services or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. If we can be of further help please feel free to call us at (510) 430-0510.

Please visit us @ www.WesternEventService.com for additional information.

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1970 Williams Street
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(510) 430-0510 • FAX (510) 430-0511

Booth #

Important Information & Dates

BOOTH EQUIPMENT:

Each booth is provided with the following:
8' Tall Back Drape (Blue & Forrest Green)
3' Tall Divider Drape (Blue)
1 – Booth ID Sign
1 – 6' Draped Table (White Top & Blue Skirt)
2 – Chairs
1 – Wastebasket
1 – 500 watt Electrical Outlet

TRUCK & ROLLING STOCK MOVE-IN:

10:00 AM – 2:00 PM ~ Monday, April 25th

EXHIBITOR SETUP:

10:00 AM – 5:00 PM ~ Tuesday, April 27th
8:00 AM – 12:00 PM ~ Wednesday, April 28th

EXHIBIT HALL CLOSED FOR CLEANING:

12:00 PM – 23:00 PM ~ Wednesday, April 28th

SHOW HOURS:

2:00 PM – 6:30 PM ~ Wednesday, April 28th
12:00 PM – 6:00 PM ~ Thursday, April 29th

EXHIBITOR DISMANTLE:

6:00 PM – 9:00 PM ~ Thursday, April 29th
Exhibitor dismantle & move out must be completed no later than 9:00 PM. Exhibitors using their own carriers are responsible for making arrangements to have their materials picked up within this time frame. Exhibit material will not be allowed to remain overnight for pick-up the next day.

ADVANCE FREIGHT:

Advance Freight will be accepted beginning Monday, March 21st. ***Freight which arrives after Friday, April 15th will be accepted but will be charged additional Late Freight handling surcharges.***

SHOW SITE FREIGHT:

Freight sent directly to the show site will be accepted beginning Monday, April 25th at 1:00 PM. ***All Heavy Freight, and Crated Displays must be delivered on or before the end of the day Tuesday, April 26th.***

ORDERS FROM THE EXHIBITOR SERVICE KIT:

The last day we will honor the Advance Rate for orders will be Monday, April 11th. Orders received after that date will be processed at the Late Order Rates.

Some services may be provided by other vendors, so please be sure to return the order forms to the correct provider.

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LARGE VEHICLE ARRIVAL TIME SPECIAL INFORMATION

All Trucks and Trailers over 12' and Longer in Length
that are to be Displayed in Your Booth

Must Arrive on Monday, April 25th.

All Exhibitors exhibiting trucks and trailers must fill out the
Vehicles Spotting form included within this kit and follow all
of the guidelines listed within.

After receipt of your form, we will contact you to schedule
your move-in time on Monday, April 27th between
10:00 AM and 2:00 PM.

Vehicles arriving at the show site without proper advance
notice, may not be able to be displayed on the show floor. If
access is possible, additional charges will apply.

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Union Jurisdictions

SANTA CLARA WORK RULES

To simplify show preparations, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit assembly and material handling. To help you understand the show site work rules, we ask that you read and observe the following guidelines.

EXHIBIT LABOR

Decorators 510 jurisdiction through a labor agreement with all contractors for the erection, touch-up, painting, dismantling and repair of all exhibits. This work is to include exhibit setup and dismantle, wall coverings, floor coverings, pipe & drape, painting, sign hanging, and the erection of platforms used for exhibit purposes. To secure labor for any of the above, please use the Labor Order form enclosed within this Exhibitor Service Kit.

Full-time company personnel are able to setup their own exhibits within the following guidelines. They must carry positive company identification and be willing to present it upon request. This rule prohibits the utilization of workers hired from non-union sources.

EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SETUP: “Pop-up” style exhibit booths, up to 10’ x 10’ in size, may be assembled by full time company personnel. These booths may not contain any Hard Wall structures and must be able to be assembled without the use of tools. Exhibitors may also unpack cartons of company materials, place them within the booth, clean, and or test and repair your company products for display within your booth.

FREIGHT HANDLING

Teamsters Local 287 has jurisdiction through a Labor Agreement for the loading and unloading of all trucks, trailers, common and contract carriers, as well as the handling of empty crates as, well as the operation of all materials handling equipment such as forklifts, pallet jacks, hijackers, etc. The union also has jurisdiction over the uncrating, un-skidding, leveling and re-crating of all materials and machinery to be displayed within the exhibit.

The General Contractor for the show (Western Event Service) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage the loading docks and schedule vehicles for the smooth and efficient move-in & move-out of the trade show.

An exhibitor may “Hand Carry” merchandise and “Pop-ups” only provided they do not use material handling equipment to assist them such as push carts, two or four wheel dollies, or anything with wheels. When an exhibitor chooses to “Hand Carry” their materials, they will not be allowed to utilize the loading dock area. Please see the “Hand Carry Policy” contained within this kit for further details.

Exhibitors may deliver materials to the loading dock in their own personal vehicle (POV) with the following restrictions: 1) The General Contractor has control over the loading dock at all times; 2) Exhibitors may not leave vehicles unattended at any time; 3) All materials will be handled by Union Labor and will be charge based on the materials handling rates for this show.

GRATUITIES

Western Event Service requests that Exhibitors do not tip its employees by giving money, merchandise, or other special consideration for any services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor or to our Service Desk on the show floor. By contract, our employees are paid an excellent wage for their work, and tipping is not an accepted policy.

GENERAL GUIDELINES

All Union Personnel dealing with Exhibitors are expected to provide services in a courteous and professional manner. All questions arising with regards to the Union’s jurisdiction or practices should be directed to Western Event Service at (510) 430-0510 or to orders@WesternEventService.com and we will be happy to answer any questions you may have.

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PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511

PLEASE TOTAL YOUR ORDER HERE:

FURNITURE	\$ _____	ELECTRIC	\$ _____	LABOR	\$ _____
CARPET	\$ _____	CLEANNG	\$ _____	PLANTS	\$ _____
FREIGHT	\$ _____	AV EQUIPMENT	\$ _____		\$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

THE LAST DATE WE WILL HONOR ADVANCE ORDER PRICING IS MONDAY, APRIL 11th.

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number

Expiration Date →

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

Security Numbers printed on rear of card →

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DESCREPANCIES PRIOR TO THE CLOSE OF SHOW.

Use this account for additional services at this show. No additional people are allowed to sign on this account.

The Cardholder hereby authorizes the following people to sign on the above account for any additional charges

incurred at show site: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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VEHICLE DISPLAY & SPOTTING FORM

All Vehicles that will be displayed on the Exhibit Hall floor must adhere to the following conditions:

- 1.) A copy of this form must be completed and returned to Western Event Service (WES) for each vehicle. Upon receipt of this form WES assign a move-in time for each vehicle and will confirm that time with the Exhibitor. If a vehicle misses its assigned move-in time, it may not be possible to locate the vehicle on the Exhibit Hall floor. If a vehicle misses its assigned move-in time, there may be additional charges incurred in addition to those listed below.
- 2.) All Vehicles will be charged a Vehicle Spotting fee, with a minimum charge of \$86.00.
- 3.) All vehicles displayed on the Exhibit Hall floor must have under vehicle protection for the entire vehicle, including tires, in order to protect the facility carpeting. This may be provided by the Exhibitor or ordered below. In either case, the placement of the installation and dismantle of the carpeting protection must be performed by Union Personnel.
- 4.) Fire Marshall Regulations Regarding Vehicles on Display:
Vehicles (CFC 314.4): Liquid or gas fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
 - a) Batteries are disconnected once the vehicle is positioned in the booth.
 - b) Fuel in fuel tanks does not exceed one quarter tank or 5 gallons (19L), whichever is less.
 - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d) Vehicles are not to be fueled or de-fueled while within the building.
 - e) No ignition source is allowed within 20 feet of the vehicles. Ignition sources include, but are not limited to, candles, motors, space heaters.

Description of vehicle to be displayed on the show floor, please include dimensions;

We will have _____ vehicles to be spotted in the show @ \$86.00 each = \$ _____ Total Due.

- I will provide my own under vehicle protection to the decorator for install; please note that there will be a minimum 1 hour labor charge for installation of your provided materials.

Total estimated labor required @ _____ hours X \$94.00 per hour = _____ Total Due.

- I will require under vehicle protection to be provided by the decorator; please note that Visqueen will be installed, and dismantled, at the rate of \$0.75 per square foot for this service.

Total estimated square footage required _____ x \$0.75 per sq.ft. = _____ Total Due.

- Vehicles will be placed in booth numbers _____, please diagram the planned layout of your booth(s) in the following space:

Total Vehicle
Spotting Charges:

\$ _____

Exhibiting Company _____ Telephone _____ Date _____

Address _____ City _____ State _____ Zip _____

By (Signature) _____ Print Name _____

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Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 4' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ 6' Long Draped Table	\$96.00	\$125.00	\$ _____
_____ 6' Long Undraped Table	\$48.00	\$ 62.00	\$ _____
_____ 8' Long Draped Table	\$106.00	\$138.00	\$ _____
_____ 8' Long Undraped Table	\$53.00	\$ 69.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$25.00	\$ 30.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
 Forrest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$ 96.00	\$125.00	\$ _____
_____ 4' Long Undraped Counter	\$ 48.00	\$ 62.00	\$ _____
_____ 6' Long Draped Counter	\$106.00	\$138.00	\$ _____
_____ 6' Long Undraped Counter	\$ 53.00	\$ 69.00	\$ _____
_____ 8' Long Draped Counter	\$116.00	\$150.00	\$ _____
_____ 8' Long Undraped Counter	\$ 58.00	\$ 75.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$ 30.00	\$ 35.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
 Forrest Green White Teal Burgundy Show Color

SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
 Forrest Green White Teal Burgundy Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
----------	-------------	--------------	-----------

CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ Molded Side Chair	\$ 29.00	\$ 38.00	\$ _____
Color: Charcoal or White			
_____ Molded Arm Chair	\$ 32.00	\$ 42.00	\$ _____
Color: Charcoal or White			
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 40.00	\$ 52.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 48.00	\$ 62.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 58.00	\$ 76.00	\$ _____
_____ 4' x 4' Poster Board	\$ 94.00	\$122.00	\$ _____
_____ 4' x 8' Tackboard	\$156.00	\$202.00	\$ _____
_____ 4' x 8' Pegboard	\$156.00	\$202.00	\$ _____
_____ Literature Stand	\$ 42.00	\$ 54.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$156.00	\$202.00	\$ _____
_____ Velcro Panels - with lights	\$198.00	\$258.00	\$ _____
_____ Showcases (48' Wide)			
<input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

Total Due: \$ _____

**Late Order Rates Will Apply To All Orders Received
 Less Than Two Weeks Prior to Exhibitor Installation**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Booth #

CARPET

STANDARD CARPET

STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$150.00	\$195.00	\$ _____
_____ 9' x 20'	\$270.00	\$350.00	\$ _____
_____ 9' x 30'	\$390.00	\$506.00	\$ _____
_____ 9' x 40'	\$510.00	\$662.00	\$ _____
_____ For longer lengths, add \$120 per 10'			\$ _____

Colors (Circle One): **Blue** **Red** **Gray** **Black**
Teal **Burgundy** **Show Color**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes.

STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.
Please Note: May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$2.00 sq.ft. x _____ sq.ft. = \$ _____

CARPET PADDING

STANDARD SIZES	ADVANC ORDER	LATE ORDER	
_____ 9' x 10'	\$ 80.00	\$118.00	\$ _____
_____ 9' x 20'	\$180.00	\$234.00	\$ _____
_____ 9' x 30'	\$270.00	\$350.00	\$ _____
_____ 9 x 40'	\$360.00	\$468.00	\$ _____
_____ For longer than 40', add \$70 per 10'			\$ _____

CARPET PADDING – Custom Sizes

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$1.50 sq.ft. X _____ sq.ft. = \$ _____

VISQUEEN Carpet Covering/Protection

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$0.55 sq.ft. X _____ sq.ft. = \$ _____

DELUXE CARPET

DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$4.00 sq.ft. x _____ sq.ft. = \$ _____

DELUXE CARPET COLOR

- Berry
- Black
- Blue Mist
- Burgundy
- Crème
- Colony Blue
- Charcoal
- Emerald
- French Beige
- Grey Pearl
- Navy
- Peacock
- Plum
- Red
- Silver Cloud
- White

PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior to show opening date will be charged 100% of order.

TOTAL CARPET ORDER \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

**LATE ORDER RATES APPLY FOR ALL ORDERS
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES \$ 92.00 per hour straight-time (One hour minimum per person)
\$132.00 per hour overtime (One hour minimum per person)
\$166.00 per hour double-time (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 5:00 p.m. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

O.K. TO PROCEED – *Exhibitor need not be present, please begin as soon as possible.*

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

Plans included with this order, proceed without exhibitor.

Plans with exhibit, proceed without exhibitor. Plans in case / crate # _____.

Executive supervision is available on request for an additional charge of 25% of the total labor charges.

DO NOT PROCEED – *Exhibitor will call for labor and supervise workers.*

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM - PM

PLEASE NOTE: A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: _____ Local Phone # _____

LABOR RECAP

Number of laborers to install on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to install on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to install on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Number of laborers to dismantle on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to dismantle on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to dismantle on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Total ST Hours _____ x \$ 92.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total OT Hours _____ x \$132.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total DT Hours _____ x \$166.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Your final bill will be for the total hours actually provided.

Hours will be billed in ¼ hour increments after the 1st hour.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Total Due for Labor \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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ELECTRICAL

ELECTRICAL SERVICE – Basic lighting or power outlets, includes labor.

QUANTITY		ADVANCE ORDER	LATE ORDER	
_____	Single Outlet 500 watts or less	\$ 98.00	\$137.00	\$ _____
_____	Single Outlet 1000 watts or less	\$158.00	\$222.00	\$ _____
_____	Single Outlet 1500 watts or less	\$194.00	\$272.00	\$ _____
_____	Single Outlet 2000 watts or less	\$238.00	\$333.00	\$ _____
_____	150 watt Floodlight on 8' upright	\$ 66.00	\$ 92.00	\$ _____
_____	Double 150 watt floodlight on 8' upright	\$116.00	\$162.00	\$ _____
_____	3 – wire x 25' Extension cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet power strip	\$ 16.00	\$ 20.00	\$ _____

POWER & MOTOR OUTLETS

Description	120 volt			208 volt Single Phase			208 volt 3 Phase			Total
	Quantity	Advance	Late	Quantity	Advance	Late	Quantity	Advance	Late	
Up to 10 Amp Service		\$160	\$224		\$180	\$234		\$234	\$304	
15 Amp Service		\$204	\$286		\$254	\$330		\$330	\$429	
20 Amp Service		\$248	\$348		\$308	\$400		\$400	\$520	
30 Amp Service	NA	NA	NA		\$355	\$460		\$460	\$598	
40 Amp Service	NA	NA	NA		\$405	\$526		\$526	\$683	
_____ Amp Service	NA	NA	NA							
Motor Connection Cord – Exhibitor Must Provide Female Plug if Required					\$30	\$40		\$30	\$40	

For above 40 Amps, add \$10 per amp for 208v single phase and \$30 per amp for 208volt three phase.

LATE ORDER RATES WILL APPLY FOR ALL ORDERS NOT RECEIVED AND PAID IN FULL 2 WEEKS PRIOR TO SHOW!

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

For outlets that require
24 hour service, add
100 % of standard rate: \$ _____

Total Electrical \$ _____

Connections requiring additional labor for installation and dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the ELECTRICAL LABOR order form for your additional labor needs.

OUTLET LOCATION AND DISTRIBUTION – You will need to designate a location for each outlet ordered. All distribution will be done on a time and materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time and materials. Designate your outlet locations on our ELECTRICAL LABOR order form.

✓ All inline booth outlets will be installed on the floor, at the rear of booth along the booth backwall drape line, unless you direct us otherwise. Any location within the booth, other than along the backwall line, will require additional Labor

✓ Island Booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.

Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. WES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and approximately 30 minutes after show close each day.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

WATER & UTILITY SERVICE

Compressed Air - 90 – 100 Lbs. PSI

	<i>Pre-Order</i>	<i>On Site Order</i>	
_____ Service Charge for first outlet a rear of booth	\$300.00	\$390.00	\$ _____
_____ Each additional outlet	\$175.00	\$230.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____

Plumbing Contractor not responsible for moisture, oil or water in lines, or loss of flow or drop in pressure. Exhibitor must supply filters, driers or other required equipment.

Water — ½" & ¾" Connections

_____ Service Charge for first outlet a rear of booth	\$270.00	\$355.00	\$ _____
_____ Each additional outlet	\$170.00	\$220.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____
PSI Require _____	GPM Required _____		

Pressure may vary. No Guarantees can be made of minimum or maximum pressures. Exhibitor must Provide regulator valve or pressure pump if critical. Plumbing contractor not responsible for sediment.

Fill & Drain

_____ Fill & Drain	0 – 199 Gallons	\$150.00	\$195.00	\$ _____
_____ Fill & Drain	200 – 399 Gallons	\$200.00	\$260.00	\$ _____
_____ Fill & Drain	400 – Gallons and over	\$300.00	\$390.00	\$ _____

Labor – Charged in 1-hour increments, with a 1-hour minimum.

Labor as needed for connections, repairs to customers' equipment.

_____ Monday to Friday, 8:00 am – 4:00 pm (except Holidays) @ \$68.00 per hour	\$ _____
_____ All other hours, Saturday, Sunday & Holidays @ \$112.00 per hour	\$ _____

TOTAL Order \$ _____

For orders received less than 2 weeks prior to show move-in add 30% \$ _____

TOTAL DUE \$ _____

SPECIAL INSTRUCTIONS: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CWEA 2016
Santa Clara Conv Ctr
April 26 - 28, 2016

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PLANT & FLORAL

Standing Plants in Quality Baskets:

___ Ficus ___ Philodendron ___ Kentia Palm ___ Dragon Palm



Ficus - Weeping Fig
Ficus benjamina

QUANTITY	HEIGHT	PRICE	TOTAL AMOUNT
	2' - 3'	\$60.00	
	4' - 5'	\$80.00	
	6' - 7'	\$100.00	



Split-leaf Philodendron
Monstera deliciosa

Hedging and Topiary

QUANTITY	ITEM & HEIGHT	PRICE	TOTAL AMOUNT
	Wax leaf hedge 36" tall	\$10. Per foot	
	Ficus Topiary 3 Globe 6'	\$75.00	

Table Plants

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Seasonal Potted Flowers	\$28.00	
	Chrysanthemum	\$25.00	
	Boston Fern 6"-16" spread	\$25.00	
	Boston Fern 8"-24" spread	\$30.00	



Kentia Palm
Howeia forsteriana

FLORAL

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Designer Floral Arrangement	\$50-\$200	
	Carnation Boutonniere (6 min)	\$10.00	
	Rose Corsage (6 min)	\$15.00	



Dragon Tree
Dracaena marginata

TOTAL ORDER \$ _____

30% Late Charge for orders received less than 2 weeks prior to show \$ _____

TOTAL DUE \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

AUDIO VISUAL EQUIPMENT

Quantity	EQUIPMENT	Rental	TOTAL
	20" LCD with DVD Player	\$ 100.00	\$
	32" Plasma with DVD Player	\$400.00	\$
	DVD / VCR combo Player	\$75.00	\$
	19" LCD Monitor	\$85.00	\$
	26" LCD Monitor	\$125.00	\$
	32" SVHS Monitor	\$200.00	\$
	35" SVHS Monitor	\$225.00	\$
	42" Plasma Screen with Table Stand	\$400.00	\$
	50" Plasma Screen with Floor Stand	\$675.00	\$
	29" CRT Computer Monitor & cable	\$325.00	\$
			\$
			\$
			\$
	AV Cart & Skirt - Height (circle one) - 34" 42" 48" 54"	\$ 40.00	\$

For your custom requirement or computer needs, please call or write for information and pricing.

EQUIPMENT TOTAL = \$ _____

**FOR ORDERS PLACED LESS THAN TWO WEEKS PRIOR TO SHOW INSTALLATION
OR FOR ORDERS PLACED AT THE SHOW, ADD 30% LATE ORDER SURCHARGE + \$ _____**

Orders or changes placed at show may be subject to additional labor

DELIVERY + \$ **50.00**

TOTAL DUE = \$ _____

"This order for goods/services constitutes a contract of rental (Contract) between Western Event Services and customer designated below. The additional terms and conditions set-forth on the reverse side of this form are a part of this contract. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it will supersede customer's order form or Purchase Order, if any."

PAYMENT POLICY: PAYMENT IN FULL IS REQUIRED ON ALL ADVANCE AND FLOOR ORDERS WHEN THE ORDER IS PLACED.

IMPORTANT NOTE: IF ELECTRICITY IS NOT PROVIDED AS PART OF YOUR BOOTH PACKAGE, YOU MUST ORDER ELECTRICAL SERVICE FOR YOUR AV EQUIPMENT.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 ~ (510) 430-0511 FAX

Booth #

BOOTH CLEANING SERVICE

Vacuuming of rugs, sweeping of booths and emptying of wastebaskets is not included in your space rental for this convention. If you require cleaning service for your booth, please complete and return this form along with a completed payment page. The square footage is based on the total amount of booth space occupied. *There is a minimum order of 100 square feet for any of the below listed services.*

OPTION #1 – One-time General Cleaning prior to show opening:

_____ Square footage of booth (100 sq.ft. minimum) @ \$.40 per square foot = \$ _____

OPTION #2 – Daily Booth Cleaning

STEP 1. - CHOOSE THE CLEANING SERVICE REQUIRED

- | | |
|------------------------------------|--------------------------------------------|
| _____ Vacuuming & general cleaning | \$.35 per square foot - (\$35.00 minimum). |
| _____ Damp mop and wax | \$.65 per square foot - (\$65.00 minimum). |
| _____ Damp mop only | \$.35 per square foot - (\$35.00 minimum). |
| _____ Shampoo carpet | \$.95 per square foot - (\$95.00 minimum). |

STEP 2. - DETERMINE DAILY CLEANING COST

_____ Square footage of booth (100 square foot minimum).

(x) \$_____ Rate from part "STEP 1" above.

(=) \$_____ Total Cost per day.

STEP 3. - INDICATE DAYS CLEANING IS REQUIRED

Please clean booth area prior to show opening on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Total number of days for cleaning service _____.

STEP 4. - CALCULATE TOTAL CLEANING CHARGES

\$ _____ (Cost per day) X _____ (Number of days) = \$ _____ TOTAL DUE
from STEP 2. from STEP 3.

PAYMENT IN FULL is required on all orders when the order is placed.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / /
Advance Freight Total Weight:	lbs. @ \$ 68.00 per CWT = \$	due (\$204 minimum).
Show Site Freight Total Weight:	lbs. @ \$ 72.00 per CWT = \$	due (\$216 minimum).
Additional services:	= \$	due.

NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.

Total Freight Charges = \$

Advance Freight Western Event Service
Shipping Address: c/o YRC Freight Service
201 Haskins Way
So. San Francisco, CA 94080

Mark for: **CWEA 2016**
Company Name
Booth Number

The last date we can receive Advance Freight for this show is: Friday, April 22nd.

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.



1970 Williams Street
 San Leandro, CA 94577
 (510) 430-0510 • FAX (510) 430-0511

*CWEA Exhibits
 Santa Clara Convention Center
 April 26- 28, 2016*

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM (\$216.00)	\$68.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM (\$216.00)	\$72.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of April 15, 2016 which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A \$100.00 MINIMUM CHARGE FOR THIS SERVICE.	\$20.00

Special Services	Straight Time	Overtime
6. Material Handler.	\$92.00	\$146.00
7. Vehicle spotting charge.	\$84.00	\$136.00
8. 3,000 lb. Forklift with driver.	\$134.00	\$178.00
9. Crate or pallet banding & shrink- wrapping (per hr plus materials).	\$92.00	\$146.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$76.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

*California Water Environment Association
Santa Clara Convention Center
April 26 - 28, 2016*

Machinery and Heavy Equipment Rates		Per 100 Lbs. (cwt)
1.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. THERE IS A 1000 POUND MINIMUM BILLING OF \$380.00.	\$42.00
2.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 1,001 pounds – 2,000 pounds.	\$38.00
3.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 2,001 pounds – 3,000 pounds.	\$34.00
4.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 3,001 pounds – 5,000 pounds.	\$30.00
5.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 5,001 pounds and above.	\$26.00

Special Services		Straight Time	Overtime
6.)	Additional Material Handler.	\$92.00 hr.	\$146.00 hr.
6.)	Additional Fork Lift	\$134.00 hr.	\$178.00 hr.
7.)	Slings, cables & rigging material required	\$20.00 ea.	\$20.00 ea.

The above rates do not apply to crated display materials or multiple piece shipments received on pallets or skids.

Arrangements for this service must be made in advance of freight arriving at show site. A complete Order for Service form must be completed and in our possession prior to show move-in date. Accurate size, weight and descriptions must accompany your information. The above rates apply "Per-Piece" and are not cumulative.

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
201 Haskins Way
So. San Francisco, CA 94080

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/22/2016

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
201 Haskins Way
So. San Francisco, CA 94080

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/22/2016

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
201 Haskins Way
So. San Francisco, CA 94080

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/22/2016

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
201 Haskins Way
So. San Francisco, CA 94080

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/22/2016

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier Than 4/25/2016

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier Than 4/25/2016

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier Than 4/25/2016

SHOW SITE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

For: **CWEA 2016**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier Than 4/25/2016

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

- ✓ Official Freight Service designated for this show (**YRS Freight Service**).
- ✓ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓ Exhibitor selected carrier: _____
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:
\$16.00 per CWT (hundred pounds) with a 500-pound minimum = \$80.00 minimum charge.
Please note that your shipment must be accompanied by a complete Bill of Lading.
- ✓ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____
Representative _____
Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

NOTE: It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.

Outbound Shipping Procedures

NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

YRC Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have.

EXHIBITOR SELECTED CARRIERS

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

FEDERAL EXPRESS – Special Information

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a complete Bill of Lading. There is a minimum \$80.00 charge for having us return your materials to our Warehouse for UPS pick-up.

MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

Return Copy →

CWEA 2016
Santa Clara Conv Ctr
April 26 – 28, 2016

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Application for Exhibitor Appointed Contractor

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

Rules and Regulations for other than Official Service Contractor

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION

(Please print or type)

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: (_____) _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

California Water Environment Association

Guidelines for Exhibitor Appointed Contractors

Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.

Official Service Contractors are appointed to:

1. Insure the orderly and efficient installation and dismantle of the overall exposition.
2. Assure the distribution of labor to all Exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Allowed exceptions are:

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor 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.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.