

2022 Rocky Mountain Horse Expo

February 24-27, 2022

National Western Complex
4655 Humboldt Street
Denver, CO 80216

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

2022 Rocky Mountain Horse Expo

February 24-27, 2022

National Western Complex
4655 Humboldt Street
Denver, Co 80216

Welcome Exhibitors! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and ***we promise excellent service.***

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard." To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Bill Scebbi
Phone: 303-292-4981
Email: bill@coloradohorsecouncil.com

Each 10' Deep x 20' Wide Booth Space will Receive:

8' High Back Drape - Green/Silver/Burgundy
3' High Side Drape - Green or Burgundy
1 Identification Sign

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

<p><u>Setup Date</u> Thursday, February 24, 2022</p> <p><u>Show Date</u> Friday, February 25, 2022 Saturday, February 26, 2022 Sunday, February 27, 2022</p> <p><u>Dismantle Date</u> Sunday, February 27, 2022</p>	<p><u>Setup Times</u> 8:00 AM - 6:00 PM</p> <p><u>Show Times</u> 10:00 AM - 6:00 PM 10:00 AM - 6:00 PM 10:00 AM - 6:00 PM</p> <p><u>Dismantle Times</u> 6:00 PM - Midnight</p>
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All freight must be picked up by your carrier on Sunday, February 26, 2022.
All exhibit materials must be removed from the exhibit hall by Midnight on Sunday, February 27, 2022.



EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call us.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
Booth Table Order	Wednesday, February 16, 2022	6
Booth Furnishings	Wednesday, February 16, 2022	7
Booth Accessories	Wednesday, February 16, 2022	7
Display Labor	Wednesday, February 16, 2022	8
Exhibitor Appointed Contractor	9
Trade Show Carrier - ESS	10
Material Handling Rates	11
Material Handling Order Form	Wednesday, February 16, 2022	12
Shipping Labels	14
Move Out Information	15
Back to Warehouse	15

* Electrical, Internet and Phone Services will be handled by the National Western Complex.

* Our Trade Show Carrier is ESS - Event Service Solutions. Please feel free to contact them with both your inbound and Outbound freight shipping needs. Information can be found on page 10.

* Please contact Exhibit Services at Coast to Coast Trade Show Services, Inc. at 303-991-2791 if you need any help with your order.

* Send all Coast to Coast Trade Show Services Order Forms to:

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com



PAYMENT & PRICING POLICIES

2022 Rocky Mountain Horse
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DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than the dates indicated.

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to
exhibitservices@coasttocoastss.com**

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the "discount" price
- All charges must be paid in full before your exhibit table will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.
- Purchase orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days before installation.
- No adjustments will be made after the close of the show.
- Cancellations on any orders will be charged a \$35.00 administration processing fee.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at "standard" pricing.
- All rental items are subject to applicable taxes.



BOOTH TABLE ORDER FORM

2022 Rocky Mountain Horse
Expo

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National Western Complex
4655 Humboldt Street
Denver, Co 80216

DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, FEBRUARY 16, 2022



<u>QUANTITY</u>	<u>TABLES - 24" WIDE X 30" TALL</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.10	\$114.90	\$ _____
_____	4' UNDRAPED	\$ 66.65	\$ 90.00	\$ _____
_____	6' DRAPED	\$ 96.90	\$130.85	\$ _____
_____	6' UNDRAPED	\$ 78.70	\$106.25	\$ _____
_____	8' DRAPED	\$111.00	\$149.85	\$ _____
_____	8' UNDRAPED	\$ 92.55	\$124.95	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE X 42" TALL</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$103.30	\$139.50	\$ _____
_____	4' UNDRAPED	\$ 84.05	\$113.50	\$ _____
_____	6' DRAPED	\$117.40	\$158.50	\$ _____
_____	6' UNDRAPED	\$ 97.90	\$132.20	\$ _____
_____	8' DRAPED	\$134.55	\$181.65	\$ _____
_____	8' UNDRAPED	\$116.35	\$157.10	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.81% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, FEBRUARY 16, 2022**

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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.50	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$105.30	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 95.00	\$128.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 95.00	\$128.25	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$ 72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$ 83.70	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 74.25	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$ 6.75	\$ _____
<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	Glass Showcase	\$ CALL C2C FOR PRICING		\$ _____
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 62.50	\$ 84.40	\$ _____
_____	Chrome Sign Holder	\$ 79.00	\$106.65	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.75	\$ _____
_____	Drape Panels	\$ 12.50	\$ 16.85	\$ _____
_____	Fish Bowl	\$ 19.00	\$ 26.65	\$ _____
_____	Literature Rack	\$ 78.00	\$105.30	\$ _____
_____	Poster Board - 4' X 8'	\$125.00	\$168.75	\$ _____
_____	Raffle Drum	\$ 85.00	\$114.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Wastebasket	\$ 15.50	\$ 20.90	\$ _____
TOTAL				\$ _____
3.50% ADMINISTRATION FEE				\$ _____
SUBTOTAL				\$ _____
8.81% SALES TAX				\$ _____
TOTAL AMOUNT DUE				\$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, FEBRUARY 16, 2022**

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Labor services rates are per person, per hour with a one (1) hour minimum

	<u>Advance Order</u>	<u>On Site Order</u>	
Straight Time	\$ 98.95	\$ 133.95	Monday through Friday: 8:00 am to 4:30 pm.
Overtime	\$ 148.45	\$ 200.40	Monday through Friday 4:30 pm to midnight and
Double Time	\$ 197.90	\$ 267.90	Saturday 8:00 am to midnight.

- **Double time rate effective midnight to 8:00 am Monday through Sunday, national, and union holidays.**
- Starting time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- One (1) hour minimum per person - thereafter, labor is charged in one-half (1/2) hour increments per person.
- Labor cancellations must be received 24 hours prior to the move-in and move-out respectively. Failure to notify Coast to Coast TSS, Inc. of cancellation will result in a one (1) hour minimum "no show" charge per person.

<u>Labor for</u>	<u># of Laborers Requested</u>	<u>Date</u>	<u>Time</u>	<u>Estimated Time</u>	<u>Supervision Option</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

A. Coast to Coast TSS, Inc. Supervised - This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Coast to Coast TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

B. Exhibitor Supervised - All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Coast to Coast TSS, Inc. customer service desk. Failure to check in at scheduled time will result in a one (1) hour minimum "no show" charge per person requested.

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____

TOTAL AMOUNT DUE \$ _____

Please Provide the Following Information:

Is display booth being shipped to warehouse or show site? _____

Shipment: # of crates: _____ # of cartons: _____ # of carpets/pads: _____

Blueprints & exhibit instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

Show Contact Name: _____ Cell Phone Number: _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using a contractor, please send this form
via fax to 303-991-2794 or email to
exhibitservices@coasttocoasttss.com

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This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name: _____

Address _____

City, State, Zip _____

Exhibiting Company Information:

Company Name _____

Contact Name _____ Telephone _____

Fax _____ Email _____

On Site Supervisor _____ Cell Phone _____

This authorization is not complete or valid until and unless the EAC's **Certificate of Insurance** is received by five days before the show/conference begins.

I, _____, authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature _____ Date _____

Please complete the section below and return this form, along with the Order Summary and Payment Form, to
Coast to Coast Trade Show Services, Inc.

EXHIBITOR NAME _____ BOOTH NUMBER _____

**Official Show Carrier Services
On This Show and YOUR Carrier
For ALL Your Events**

Offering:

Air: Next Day, 2 Day, Deferred

Ground: Full Truckload, Less-Than-Truckload



EVENT SERVICE SOLUTIONS



We know
making you
happy the first
time will bring
you back every
time.

To, Between, and From Your Shows

- Event Industry Carriers = Surprises Avoided
- Estimates are always Easy and FREE
- Full coverage of North America = pickups anywhere
- Special Needs? Liftgate? Residential? Just Ask!
- In-transit tracking assures on-time delivery
- Easy-to-use Online Shipping Tools

We track your shipment during transit and
handle all communications needed for
on-time delivery...

SO YOU DON'T HAVE TO!

By phone or email,
we are here to
help!

800.577.3929

Estimate@eventservicesolutions.com

Fax: 702.826.5536



MATERIAL HANDLING RATES

DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, FEBRUARY 16, 2022

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Billed weights are per shipment and are rounded up to the next 100 pounds. When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Monday, January 24, 2022
 Last day for shipments to arrive at discounted rate: Wednesday, February 16, 2022
 Last day for shipment to arrive at standard rate: Friday, February 18, 2022

SHIPPING INFORMATION	RATES PER SHIPMENT	
ADVANCE SHIPMENTS TO WAREHOUSE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.	
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>Discount Rate / 100 LBS</u> \$89.00	<u>Minimum Shipment</u> \$178.00
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT) Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation and shipments that require additional time, labor and equipment to unload.	<u>Discount Rate / 100 LBS</u> \$99.00	<u>Minimum Shipment</u> \$198.00
<u>SMALL PACKAGE SHIPMENTS:</u> Strictly SMALL cartons, letters or small packages, without documentation limited to 25 pounds per shipment, per delivery, per day. All shipments weighing over 25 pounds will be charged according to the 200 pound minimum.	<u>Discount Rate / 25 LBS</u> \$46.00	<u>Additional Pieces</u> \$12.50
<u>LATE SHIPMENT SURCHARGES</u> These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast TSS truck has left to set up the trade show event.	<u>Standard Rate / 100 LBS</u> \$106.65	<u>Minimum Shipment</u> \$213.30
	In addition, you will be charged for a truck and drive at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	



MATERIAL HANDLING ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
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ADVANCE WAREHOUSE SHIPPING INFORMATION

Ship to: Coast to Coast TSS, Inc.
3999 Holly Street, Unit 14
Denver, CO 80207

Exhibitor Name and Booth Number MUST be on all shipments.

Any deliveries sent to show site that Coast to Coast TSS, Inc. must handle will be charged full material handling rates.

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER	TRACKING NUMBERS	MATERIAL HANDLING FEE PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

Shipment 1: Shipped from Address _____

Shipment 2: Shipped from Address _____

Shipment 3: Shipped from Address _____

SUBTOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____
 TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING LIMITS OF LIABILITY

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COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS, Inc. liability as set forth above.

ADVANCE SHIPPING LABELS

Receiving Hours: Monday through Friday, 8:00 AM - 4:00 PM

<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____ Booth Number _____</p> <p>2022 Rocky Mountain Horse Expo</p>	<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____ Booth Number _____</p> <p>2022 Rocky Mountain Horse Expo</p>
<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____ Booth Number _____</p> <p>2022 Rocky Mountain Horse Expo</p>	<p>Coast to Coast TSS 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____ Booth Number _____</p> <p>2022 Rocky Mountain Horse Expo</p>



MOVE OUT INFORMATION &
BACK TO WAREHOUSE
ORDER FORM
ORDER ANY TIME

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Each exhibitor must complete teardown on Sunday, February 27, 2022 from 6:00 PM to Midnight.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you have not made previous arrangements with a carrier, you may use our Logistics Company, Event Service Solutions. For your convenience, we will supply Freight Shipping Labels and Bills of Lading.

If you have made previous arrangements with a freight carrier, they MUST check in with Coast to Coast TSS, Inc. to pick up your items no later than 7:30 pm on Sunday, February 27, 2022. The address for the pick up is:

National Western Complex
4655 Humboldt Street
Denver, CO 80216

If your carrier does not show up to pick up your items, Coast to Coast TSS will be forced to ship your items back via our Logistics Company, Event Service Solutions. For this reason, all exhibitors shipping out at the close of the show MUST fill out a Bill of Lading with Coast to Coast TSS, Inc. informing us of your shipping needs. Contact information must be on this form in the event that your carrier is a "No Show" and we need to contact you with shipping information following the show.

Do not leave the Bill of Lading in your booth space. All Bills of Lading MUST be turned in to a Coast to Coast representative. If the Bill of Lading is not turned in, the freight carrier will not be able to pick up your freight.

Please remove all old shipping labels and attach new shipping labels to each item.

If you would like to have your items brought back to the Coast to Coast TSS warehouse following the show, please speak to a Coast to Coast TSS, Inc. representative. The fee for this service is \$49.50 per 100 pounds with a 200 pound minimum of \$99.00. You may pre-order or let us know if you need this service during the set-up or dismantle of the show. Please be advised that you must schedule the pick up of your freight at the Coast to Coast warehouse Monday through Friday between 9:00 am and 4:00 pm. Please contact Coast to Coast TSS at 303-991-2791 and inform us when your carrier will be picking up your freight.

Items Shipping Back to Warehouse Estimated Weight

SUBTOTAL \$
3.50% ADMINISTRATION FEE \$
8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$
TOTAL AMOUNT DUE \$

Coast to Coast Trade Show Services, Inc. will NOT be held responsible for any booth contents that become missing or damaged during the move out.

EXHIBITOR NAME BOOTH NUMBER