



MicroTas 2014 Conference

October 26-29, 2014

Henry B. Gonzalez Convention Center
Exhibit Hall A
San Antonio, TX

EXHIBITOR SERVICES MANUAL





MicroTas 2014 Conference
October 26-29, 2014
**Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX**

WELCOME EXHIBITORS

WE'RE HERE TO HELP! To enhance your presentation, such items and services as: furniture, carpet, modular exhibits, custom signs, floral and plants, 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 with any last minute needs you may have.

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

Shirley Galloway
Senior Meeting Planner
Phone: 330-629-2375
Fax: 724-935-1560
Email: sgalloway@pmmiconferences.com

Each 10' x 10' Booth Space will Receive:

- 8' high back drape**
- 3' high side drape**
- 1 - 6' skirted table**
- 2 - chairs**
- 1 - wastebasket with liner**
- 1 - 7" x 44" identification sign**

*** Booth space is carpeted in gray.**

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Sunday, October 26, 2014

Setup Times

1:00 PM - 4:00 PM

Show Dates

Monday, October 27, 2014

Tuesday, October 28, 2014

Wednesday, October 29, 2014

Show Times

7:00 AM - 6:30 PM

10:00 AM - 6:30 PM

10:00 AM - 6:00 PM

The Conference is requesting that all booths be staffed and ready for viewing on Monday October 27th for the initial opening of the exhibit hall and early morning coffee service at 7:00 AM. The Conference will be providing coffee service each morning in the exhibit hall prior to the general session, but staffing is at your prerogative (Tuesday and Wednesday) prior to the first break at 10:00 AM.

Dismantle Dates

Wednesday, October 29, 2014

Dismantle Times

6:30 PM - 8:30 PM

***All exhibit materials must be removed from the facility by 8:30 PM, Wednesday, October 29, 2014.**



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.

Please use the following checklist to ensure you have included everything you need in your order.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	Friday, October 10, 2014	6
_____ Booth Carpet	Friday, October 10, 2014	7
_____ Booth Cleaning	Friday, October 10, 2014	8
_____ Display Labor	Friday, October 10, 2014	9
_____ Labor Jurisdiction Guidelines	-----	10
_____ Exhibitor Appointed Contractor	-----	11
_____ Custom Signs	Friday, October 10, 2014	12
_____ Modular Exhibits	Friday, October 10, 2014	13
_____ Electrical Services	Friday, October 10, 2014	14
_____ Audio Video Services	Friday, October 10, 2014	15
_____ Material Handling Services	Friday, October 10, 2014	16

* Please contact Coast to Coast TSS, Inc. at 303-991-2791 to order Internet Services.



PAYMENT & PRICING POLICIES

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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, please fax forms to 303-991-2794 or email to exhibitservices@coasttocoasttss.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 is set up.

METHOD OF PAYMENT

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

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% of original price after installation. No adjustments will be made after the close of the show.

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.



ORDER SUMMARY & PAYMENT FORM

If ordering, this form must be returned by fax to 303-991-2794 or email to exhibitservices@coasttocoastss.com

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BOOTH FURNISHINGS.....	\$ _____
CARPET	\$ _____
CLEANING SERVICE	\$ _____
DISPLAY LABOR	\$ _____
CUSTOM SIGNS	\$ _____
MODULAR EXHIBITS	\$ _____
ELECTRICAL SERVICES.....	\$ _____
AUDIO VISUAL.....	\$ _____
ESTIMATED MATERIAL HANDLING SERVICES.....	\$ _____
TOTAL CHARGES.....	\$ _____

Coast to Coast TSS, Inc. will adjust any orders calculated incorrectly. No adjustments will be made after the close of the show.

METHOD OF PAYMENT

CREDIT CARD INFORMATION (CREDIT CARD IS REQUIRED FOR SERVICES RENDERED):

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICES, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED)

VISA MC AMEX

EXP. DATE _____ PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADESHOW SERVICES, INC"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

A \$35.00 service fee will be charged for declined credit cards and returned checks. All charges must be paid before delivery of exhibit materials.

PLEASE FILL OUT THE INFORMATION BELOW

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____



BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
FRIDAY, OCTOBER 10, 2014**

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QUANTITY	TABLES-24"WIDE X 30" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	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	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____

DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

QUANTITY	COUNTER HIGH TABLES-24"WIDE X 42" HIGH	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	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	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____

DRAPE COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, HUNTER GREEN, RED, WHITE

QUANTITY	FURNITURE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	FOLDING CHAIR	\$ 19.50	\$ 26.35	\$ _____
_____	PADDED SIDE CHAIR	\$ 39.75	\$ 53.70	\$ _____
_____	PADDED ARM CHAIR	\$ 51.80	\$ 69.95	\$ _____
_____	COUNTER STOOL WITH BACK	\$ 61.25	\$ 82.70	\$ _____
_____	36" ROUND X 30" OR 40" HIGH PEDESTAL TABLE	\$ 67.95	\$ 91.75	\$ _____

QUANTITY	OTHER FURNISHINGS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	WASTEBASKET	\$ 14.10	\$ 19.05	\$ _____
_____	ALUMINUM FLOOR EASEL	\$ 29.00	\$ 39.15	\$ _____
_____	BAG STAND	\$ 46.40	\$ 62.65	\$ _____
_____	LITERATURE RACK	\$ 59.20	\$ 79.95	\$ _____
_____	CHROME SIGN HOLDER	\$ 58.15	\$ 78.50	\$ _____
_____	TACKBOARD - 4' X 8' VERTICAL / HORIZONTAL	\$104.30	\$140.80	\$ _____
_____	4' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 45.10	\$ 60.90	\$ _____
_____	6' SINGLE STEP TABLE RISER (10" HIGH WITH WHITE VINYL COVER)	\$ 58.20	\$ 78.60	\$ _____

If what you're looking for isn't on this list, please give us a call.
We have many options available and we are *always* happy to help.

SUBTOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

**All orders must be received with full payment to be eligible for discount pricing.
Orders received after the above date will be charged the standard price.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
<u>STANDARD CARPET</u>				
_____	9' X 10' CARPET	\$120.00	\$162.00	\$ _____
_____	9' X 20' CARPET	\$239.00	\$322.75	\$ _____
_____	9' X 30' CARPET	\$354.00	\$478.00	\$ _____
_____	9' X 40' CARPET	\$472.00	\$637.25	\$ _____
<p>CARPET COLOR (PLEASE CIRCLE): BLACK, BLUE, BURGUNDY, GRAY, FOREST GREEN, RED</p>				
<u>SPECIAL CUT CARPETING - 32 OZ WT</u>		<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	FULL COVERAGE CARPET	\$ 3.05/SQ FT	\$ 4.10/SQ FT	\$ _____
	SIZE _____ FT X _____ FT (100 SQ FT MINIMUM)			
<u>OPTIONS</u>				
_____	CARPET PAD	\$ 1.10/SQ FT	\$ 1.55/SQ FT	\$ _____
	SIZE _____ FT X _____ FT			
_____	VISQUEEN COVERING	\$ 0.80/SQ FT	\$ 1.05/SQ FT	\$ _____
	SIZE _____ FT X _____ FT			
			SUBTOTAL	\$ _____
			8.25% SALES TAX	\$ _____
			TOTAL AMOUNT DUE	\$ _____

All orders must be received with full payment to be eligible for discount pricing.
Orders received after the above date will be charged the standard price.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

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BOOTH CLEANING ORDER FORM

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MINIMUM 100 SQUARE FEET PER DAY

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
VACUUM AND EMPTY WASTEBASKETS ONCE BEFORE SHOW OPENS	\$0.39 PER SQUARE FOOT	\$0.50 PER SQUARE FOOT
VACUUM AND EMPTY WASTEBASKETS DAILY	\$0.33 PER SQUARE FOOT PER DAY	\$0.43 PER SQUARE FOOT PER DAY
EMPTY WASTEBASKETS ONLY DAILY	\$0.26 PER SQUARE FOOT PER DAY	\$0.33 PER SQUARE FOOT PER DAY

	BOOTH SIZE = SQ FT	x PRICE	x NUMBER OF DAYS	= TOTAL
Vacuum and Empty Wastebaskets Once	$\frac{\quad}{\quad} \times \frac{\quad}{\quad} =$ SQ FT (100 SQ FT MINIMUM)	\$ $\frac{\quad}{\quad}$ PER SQ FT		\$
Vacuum and Empty Wastebaskets Daily	$\frac{\quad}{\quad} \times \frac{\quad}{\quad} =$ SQ FT (100 SQ FT MINIMUM)	\$ $\frac{\quad}{\quad}$ PER SQ FT		\$
Empty Wastebaskets Daily	$\frac{\quad}{\quad} \times \frac{\quad}{\quad} =$ SQ FT (100 SQ FT MINIMUM)	\$ $\frac{\quad}{\quad}$ PER SQ FT		\$

TOTAL AMOUNT DUE \$ _____

**For additional cleaning services, please call our exhibitor services department.
All orders must be received with full payment to be eligible for discount pricing.
Orders received after the above date will be charged the standard price.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
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Labor is available for installation and dismantling of exhibits, shrink wrapping, and banding of materials.

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	\$ 72.00	\$ 97.25	Monday through Friday 8:00 AM to 4:30 PM
Overtime	\$108.00	\$146.00	Monday through Friday 4:30 PM to Midnight; Saturday 8:00 AM to Midnight

- 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 hour minimum per person - thereafter, labor is charged in one-half 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 hour minimum "no show" charge per person.
- A credit card is required for all labor orders.
- Double time rates are effective midnight to 8:00 AM, Monday through Saturday; Sundays; and national and union holidays.

<u>Labor Type</u>	<u># Of Laborers Requested</u>	<u>Date</u>	<u>Arrival Time</u>	<u>Estimated Time</u>	<u>Supervision Option (Circle One)</u>
Installation	_____	_____	_____	_____	A Coast to Coast Supervised B Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A Coast to Coast Supervised B Exhibitor Supervised

Option 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.

Option B - Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled laborers at the Coast to Coast TSS, Inc. Service Desk. Failure to check in at the scheduled time will result in a one hour minimum "no show" charge per person requested.

Please Provide The Following Information

Installation Information:

Is display booth being shipped to warehouse or show site? _____ Scheduled to be delivered on: _____
 Shipment: _____ # of crates _____ # of cartons _____ # of carpets/pads _____
 If carpet is not being shipped, has carpet been ordered through Coast to Coast TSS, Inc.? YES/NO _____
 Blueprints & exhibit instructions: _____ Attached _____ Shipped with display If shipped, in which crate? _____
 Contact name: _____ Telephone number: _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



LABOR JURISDICTION GUIDELINES

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FOR ASSISTANCE SETTING UP YOUR DISPLAY, PLEASE SEND IN THE DISPLAY LABOR FORM

Coast to Coast TSS, Inc. is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED.

INSTALLATION AND DISMANTLE LABOR

Coast to Coast TSS, Inc. will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Coast to Coast TSS, Inc. will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED VEHICLES-PERSONALLY OWNED VEHICLES (POVs)

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies (such as airport luggage dollies). Exhibitors may not borrow, rent or bring onto the exhibit floor: hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure an orderly and safe move-in and move-out, all vehicle traffic and docks are under the exclusive control of the Official Services Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Coast to Coast TSS, Inc. Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Coast to Coast TSS, Inc. personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Coast to Coast TSS, Inc. personnel.



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using your own contractor, please return this form by fax to 303-991-2794 or emailing 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 of and for payment of 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 the deadline date above.

I do _____ do not _____ 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 by fax to 303-991-2794 or email to exhibitservices@coasttocoasttss.com

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



CUSTOM SIGNS ORDER FORM

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Full Color Digital Signs and Banners

Coast to Coast TSS, Inc. also provides photo quality, high resolution digital and exhibit graphics, banners, logos, and other types of art work in any size required.

Pricing below is based on full color digital printing, mounting, and laminating on foam core material. Banners will be printed on white banner vinyl. Sizes or substrates other than those listed will be quoted on a per square foot basis. Please provide print-ready, high resolution files (with crops and bleeds) in .pdf or .eps format. Call us for custom work.

<u>QTY</u>	<u>SIZE SIGNS</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>ADDITIONAL CHARGES</u>	<u>TOTAL</u>
_____	11" X 14"	\$ 15.25	\$ 20.60	_____	\$ _____
_____	14" X 22"	\$ 30.50	\$ 41.20	_____	\$ _____
_____	18" X 24"	\$ 42.75	\$ 57.75	_____	\$ _____
_____	22" X 28"	\$ 61.00	\$ 82.39	_____	\$ _____
_____	24" X 36"	\$ 85.50	\$115.50	_____	\$ _____
_____	28" X 44"	\$125.00	\$171.00	_____	\$ _____
_____	30" X 40"	\$118.85	\$160.55	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
<u>BANNERS W/ GROMMETS</u>					
_____	2' X 4'	\$ 96.00	\$130.00	_____	\$ _____
_____	4' X 2'	\$ 96.00	\$130.00	_____	\$ _____
_____	3' X 6'	\$216.00	\$292.50	_____	\$ _____
_____	6' X 3'	\$216.00	\$292.50	_____	\$ _____
_____	4' X 8'	\$384.00	\$520.00	_____	\$ _____
_____	8' X 4'	\$384.00	\$520.00	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
SUBTOTAL					\$ _____
8.25% SALES TAX					\$ _____
TOTAL AMOUNT DUE					\$ _____

To receive the discount price, all orders must be received with payment in full by the above date. Orders received less than 48 hours prior to the show opening or on Saturday, Sunday, and holidays, will be billed **DOUBLE** the standard price.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____
Order Summary and Payment Form must also be returned for orders to be processed.



MODULAR EXHIBITS ORDER FORM

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ORDERS RECEIVED AFTER ABOVE DATE - ADD 35%

Furniture and electrical power are additional and can be ordered from the forms in this service manual. Charges for rental units include: delivery, installation and dismantling. Unit A includes one 8' draped table and Units B-F include standard carpet and daily vacuuming. No refunds or cancellations will be issued once equipment is installed.

* Circle Panel Type:.....White Hardwall.....Gray Fabric Panel

Circle the letter of unit you wish to order:

A	Table Top Unit	\$720	D	Standard 20' Unit	\$2340
B	Standard 10' Unit	\$1240	E	Optional 20' Unit	\$2835
C	Optional 10' Unit	\$1790	F	Optional 20' Unit	\$3970

* Circle Table Drape Color (Unit A only): Black Blue Burgundy Gray Hunter Green Red White

* Circle Carpet Color (Units B - F only): Black Blue Burgundy Gray Hunter Green Red White

* Header Copy:

(Please Print)

Note: One line maximum of copy in black block lettering. Logos are an additional cost. Please call for a quote.

ACCESSORIES

<u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Amount</u>
_____	1 Meter counter, white cabinet: 42" h x 42" w x 20" - w/sliding doors	\$240.00	\$ _____
_____	2 Meter counter, white cabinet: 42" h x 77" w x 20" - w/sliding doors	\$380.00	\$ _____
_____	Spotlights	\$ 50.00	\$ _____
_____	Straight shelves with brackets	\$ 38.50	\$ _____
_____	Angle shelves with brackets	\$ 50.00	\$ _____
_____	Side rails, 80" x 36" h, to match display	\$110.00	\$ _____
_____	Clear literature pockets, 8.5" x 11"	\$ 22.00	\$ _____
_____	Optional panel colors and materials	Call for Quote	\$ _____
SUBTOTAL			\$ _____
8.25% SALES TAX			\$ _____
TOTAL AMOUNT DUE			\$ _____

ORDERS RECEIVED WITHOUT PAYMENT WILL NOT BE PROCESSED

CANCELLATION POLICY:

Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price and orders cancelled after move-in begins will be charged 100%. Thank you for understanding.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

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ELECTRICAL SERVICES

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Exhibitor Name _____ Booth Number _____

When ordering electrical outlets, please check wattage or rating plate on item and order outlets accordingly.

ELECTRICAL OUTLETS ~ 120 volt 60 cycle alternating current

QUANTITY	ITEM / DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	X	NO. OF DAYS	TOTAL
_____	120 VOLT 500 WATT (5 AMP)	\$ 97.50	\$ 117.00		3	_____
_____	120 VOLT 1000 WATT (10 AMP)	\$ 157.50	\$ 189.00		3	_____
_____	120 VOLT 2000 WATT (20 AMP)	\$ 210.00	\$ 252.00		3	_____

MOTOR & EQUIPMENT OUTLETS ~ Maximum of one (1) connection per power outlet, 208V

_____	208 VOLT, 20 AMP, SINGLE PHASE	\$ 295.00	\$ 354.00		3	_____
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All show site orders will be charged an additional 50%. Please order early to avoid additional fees.

ELECTRICAL LABOR ~ Charges will be in 1/2 hour increments, minimum charge 1/2 hour.

Monday to Friday 8:00 am - 4:30 pm (Except Holidays) \$ 65.00 per hour _____
 Monday - Friday 4:30 pm - 8:00 am, Sat/Sun/Holidays \$ 130.00 per hour _____

Additional Charges: Any work not covered under the above unit price schedule will be done on a time and material basis.
 All 208 Volt and services will require electrical labor. Prices do not include connection to equipment or special wiring.
 Please call Coast to Coast TSS for any additional questions or needs.

NOTICE: All wiring and other installations, motors, etc. must be approved. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage except upon ordering same. All outlets will be installed on the floor at the back wall of the booth, island booth outlets will be brought to one (1) location at our discretion. Labor WILL BE CHARGED FOR ANY WORK DONE FROM THAT POINT INTO THE BOOTH. Connections from outlets to equipment shall be LABOR AND MATERIAL. **We are not responsible for voltage fluctuation or power failure because of temporary connections.** Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage to your equipment. For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor. We are not responsible for damage, loss of items or personal injury caused by the connection to electrical service unless performed by electrical contractor or his employees. No credits will be given on outlets ordered and not used.



AUDIO VISUAL FORM

MicroTas 2014 Conference
October 26-29, 2014
Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX

DISCOUNT PRICE DEADLINE DATE
FRIDAY, OCTOBER 10, 2014

QUANTITY	ITEM / DESCRIPTION	AUDIO VISUAL RENTALS		X	NO. OF DAYS	TOTAL
		DISCOUNT PRICE	STANDARD PRICE			
_____	22" COLOR MONITOR	\$ 125.00	\$ 168.75		3	\$ _____
_____	26" COLOR MONITOR	\$ 175.00	\$ 236.25		3	\$ _____
_____	32" COLOR MONITOR	\$ 250.00	\$ 337.50		3	\$ _____
_____	37" COLOR MONITOR	\$ 300.00	\$ 405.00		3	\$ _____
_____	42" COLOR MONITOR	\$ 375.00	\$ 506.25		3	\$ _____

Prices based on availability.
 All prices cover the duration of your event. If you need any item not listed here, please call us.



SUBTOTAL \$ _____
 8.25% TAX \$ _____
 DELIVERY, INSTALLATION & PICKUP CHARGE - 25% OF SUBTOTAL (\$75.00 MIN) \$ _____
TOTAL AMOUNT DUE \$ _____

On-site Contact: _____

On-site Contact Tel: _____

To receive the above price, all orders must be received with payment in full.
 Cancellations received less than 5 days before the first day of exhibitor scheduled move-in will be billed at 100%.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



ESTIMATED MATERIAL HANDLING

**DISCOUNT PRICE DEADLINE DATE
FRIDAY, OCTOBER 10, 2014**

MicroTas 2014 Conference

October 26-29, 2014

**Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX**

Inbound Shipping Information

Coast to Coast TSS, Inc. will accept envelopes, boxed, crated and skidded materials beginning Thursday, September 23, 2014 to the warehouse address below. No shipment will be refused, however, any shipment received after Friday, October 17, 2014 will be charged late fees in increments of 100 pounds. Please see shipping rates on the following page.

Warehouse Shipping Address

**COAST TO COAST TSS, INC
c/o UPS Freight
4111 NE Loop 410
San Antonio, TX 78218**

Exhibitor Name _____
Booth Number _____

The above information must be provided on all shipping labels. Please use the enclosed shipping labels.

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO NUMBERS)	ESTIMATED MATERIAL HAND- LING COST (see page 17)
SHIPMENT 1					
SHIPMENT 2					

SHIPMENT 1: Shipped from City _____ State _____
Date Shipped _____ Estimated Date of Arrival _____

SHIPMENT 2: Shipped from City _____ State _____
Date Shipped _____ Estimated Date of Arrival _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Order Summary and Payment Form must also be returned for orders to be processed.



MATERIAL HANDLING RATES

MicroTas 2014 Conference

October 26-29, 2014

Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: **Tuesday, September 23, 2014**
 Last day for shipments to arrive without surcharge: **Friday, October 17, 2014**
 Last day for shipments to arrive: **Friday, October 24, 2014**

***All late shipments will be charged late fees - see below prices.**

**EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT.
TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.**

Do not ship directly to the Henry B. Gonzalez Convention Center. Your items WILL BE REFUSED. Coast to Coast TSS, Inc., takes no responsibility for the loss or additional costs pertaining to such shipments.

ADVANCE SHIPMENTS TO WAREHOUSE	RATES PER SHIPMENT	
<p><u>PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT)</u> 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.</p>	<p><u>Rate / 100 LBS</u> \$ 73.00</p>	<p><u>Minimum Shipment</u> \$ 146.00</p>
<p><u>SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT)</u> Vanline shipments or special carriers including: double-decking, unstacking, side door unloading & loading, designated piece handling.</p>	<p><u>Rate / 100 LBS</u> \$ 81.00</p>	<p><u>Minimum Shipment</u> \$ 162.00</p>
<p><u>SMALL PACKAGE SHIPMENTS</u> Cartons, letters or small package, limited to 35 pounds per shipment, per delivery. Includes Fedex and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 pound minimum.</p>	<p><u>First Piece in Shipment</u> \$ 46.00</p>	<p><u>Each Additional Piece</u> \$ 10.00</p>
<p><u>LATE SHIPMENT SURCHARGES</u> These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> *(see top of page). In addition to the late shipment charge, if shipments arrive after the truck has left the warehouse, exhibitor will also be charged for a truck and driver 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.</p>	<p><u>Late Shipment Surcharge</u> \$ 28.00 / 100 LBS</p>	

When recording weights you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight



MOVE-OUT INFORMATION

MicroTas 2014 Conference

October 26-29, 2014

Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX

Outbound Shipping Information

Each exhibitor must begin teardown immediately after the show closes.

Anyone choosing to ship items out following the close of the show may use our Trade Show Carrier, UPS Freight. For your convenience we will supply UPS Freight Shipping Labels, Bills of Lading and Tracking Numbers.

If you choose to ship with any carrier other than UPS Freight you **MUST** make arrangements with them to pick up your items at the Henry B. Gonzalez Convention Center no later than 8:00 PM on Wednesday, October 29, 2014. The address for the Convention Center:

200 East Market Street
Exhibit Hall A
San Antonio, TX 78205

Do not leave your items behind in your booth without filling out an additional Bill of Lading with Coast to Coast TSS, Inc. and informing us of your shipping needs. If your carrier does not arrive to pick up your shipment all items will be sent back to the ship to address on your Bill of Lading via our Trade Show Carrier, UPS Freight.

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

Exhibitors may choose to return items back to the Coast to Coast TSS, Inc. warehouse for their carrier to pick up the following business day. The fee for this service is \$75.00 for the first 200 pounds and \$37.50 for each additional 100 pound increment. Please let us know if this service is needed during set up or dismantle of the show.



MATERIAL HANDLING LIMITS OF LIABILITY

MicroTas 2014 Conference

October 26-29, 2014

Henry B. Gonzalez
Convention Center
Exhibit Hall A
San Antonio, TX

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 uncrated 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 when 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 from any 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: Mondays through Fridays, 8:00am - 4:00pm

**Coast to Coast TSS, Inc.
c/o UPS Freight
4111 NE Loop 410
San Antonio, TX 78218**

Exhibitor _____

Booth Number _____

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