

Colorado State EMS Conference & Exhibition

November 8-11, 2018

Keystone Resort & Conference Center
Keystone, Colorado

Exhibitor Services Manual

CB & ASSOCIATES, LLC

26821 Hilltop Rd.
Evergreen, CO 80439
Phone: 303-435-6834

E-mail: chuck@teamcb.com

Welcome Exhibitors

We'd like to take this opportunity to thank you for the opportunity to enhance your presentation with items and services that you may need in the exhibition. If there is anything that you need that you don't see, please don't hesitate to call us. We encourage your calls. Although we can receive freight at our warehouse, we encourage you to ship directly to Keystone for a cost savings.

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, which must be received by our office by 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 the trade show policies, display limitations, and the event schedule should be directed to:

Chuck Bierley
Phone: (303) 435-6834
Email: chuck@teamcb.com

Each 8' x 10' Booth Space Will Receive:

- 8' High Back Drapes
- 3' High Side Drapes
- 1 - 6' Skirted Table
- 2 - Chairs
- 1 - 7" x 44" Identification Sign
- 1 - Trash can

THE EXHIBIT AREA IS CARPETED.

Exhibit Area Installation & Dismantle Schedule

Setup Dates and Times:

Thursday, November 8

Time: 2:00 – 6:00PM

Show Dates:

Open: Friday, November 9

Time: 7:30AM

Close: Saturday, November 10

Time: 2PM

Dismantle Dates and Times:

Saturday, November 10

Time: 2:00 – 5:00PM

Additional Booth Furnishings Order Form

Tables: 24" Wide x 30" High

Quantity	Description	Discount Price	Standard Price	Total
_____	4' Draped	\$93.00	\$126.00	\$ _____
_____	4' Undraped	\$73.00	\$100.00	\$ _____
_____	6' Draped	\$105.00	\$143.00	\$ _____
_____	6' Undraped	\$86.00	\$126.00	\$ _____
_____	8' Draped	\$120.00	\$162.00	\$ _____
_____	8' Undraped	\$101.00	\$137.00	\$ _____
_____	Fourth side table draped	\$41.00	\$55.00	\$ _____

Drape Color: _____

Counter High Tables: 24" Wide x 42" High

Quantity	Description	Discount Price	Standard Price	Total
_____	4' Draped	\$123.00	\$150.00	\$ _____
_____	4' Undraped	\$92.00	\$124.00	\$ _____
_____	6' Draped	\$127.00	\$173.00	\$ _____
_____	6' Undraped	\$107.00	\$145.00	\$ _____
_____	8' Draped	\$146.00	\$195.00	\$ _____
_____	8' Undraped	\$126.00	\$172.00	\$ _____
_____	Fourth side table draped	\$40.00	\$52.00	\$ _____

Drape Color: _____

Furniture

Quantity	Description	Discount Price	Standard Price	Total
_____	Folding Chair	\$23.00	\$30.00	\$ _____
_____	Padded Side Chair	\$45.00	\$60.00	\$ _____
_____	Padded Arm Chair	\$57.00	\$78.00	\$ _____
_____	Counter Stool w/back	\$68.00	\$88.00	\$ _____
_____	36" round x 30" or 40" high table	\$75.00	\$100.00	\$ _____

Other Furnishings

Quantity	Description	Discount Price	Standard Price	Total
_____	Waste Basket	\$15.00	\$20.00	\$ _____
_____	4' Single Step Table Riser (10")	\$44.00	\$60.00	\$ _____
_____	6' Single Step Table Riser (10")	\$56.00	\$76.00	\$ _____

Subtotal _____

3.62% Sales Tax _____

Total Due _____

To receive the discount price, all orders must be received with payment in full by the due date.
Orders received after will be charged standard price.

Exhibitor Name: _____ **Booth No.** _____

Payment & Pricing Policies

Discount & Standard Pricing

To take advantage of “discount” pricing, payments must be received in full no later than **Wednesday, October 31, 2018**

Payment Schedule

- CB & ASSOCIATES, LLC 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.

Method of Payment

- We accept Visa, Master Card, and American Express, and Company checks payable to CB & Associates, LLC. All payments must be made in US Funds drawn on a US 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 canceled 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

This Form Must Be Returned by: November 1, 2018

Please make your representative aware of our payment policy:
No Adjustments will be made after close of show

Booth Furnishing Order	\$ _____
Estimated material Handling Services	\$ _____
Tax 3.62%	\$ _____
Total Charges	\$ _____

CB & Associates, LLC Reserves the right to correct any orders figured incorrectly.

Method of Payment

Credit Card Information:

We Authorize **CB & Associates, LLC**. to charge any amounts incurred by me or my show representative:

Cardholder's Name _____

Cardholder's Signature _____

Cardholder's Billing Address _____

City _____ Zip _____

Visa MC AMEX Card Number: _____

Expiration Date: (mm/yy) _____ 3 digit security or 4 digit (AX) code: _____

Check or Money Order:

Enclose check or money order payable to: CB & Associates, LLC.

Check Number: _____ Dated: _____ Amount: _____

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF EXHIBIT MATERIAL

Exhibitor name _____ Booth No _____

Ordered By _____ Title _____

Phone () _____ - _____ Fax () _____ - _____ Email _____

Address _____ City/State _____ Zip _____

Drayage & Material Handling Information

Mark and Consign all Shipments:

Exhibiting Company
Booth No. _____
CB & Associates, LLC
c/o Wright Group
1400 YOSEMITE ST.
Denver, Colorado 80220
For: EMS Conference

If shipping directly to Keystone: Please see instruction sheet in this kit. Recommended for cost savings.

Instructions:

Mail this form immediately, and mail your bill of lading when available to: CB & ASSOCIATES, LLC **or via email to chuck@teamcb.com**

COLLECT SHIPMENTS WILL BE REFUSED.

All advance materials should be shipped to arrive no later than 1 week prior to the initial installation date.
All charges for freight services in accordance with the rate schedules on the next page are due and payable in advance.

Inbound Shipments to the Exposition:

Shipper (Name) _____ Shipped From (City) _____
Shipper Via (truck, van, air) _____ Pro # _____
Shipped on (date) _____ Estimated Arrival Date _____
Total Number of shipments _____ Total Number of Pieces _____ Total Weight _____ lbs

Outbound Shipments After Exposition:

Attach sheet if necessary. To enable us to trace delayed shipments we must have complete routing information, including connection carriers involved.

Ship to (Consignee Name): _____
Street Address: _____ City _____ State _____ Zip _____
Total Number of Pieces: _____ Total Weight of Shipment: _____ lbs

Send outbound freight by: Motor Freight ___ Van line ___ Air ___ Other _____

Attach separate sheet if necessary. Exhibitors must label each piece of outbound freight and deliver complete outbound bills of lading to the drayage service desk prior to departing from the show.

We are not responsible for shipments left in the booth by the exhibitor, for damage to uncrated materials improperly packed, for any concealed damage, any loss, or theft of materials after the same have been delivered to the booth, or before we have picked up for loading out of the exhibit hall. At the close of the show, where your designated carrier fails to pick up shipments, or refuses to accept shipments, CB & Associates, LLC reserves the right to re-route such shipments, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The liability of CB & ASSOCIATES, LLC is hereby limited to 30 cents per pound, per article with a maximum of \$50.00 per item and \$1,000.00 per shipment.

Company Name: _____ **Booth No** _____

Invoicing Address & Authority: _____

Name: _____ **Signature:** _____

Material Handling Limits of Liability

CB & ASSOCIATES, LLC shall be limited to the physical loss or damage to the specific article that is lost or damaged as described below.

Limits of CB & ASSOCIATES, LLC, Inc. Liability and Responsibility

1. CB & ASSOCIATES, LLC Shall not be responsible for damage to uncrated materials, materials improperly packaged, or concealed damage
2. CB & ASSOCIATES, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitors' booth.
3. CB & ASSOCIATES, LLC Shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bills of lading covering outgoing shipments that are furnished to CB & ASSOCIATES, LLC by exhibitors will be checked at time of actual pickup from booth and corrections made where disappearances occur
4. CB & ASSOCIATES, LLC 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 exhibitors material which make it impossible or impractical to exhibit same
5. The consignment or delivery of a shipment to CB & ASSOCIATES, LLC 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. CB & ASSOCIATES, LLC shall exercise ordinary diligence and care in receiving, handling and storage of all shipments. CB & ASSOCIATES, shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. CB & ASSOCIATES, LLC' 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 CB & ASSOCIATES, LLC is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies when these goods are in CB & ASSOCIATES, LLC warehouse and vehicles for delivery.
7. Claims for loss or damage that are not submitted to CB & ASSOCIATES, LLC within 30 days of the closure of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against CB & ASSOCIATES, LLC or its subcontractors more than one year after the accrual of the cause of the action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cu ft, etc.) such as UPS or Van Lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. CB & ASSOCIATES, LLC will assume no liability for such shipments.
9. Empty container labels will be available at the CB & ASSOCIATES, LLC desk. Affixing the labels is the sole responsibility of the exhibitor and/or the representative. All previous labels should be completely removed. CB & ASSOCIATES, LLC assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without CB & ASSOCIATES, LLC 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. CB & ASSOCIATES, LLC will assist in the preparation of bills of loading. Be sure your materials have been carefully crated or packaged, and properly tagged or marked
11. In order to expedite removal of materials, CB & ASSOCIATES, LLC 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 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 CB & ASSOCIATES, LLC relative to any loss or damage to any of their materials or equipment they will not withhold payments of any amount due CB & ASSOCIATES, LLC for any other services provided by CB & ASSOCIATES, LLC as an offset against the amount of the alleged loss or damage. Instead they agree to pay CB & ASSOCIATES, LLC at the closure of the show for all such charges and they further agree they shall pursue any claim they may have against CB & ASSOCIATES, LLC independently as a completely separate transaction to be resolved on its own merits
14. A service charge of 1 1/2 percent per month on any unpaid balance will be made starting 15 days after date of invoice
15. Where an exhibitor indicated 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 pickup within the time limited for removal of exhibitors materials, CB & ASSOCIATES, LLC reserves the right to forward such materials 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 the prevailing rates or services performed
16. Materials left behind without orders placed at the CB & ASSOCIATES, LLC service desk will be classified as abandoned. CB & ASSOCIATES, LLC shall not be responsible for such materials. CB & ASSOCIATES, LLC is not responsible for any delay for rush shipments. CB & ASSOCIATES, LLC 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 material 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 CB & ASSOCIATES, LLC is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to CB & ASSOCIATES, LLC here under are based on the value of the material handling service and the scope of CB & ASSOCIATES, LLC liability as set forth above

TO:

**CB & Associates, LLC
c/o Wright Group
1400 Yosemite St.
Denver, Colorado 80220**

Exhibitor: _____

Booth Number: _____

Show: EMS Conference

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c/o Wright Group
1400 Yosemite St.
Denver, Colorado 80220**

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1400 Yosemite St.
Denver, Colorado 80220**

Exhibitor: _____

Booth Number: _____

Show: EMS Conference

Material Handling Rates **(When using CBA, LLC Warehouse)**

Shipments arriving without a certified weight ticket will incur a \$20.00 fee to weigh and calculate the correct weight for our records and billing. Billed weights are per shipment and are rounded up to the next hundred (100) pounds, based on the incoming weight.

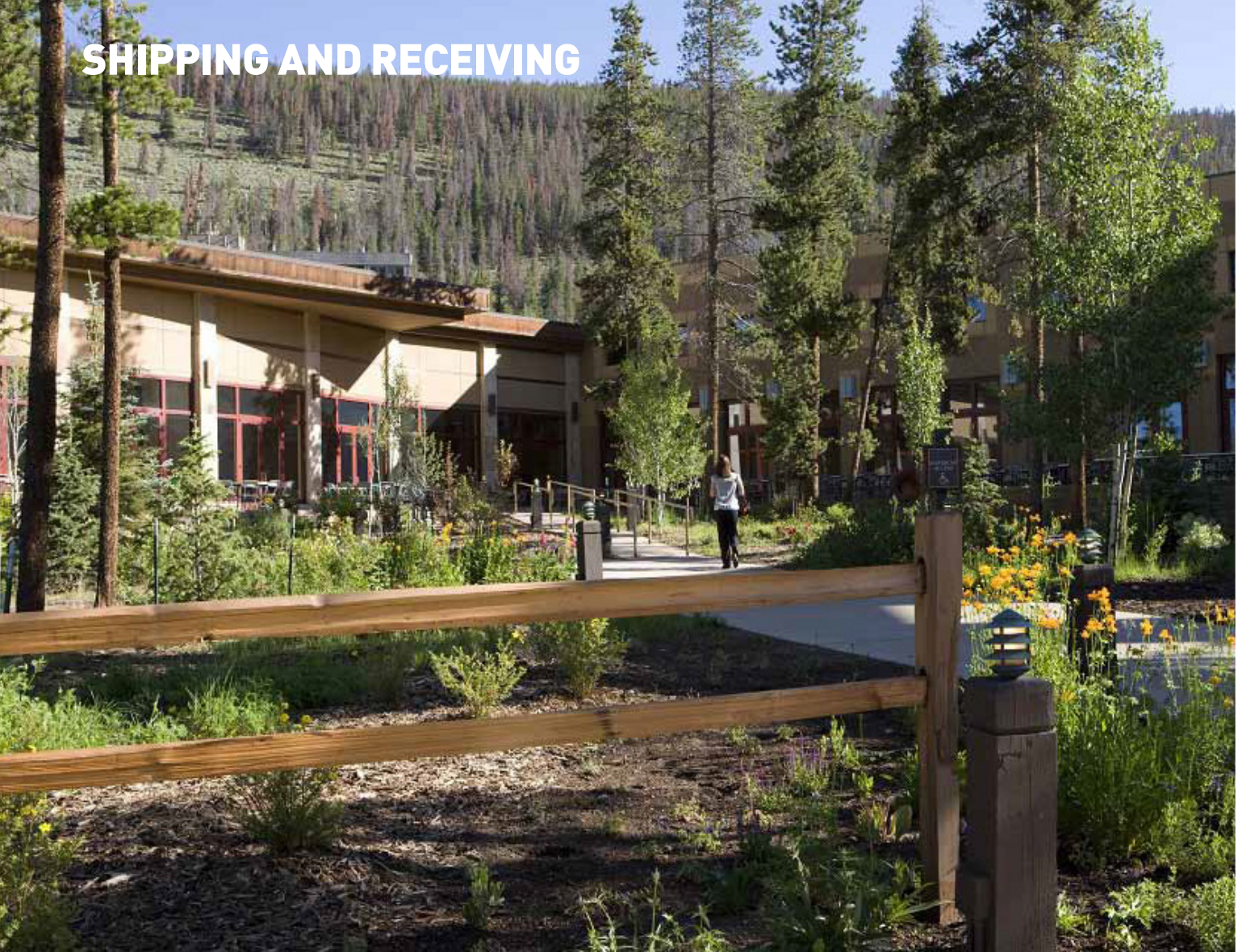
Shipments to Warehouse

May begin arriving at warehouse: November 1, 2018
Last day to arrive without surcharge: November 5, 2018

<u>SHIPPING INFORMATION</u>	<u>INBOUND RATES PER SHIPMENT</u>
Price per 100 LBS includes: (200 lb minimum per shipment) crated skidded or boxed materials received at warehouse. 30 days free storage. Delivery to show site booth. Removal and storage of empty crates and boxes (if properly labeled). Return of empty boxes and crates at close of show. Loading onto outbound carrier.	<ul style="list-style-type: none"> • Rate per 100 lbs: \$75.00 • Min / Shipment: \$150.00
<u>Special handling of crated / uncrated shipments:</u> (200 lb minimum per shipment) Vanline shipments or special carriers including: double decking, unstacking, side door loading and unloading, designated price handling.	<ul style="list-style-type: none"> • Rate per 100 lbs: \$87.00 • Min / Shipment: \$174.00
<u>Small package shipments to show site only:</u> Cartons, letters or small packages received without documentation and delivered to the booth without the guarantee of piece count or condition. Limited to 50 lbs per shipment, per delivery. Includes FedEx and UPS shipments.	<ul style="list-style-type: none"> • First Carton: \$41.00 • Each Additional Carton: \$9.50
<u>Late Shipment Surcharges:</u> These additional charges are incurred if shipments arrive at the warehouse <u>AFTER DEADLINE DATE</u> . In addition to the late shipment charge, if the shipment arrives after the truck has left the receiving facility, exhibitor will be charged for a truck and driver at \$75.00 per hour with a 4 hour minimum.	<ul style="list-style-type: none"> • Late shipment surcharge: \$28.00 per 100 lbs

RECOMMENDED: Ship directly to the Keystone Conference Center for cost savings. See Shipping and Receiving instruction sheet in this kit.

SHIPPING AND RECEIVING



WELCOME

LOCATION

ACTIVITIES

DINING

LODGING

CONFERENCE TOOLS

ENVIRONMENT

SHIPPING AND RECEIVING

GROUP SHIPPING AND RECEIVING

Any items being shipped that will have handling charges paid for by the Master Account should be addressed as follows:

Group name/group code
Attn: Meeting Planner Name
Deliver to room location:
Keystone Conference Center Receiving
0633 Tennis Club Road
Keystone, CO 80435

NOTE: Group shipments will be delivered to the conference meeting space by the Conference Shipping and Receiving Department. **(970.496.4294)**. Please provide an E-mail address to receive a detailed list of all in and outbound shipments

INDIVIDUAL SHIPPING AND RECEIVING

Any items being shipped that will have handling charges paid for by the Individual will be charged to the guest room or can call the Conference Shipping and Receiving Department to provide a credit card

Guest's name
Deliver to room location:
c/o Keystone Conference Center Receiving
0633 Tennis Club Road
Keystone, CO 80435

NOTE: Charge for handling packages is \$10.00 per package for packages under 70 pounds. Packages, crates, cartons, etc. over 70 pounds will be charged at the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped. Please provide an E-mail address to receive a detailed list of all in and outbound shipments



Electrical Service Request

For Security reasons, this form is to be mailed or faxed. If you must email this form, please send to KeystoneConfServices@vailresorts.com without credit card information and then call 970-496-4142 to provide credit card information

ELECTRICAL SERVICE: Please select the electrical service required on the chart below. Actual rating for maximum usage is 80% of total listed amperage, i.e. 5 AMPS provides 4 AMPS rated service or maximum 500 watts. Anything above will overload the circuit. For service above 120 Volts or 20 Amps, please consult your CSM and/or Conference Center electrician.

120 VOLT SERVICE (Normal Use)	ADVANCED RATE	ON-SITE RATE	QTY	DAYS	TOTAL Rate(Qty x Days)
5 AMPS or 500 WATTS (1 PLUG)	\$65.00	\$75.00			
10 AMPS or 1000 WATTS (2 PLUGS)	\$80.00	\$95.00			
15 AMPS or 1500 WATTS (2 PLUGS)	\$85.00	\$100.00			
20 AMPS or 2000 WATTS (2 PLUGS)	\$90.00	\$115.00			
20 AMPS or 2000 WATTS (4 PLUGS)	\$100.00	\$135.00			
EQUIPMENT (Electrical Service Not Included) – One Time Fee					
120V Six Plug Strip (15 AMPS Rated)	\$20.00	\$20.00		N/A	
15' EXTENSION CORD	\$20.00	\$20.00		N/A	
25' EXTENSION CORD	\$20.00	\$25.00		N/A	
LABOR RATE	\$50.00/Hour	\$50.00/Hour		N/A	

- ❖ For Service Above 120 Volts or 20 Amps, please call 970-496-4142 for pricing.
- ❖ Power will be charged by the calendar day for each day of the show.
- ❖ No charges will be incurred for the set-up day.
- ❖ Please Fax Completed form to 970-496-4309.

CONFERENCE NAME : _____ CONFERENCE DATE(S): _____

YOUR EXHIBITING FIRM NAME: _____ ON SITE CONTACT: _____

BOOTH NUMBER: _____ EXHIBIT ROOM: _____ DATES OF SERVICE REQUESTED _____

EXHIBITOR ADDRESS: _____ PHONE NUMBER: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT:

CREDIT CARD NUMBER:

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

EXP. DATE

MONTH / YEAR

--	--	--	--	--

CCV/Security Code

--	--	--	--	--

** I authorize charging any unpaid balance to my credit card

CARD HOLDER SIGNATURE

PRINT NAME

Email Address: _____

**To receive a receipt please fill in the email address above



Audio Visual Equipment Request

For Security reasons, this form is to be mailed or faxed. If you must email this form, please send to KeystoneConfServices@vailresorts.com without credit card information and then call 970-496-4142 to provide credit card information

***ALL RENTALS BASED ON AVAILABILITY**

DESCRIPTION	COST/DAY	QUANTITY	DAYS	TOTAL COST
40" HD LCD Television (built in speakers) W/Floor Stand	\$300.00			
52" HD LCD Television (built in speakers) W/Floor Stand	\$400.00			
Safelock / Projection Cart	\$25.00			
LCD Data Projector (1080P , 4500 Lumens)	\$480.00			
LCD Projection Package (1080P, tripod screen, necessary cables)	\$500.00			
Flipchart w/ Pad, Paper, and Markers	\$50.00			
Flipchart Easel Only	\$25.00			
Tripod Screen	\$45.00			
Computer Equipment				
Computer Systems	Upon Request			
24" LCD Flat Panel	\$150.00			
Wired Internet Line At Least 5Mb/s 2 Public IP address with DHCP, No Firewall	\$400.00			
Wireless Internet provided by WanderingWifi, Purchase online through splash page onsite	\$9.95	N/A	N/A	N/A
Additional Equipment:				

CONFERENCE NAME : _____ CONFERENCE DATE(S): _____

YOUR EXHIBITING FIRM NAME: _____ ON SITE CONTACT: _____

BOOTH NUMBER: _____ EXHIBIT ROOM: _____ DATES OF SERVICE REQUESTED _____

EXHIBITOR ADDRESS: _____ PHONE NUMBER: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT:

CREDIT CARD NUMBER:

EXP. DATE
MONTH / YEAR

CCV/Security Code

** I authorize charging any unpaid balance to my credit card

CARD HOLDER SIGNATURE

PRINT NAME

Email Address: _____

**To receive a receipt please fill in the email address above



Exhibit Checklist

1. Who is the decorating company? _____
2. Obtain and review exhibit diagram _____
3. Obtain a list of exhibitors. _____
4. Who is handling the drayage? (see note) _____
5. Send power forms to decorator. _____
6. Send audio/visual forms to decorator. _____
7. Is security needed? _____
8. Obtain set-up, "open" and teardown times. _____
9. Are there banners to be hung? _____
10. Review contract for exhibit space rental and include on event orders. _____
11. Submit completed power forms to conference center maintenance staff and accounting. _____
12. Submit complete phone/a/v forms to department, accounting and PBX. _____
13. Is an electrician needed during set up times? _____