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A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

TTD | EXPO INSTALLATION

Thursday, June 7, 2018 | Exhibitor Installation Booths – Hours 8:00 am - 5:00 pm

TTD | EXPO HOURS

Thursday, June 7, 2018 | Show Hours 6:00 pm - 9:00 pm

Friday, June 8, 2018 | Show Hours 10:00 am - 7:30 pm

Saturday, June 9, 2018 | Show Hours 10:00 am - 6:30 pm

TTD | EXPO DISMANTLE

Saturday, June 9, 2018 | Exhibitor Dismantle Hours 6:30 pm - 10:30 pm

Exhibit Install:

All exhibit spaces must be completely set with all boxes or other items stored no later than 5:00 PM Thursday, June 7, 2018. Should you need assistance, booth set-up labor can be contracted in advance through ExpoPlus to insure your exhibit space is complete.

Exhibit Dismantle:

Before returning your completed ExpoPlus Bill of Lading to the Service Desk, all materials must be packed, labeled and ready to ship and left in your booth space. YRC Freight is the Official Carrier for the show. Exhibitors who choose to ship with an alternate carrier of their choice are responsible for notifying their carrier to check in to the loading docks by 8:30 pm, and pick up freight no later than 9:30 pm on June 9th, 2018. Any freight left on the show floor after 9:30 pm will be Reconsigned and shipped with the Official Show Carrier at the exhibitors expense. Please visit www.expoplus.com/kiosk/setup to complete your Bill of Lading.

We look forward to being of service to you. Should you have any questions concerning services covered in this guide, or if we may assist you with your preliminary planning, please contact us at (404) 699-0650.

Sincerely,

ExpoPlus
Customer Engagement Department

Official Service Contractor | ExpoPlus, Inc.

1055 Research Center ATL Drive SW, Atlanta, GA 30331

Direct Line (404) 699.0650 | www.exoplus.com

Senior Account Executive | James Seafort

Phone (909) 641-7858 - **E-mail:** jseafort@exoplus.com

Show Coordinator | Conventions • Exhibits • Promotions
2018 Teach Them Diligently Convention

Event Coordinator | Jenni McClure

Phone 864-640-8002 - **E-mail:** jmclure@teachthemdiligently.net

Additional Services | Greater Columbus Convention Center

3 Convention Center Way, Columbus Ohio 43215
614-827-2548

Greater Columbus Convention Center | Facility Services

ONLINE ORDERING AVAILABLE AT | <https://columbusconventions.com/exhibitors/>

Greater Columbus Convention Center
Exhibitor Service Information - 614-827-2548

Booth Space Includes:

10' x 10' Booths - One 8' high x 10' wide blue/white/white/blue back wall drape, two 3' high blue side rail drapes, one 8' skirted table (blue), two contour chairs, and one 7" x 44" ID Sign.

20' x 20' ISLAND Booths - No draping, divider rails, or ID Sign. Optional booth carpet and padding can be contracted through ExpoPlus if desired.

Additional Services:

Electrical, Internet, Food & Beverage, and Business Services are contracted through the Greater Columbus Convention Center on page 38. Take advantage of their Discounted Pricing until **TBD**.

Please refer to page 7 for Booth Guidelines & Restrictions



At ExpoPlus, we're constantly seeking new ways to reduce our carbon footprint on the environment. We work closely with our clients to create solutions that meet their decorating needs while also addressing our desire to have "green" meetings. This partnership allows us to create events that are both attractive and environmentally friendly.

It's our company policy to use as many products that are reusable, recyclable, and made from recycled materials as possible. Here are a few examples:

- 100% recyclable carpet
- 100% recyclable carpet pad made with 98% pre- and post-consumer content
- Reusable banjo drape and table skirts
- Poly film made from 50% recycled material



Because we are committed to a true sustainable environment, we are working toward LEED Certification for our Atlanta and New York facilities. It is an expensive process but one that will allow ExpoPlus to help preserve the environment for generations to come.

We partner with companies that share our belief in reducing our environmental impact however we can. It is our goal to work with local companies committed to the latest recycling technologies available. These include:

- Aluminum system recycling: Newell Recycling, East Point, GA
- Carpet recycling: Homeland Company, Dalton, GA
- Carpet pad recycling: Juliano Carpet Supply & Pad Recycling, Stockbridge, GA
- Paper recycling: American Paper Recycling, Atlanta, GA; Seaside Removals, New York, NY
- Plastic recycling: American Paper Recycling, Atlanta, G; Seaside Removals, New York, NY
- Electronics recycling: eWaste ePlanet, Norcross, GA; Bee Green Industries, Carle Place, NY

We also reduce paper waste with our online ordering system, which currently accounts for 80% of our shows. By offering electronic PDF versions of all exhibitor kits that can be emailed to exhibitors, we dramatically reduce the amount of paper waste produced by our office.

We will continue to promote green policies not only for events, but also in our own day-to-day activities. ExpoPlus actively strives to reduce the waste we produce by seeking eco-friendly solutions that make sense for the environment, our company, our employees, and our clients.



A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

Senior Account Executive - Jim Seafort
jseafort@expoplus.com 404-699-0650

Discount Deadline Date - Wednesday, May 16, 2018

Table with 2 columns: Item description, Total. Items include Booth Furniture Packages, Furniture & Accessories, Modular Unit Display Rentals, Carpet Order Form, Graphic Panels / Banners / Sign Requests, ExpoPlus Audio Visual Rental, ExpoPlus Custom Furniture Rental.

Advance Warehouse Deadline - June 1, 2018

- Advance Warehouse Shipments have 30 days of free storage beginning May 7th, 2018.

Direct Shipments Deadline - June 7, 2018

- Direct Shipments to Exhibit Site must arrive Thursday only. Shipments received before / after June 7 could be refused by the facility
Caravan Shipping Service direct to Atlanta, Deadline - June 1, 2018

EAC Deadline - June 1, 2018

- Non-Official Contractor Form & Insurance Certificate Submitted

Facility Services Discount Deadline - TBD

- Greater Columbus Convention Center Services

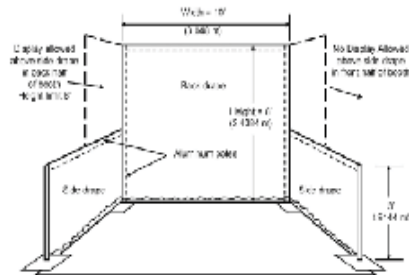
TOTAL FROM ALL FORMS \$

COMPANY E-MAIL ADDRESS BOOTH NUMBER
ADDRESS STREET CITY STATE ZIP
PHONE FAX DATE
AUTHORIZED CONTACT SIGNATURE

FORMS AND DEADLINES

- **Booth Requirements:** All exhibits must be confined to the space limitations of their respective booth(s) as indicated on the floor plan. Equipment, products, and materials displayed or demonstrated in the booth must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space & not in the aisles or surrounding booth(s).
- **Linear Booths:** Linear Booths, also called “in-line”, are generally arranged in a straight line and have neighboring exhibitors to their immediate left & right, leaving only one side exposed to the aisle. Linear booths are typically 100 Square Feet, 10’ Wide x 10’ Deep consisting of 8’ high back wall drape & 3’ high side rail dividers mounted on aluminum pipe. Signs, decorations, and equipment may not rise above 8’ or be placed outside of the booth space. Solid construction over 4’ high must be a minimum of 5’ back from the aisle. Exposed unfinished sides of the exhibit must be draped to present an attractive appearance. Hanging signs are not permitted from the ceiling.

Hanging signs are not permitted.



- **Island Exhibit Booths:** An island exhibit is an open

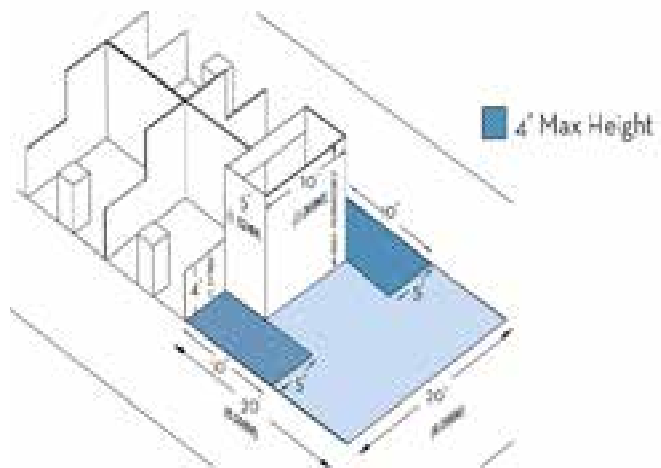
- **Island Exhibit Booths:** An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to outer edges of the booth, but must provide for attendee access into the booth from all four aisles. The height limitation for island booths is 21 feet (lighting and truss may be hung above this height).

A.) Aisles may not be obstructed due to any activities within the booth:

- i.) Counters must be placed at a minimum of one foot from the aisles.

B.) Neither identification sign nor pipe and drape are provided for island exhibits. Floor plans and elevations drawings for islands must be submitted for approval by **May 12th, 2018** to TTD and ExpoPlus. Island booth floor plans are required to ensure that TTD rules and regulations are followed and provide TTD with the ability to resolve potential issues prior to the show. Floor plans should be drawn to scale & include all exhibit components & their dimensions. If not submitted & the construction is determined in violation of booth restrictions, TTD has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where

- **Peninsula or End-Cap Booths:** An End-cap Booth is exposed to aisles on three sides. End-cap Booths are generally 10 ft. deep x 20 ft. wide. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth space and within 5 ft. of the two side aisles, with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle unless approved by TTD. A Peninsula Booth is also exposed to aisles on three sides, & comprised of a minimum of (4) booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”





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2018 TTD Convention,
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METHOD OF PAYMENT

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

Form with fields for COMPANY, E-MAIL ADDRESS, BOOTH NUMBER, ADDRESS, STREET, CITY, STATE, ZIP, COUNTRY, PHONE, FAX, PURCHASE ORDER NUMBER, AUTHORIZED CONTACT SIGNATURE, AUTHORIZED CONTACT - PLEASE PRINT, DATE.

CREDIT CARD

FOR YOUR CONVENIENCE, WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS, AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIAL HANDLING. PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

IF YOU PLAN TO UTILIZE THE SERVICES OF EXPOPLUS, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

Credit card charge authorization form with fields for card type (Master Card, Visa, American Express, Discover), account number, expiration date, billing address, cardholder's signature, name, and security code.

PLEASE SIGN

To simplify payment, send one check payable to ExpoPlus, Inc. For your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$ []

Check No. [] Dated. [] In the amount of \$ []

Discount Deadline: Wednesday, May 16th, 2018

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility

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A Bodden Partners Company



2018 TTD Convention,
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Columbus, Ohio

ExpoPlus has established the following terms and conditions of sale for all services rendered:

ExpoPlus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/ STATEMENT AT THE EXHIBIT SITE. To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the ExpoPlus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

All payments must be made in U.S. Funds.

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order must accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of ExpoPlus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth during the event for your convenience. ExpoPlus will accept payment by cash, company check, American Express, Discover, Master Card, or Visa. ExpoPlus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in U.S. Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by ExpoPlus.

Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are re billing these charges to your customers.

Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the responsibility of the exhibitor at the event.

ExpoPlus reserves the right to institute collection action against all exhibitors / third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and charge back fees on credit cards will be added to your invoice.

SEATING

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard</u>
_____	Black Padded Side Chair	\$66.00	\$84.50
_____	Black Padded Arm Chair	\$72.00	\$92.00
_____	Gray Padded Counter Stool	\$95.00	\$121.50
_____	Black Plastic Contour Chair	\$50.00	\$64.00

ACCESSORIES

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard</u>
_____	White Cafe Table 30"D x 30"H	\$164.75	\$208.00
_____	White Bar Table 30"D x 40"H	\$172.75	\$218.00
_____	Wastebasket	\$19.50	\$24.75
_____	Adjustable Chrome Tripod Easel	\$44.50	\$57.00
_____	Chrome 22" x 28" Sign Frame	\$95.25	\$120.50
_____	Tensile Barrier Stanchion	\$60.00	\$75.00
_____	4' x 8' Poster Board	\$192.25	\$243.25
_____	Bag Rack	\$135.00	\$175.00
_____	Literature Rack	\$143.50	\$183.75
_____	Uprights, Bases, Crossbars	\$20.00	\$24.00

<u>DRAPED</u> (Masking Drape)	<u>Discount Rate</u>	<u>Standard</u>
_____ 8' H. Masking/per ft..	\$16.00	\$20.25
_____ 3' H. Masking/per ft..	\$12.00	\$15.25

DRAPED TABLES (24" Deep)

	<u>Discount Rates</u>	<u>Standard</u>
<i>(Covered with white vinyl & Skirted)</i>		
_____ 4' Table - 30" high	\$100.00	\$128.00
_____ 4' Table - 42" high	\$116.00	\$148.50
_____ 6' Table - 30" high	\$103.00	\$132.00
_____ 6' Table - 42" high	\$121.50	\$155.50
_____ 8' Table - 30" high	\$108.25	\$138.50
_____ 8' Table - 42" high	\$128.75	\$165.00
• Optional 4th Side Draped 30":	\$40.00	\$65.00
• Optional 4th Side Draped 42":	\$50.00	\$71.00

Show colors will be given when color is not selected.

Colors: Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

UNDRAPED TABLES (24" Deep)

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard</u>
<i>(Covered with white vinyl)</i>		
_____ 4' Table - 30" high	\$60.00	\$77.00
_____ 4' Table - 42" high	\$66.00	\$84.50
_____ 6' Table - 30" high	\$63.00	\$80.50
_____ 6' Table - 42" high	\$71.50	\$91.50
_____ 8' Table - 30" high	\$68.25	\$87.25
_____ 8' Table - 42" high	\$78.75	\$101.00

SYSTEM RISERS

	<u>Discount Rate</u>	<u>Standard</u>
_____ 4'L x 8"W x 8"H	\$44.00	\$55.50
_____ 6'L x 8"W x 8"H	\$57.00	\$71.50
_____ 8'L x 8"W x 8"H	\$70.00	\$88.00

Riser(s) to be placed on _____ ft. Long tables ordered

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

CANCELLATION POLICY:

Items cancelled after move-in begins will be charged at 50% of original price.

Total All Items Ordered \$ _____

Sales Tax 7.5% \$ _____

Total Payment Enclosed = \$ _____

Add 10% to Standard Rates for orders received at show site.

Note: Payment should include Sales and/or Use Taxes as indicated above. Please make payments in US Funds.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

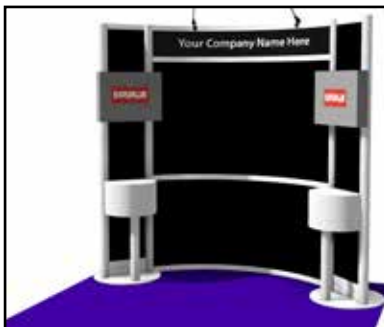
COMPANY _____		E-MAIL ADDRESS _____		BOOTH NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____		FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - PLEASE PRINT _____		

MODULAR DISPLAY RENTAL PRICING INCLUDES THE FOLLOWING:

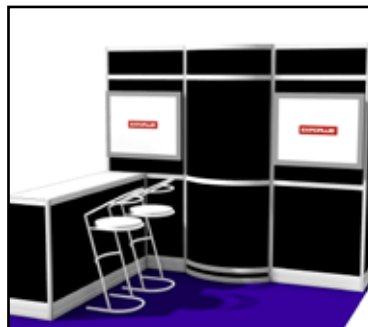
- Labor to Install & Dismantle the Booth
- Standard Gray or Black Velcro Receptive Panels
- Standard Carpet (Complete MDU Order Form)
- Standard Header Graphic (black/white)
- Local Delivery

MODULAR DISPLAY RENTAL DOES NOT INCLUDE:

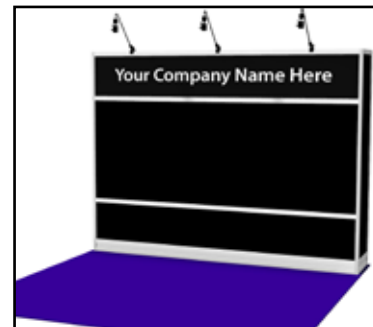
- Custom Graphic Panels
- Booth Furnishings (Images have Custom Furnishings)
- Audio Visual (Monitors shown are not included)
- Electrical (Ordered through the **Columbus Convention Center**)
- Stem Lights



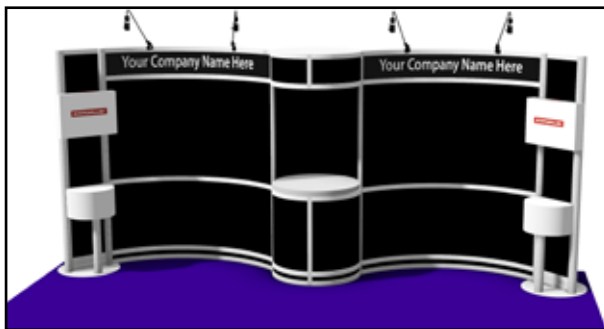
MDU NO. 1



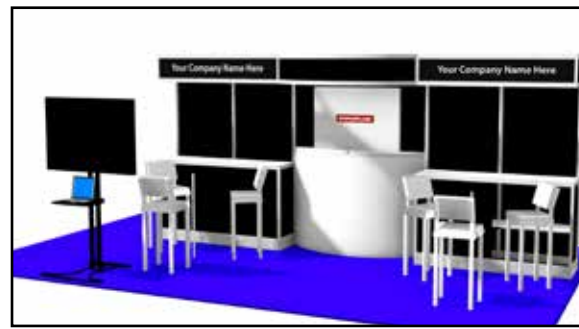
MDU NO. 2



MDU NO. 3



MDU NO. 4



MDU NO. 5



MDU NO. 6



MDU NO. 7



MDU NO. 8



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Columbus, Ohio

For Custom Booth Designs, Graphic Panel Quotes, or general inquiries & assistance to order a Modular Display Unit please contact:
Jim Seafort | 404.699.0650 | jseafort@expoplus.com

- MDU NO. 1 10'x10'
Copy for standard header (black)
MDU NO. 2 10'x10'
Copy for standard header (black)
MDU NO. 3 10'x10'
Copy for standard header (black)
MDU NO. 4 10'x 20'
Copy for standard header (black)
MDU NO. 5 10'x 20'
Copy for standard header (black)
MDU NO. 6 10'x10'
Copy for standard header (black)
MDU NO. 7 10'x10' Banner
Copy for standard header (black)
MDU NO. 8 20'x 20'
Copy for standard header (blue)

Velcro Receptive Panels:

- Black Gray

Carpet:

- Blue Red Gray Teal
Purple Burgundy Forest Green Black

Table with columns: Discount Price, Total. Rows include MDU items and summary rows: Sub Total, Sales Tax 7.5%, Total Price.

MODULAR DISPLAY UNIT CONTINUED

Discount Deadline: Wednesday, May 16th, 2018

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility

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Lighting and/or Electrical Services are NOT included with Unit Rental

Accessories ordered after **May 16th, 2018** will cost an additional 25% over prices indicated.

	Quantity	Price	
Shelves			
<input type="checkbox"/> 1 meter straight - white only	_____	\$65.00	\$ _____
Counter			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$375.00	\$ _____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Teal			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$475.00	\$ _____
Other			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$65.00	\$ _____
<input type="checkbox"/> Literature Holder - Plexiglas (holds 8 1/2" x 11")	_____	\$25.00	\$ _____

Add 25% if ordering after May 16th, 2018 or add 50% if ordering on-site	\$ _____
Sub Total	\$ _____
Sales Tax 7.5%	\$ _____
Total Price	\$ _____



Custom Carpet - 32 Oz.

An upgraded 32 oz. Carpet is available in 10 colors. Swatches will be sent to you upon request. Rental includes installation, plastic covering for protection and pickup at the close of the show. Custom Carpet must be ordered at least 20 days prior to the show.

Select Color: *Samples are available upon request*

- ___ Red ___ Dark Blue ___ Burgundy ___ Blue ___ Charcoal ___ Teal ___ Gray
___ Forest Green ___ Black ___ White ___ Neon Orange (Additional Available Upon Request)

Custom Carpet

Booth Size: _____ x _____ = _____ Total sq ft.

Sq. ft. required (to next full ft.)

_____ Sq. Ft. @ \$5.75per sq. ft. = \$ _____

Note: *Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.*

Price includes installation to fit booth space, protective covering, and edges taped. (100 sq. ft.. minimum)



Standard Carpet - 16 Oz.

If 10' x 10' Carpet is ordered in multiples, we cannot guarantee a color match. Our recommendation would be to order special cut carpet so it will be one seamless piece of carpet with no discolorations.

Select Color: *Show colors will be given when color is not selected*

- ___ Red ___ Blue
___ Burgundy ___ Black
___ Forest Green ___ Teal
___ Purple ___ Gray

Standard Carpet (10' increments)	Discount Rates	Standard
_____ 10' X 10'	\$185.00	\$237.00
_____ 10' X 20'	\$370.00	\$473.50
_____ 10' X 30'	\$555.00	\$710.50

*Pricing above includes taping front aisle only

_____ Ft. of addtl taping	\$1.45	\$2.00
	Per ft..	per ft..

Special Cut Standard Carpet (10' x 40' or larger)

Discount Rates Standard Rates

_____ Total sq. Ft. @\$ 4.00 \$ 5.00
 per sq. ft. per sq. ft.

Plastic Covering (*visqueen*)

_____ Total sq. ft. @\$ 0.55 \$.70
 per sq. ft. per sq. ft.

Padding-1/2" *Re bond Padding (includes installation)*

_____ Total sq. ft. @ \$ 1.25 \$ 1.50
_____ To next full ft. per sq. ft. per sq. ft.

Note: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed. Alternative selections may be necessary on orders received after the deadline date above.

Important - No credits will be issued after deadline date.

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without payment or orders received after the above Deadline Date will be charged at Standard Rates. Add 10% to standard rates for orders received at show site.

CANCELLATION POLICY: Items canceled after the deadline date for Deluxe carpet will be charged at 100% of original price. Standard carpet canceled after move-in begins will be charged at 50% of original price.

Total All Items Ordered \$ _____

Sales Tax 7.5% \$ _____

Total Payment Enclosed = \$ _____

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: 404.699.0650 Fax: 404.699.9827

COMPANY _____ E-mail ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

A 7" x 44" ID Sign is provided with your booth. You do not need to submit any information for this to be provided.

CHOOSE YOUR SIZE

QTY.	STANDARD SIGN SIZES	DISCOUNT	STANDARD PRICE	TOTAL
___	7"x11" @	\$38.00	\$45.50	\$ _____
___	7"x22" @	\$39.50	\$46.50	\$ _____
___	7"x44" @	\$40.75	\$47.75	\$ _____
___	11x14" @	\$46.00	\$53.50	\$ _____
___	14"x22" @	\$57.00	\$64.50	\$ _____
___	14"x44" @	\$72.50	\$80.00	\$ _____
___	22"x28" @	\$108.25	\$131.00	\$ _____
___	28"x44" @	\$162.00	\$196.75	\$ _____
___	40"x60" @	Quoted on Request		

Signs are based on one color copy, white show card and 10 words or less per sign.

INDICATE OPTIONAL SERVICES REQUIRED

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word	= \$ _____
___	Change in color copy	@ \$12.50 per change	= \$ _____
___	Easel back on sign	@ \$8.00 per sign	= \$ _____
___	Colored show card	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

ADDITIONAL SERVICES Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.

INDICATE YOUR SIGN COPY

Please feel free to draw on reverse side of this form.

CHOOSE YOUR STYLE AND COLOR

Vertical Horizontal Use your Judgment For Sign Layout

Background color: _____

Lettering color: _____

Remember to order in advance to save time and money. Orders received after deadline date will cost double the prices indicated.

If you have questions or need assistance with any items not listed, please call the Expo Customer Service Dept at 404-699-0650.

TOTAL COST

_____ + _____ = \$ _____
Subtotal 7.5% Tax Total Cost

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ E-MAIL ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

GUIDELINES FOR SUBMITTING ARTWORK.

SOFTWARE APPLICATIONS: MAC and/or PC

ADOBE InDesign CC17 or lower (.ai, .eps) – Include linked images.

ADOBE Illustrator CC17 or lower (.ai, .eps) – Include linked images.

ADOBE Photoshop CC17 or lower (.psd, .tif, .eps) – File should be in CMYK color space.

ADOBE Acrobat CC17 or lower (.PDF) – Convert to .PDF using PDFx1a.

Sending by EMAIL:

Please send your file as PDFx1a @ 100% scale,

OR ai. or eps. outline - cmyk at 100% scale(no bleed), with artwork embedded @ 100dpi.

OR cmyk - jpg. at 100% scale (no bleed) @ 100dpi.

We can accept e-mail up to 10mb. For larger files see FTP Site directions below or send via Dropbox or WeTransfer.com. Convert all text to outline and/or include all fonts. Include a layout of all panels, PMS, or CMYK breakdowns for color reference. Email to: ganderson@expoplus.com.

Sending to CPdigital's FTP site:

We can accept any size files. Convert all text to curves and/or include all fonts. Include a layout of all panels, PMS, or CMYK breakdowns for color reference.

If you have files over 10MB and want to use our FTP site go to:

<http://sftp.expoplus.com:8888>

login: graphics

Pass: EPgraphics

Click on Add Files and choose. Send an e-mail to: ganderson@expoplus.com to verify completion of file upload.

FILE FORMAT:

VECTOR (line art) graphics in .eps,.ai, that are not effected by scale. (The majority of files should be in this format whenever possible.)

PIXEL BASED (raster art) graphics in .tif, Jpg, Bmp that are effected by scale and resolution.

(See RESOLUTION below.)

FILE RESOLUTION:

For print, images must be at least 100dpi at 100% usage.

For large format plotting all Pixel-based art should be at least 1/4" scale @ 400dpi which will give us a final 100dpi @ full size of finished graphic to produce a quality image. Call your account manager to get the correct panel sizes if not known. The above specifications are general guidelines for submitting your artwork to Communications Plus Digital.

If you have specific questions, please call Gene Anderson at (404) 699-0650 or e-mail: ganderson@expoplus.com.



2018
TRADE SHOW
FURNISHINGS
KIT CATALOG

EXPOPLUS

[Click to View Full Brochure](#)

Thank you for participating in the TTD 2018 Conference.

We hope the show has been a success for you. All accounts must be paid prior to your scheduled move-out time. Please stop by the ExpoPlus Service Center at your earliest convenience should you need to settle your account. Please note that no adjustments to invoices will be made after the close of the show.

The exhibits will officially close at **6:30 PM on Saturday, June 9th, 2018**. At which time empty containers will begin being returned for the dismantling of exhibits in the order in which they were loaded onto the trailer. Please be patient during this time.

Dismantling of booths is strictly prohibited until **6:30 PM on Saturday, June 9th, 2018**.

All out-bound shipments require an ExpoPlus Bill of Lading. Once your account is settled you may obtain a Bill of Lading and shipping labels at the ExpoPlus Service Center. **Shipping is not an automatic process.** We ask that you return your Bill of Lading to our Service Center only when your materials are packed, labeled, and ready to be shipped. **Carriers must pick up shipments no later than 9:30 PM on Saturday, June 9th, 2018.**

Representatives from **YRC Freight Systems** will be on site for your shipping convenience. If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier. You are also responsible for scheduling your carrier to check-in for loading at least one hour prior to when the hall must be clear which is **Saturday, June 9th** driver check in - 8:30 pm & freight must be picked up by 9:30 pm. In the event that your designated carrier fails to pick up or refuses to accept shipments, ExpoPlus reserves the right to re-consign such shipments where no disposition is provided to our Official Carrier, YRC Freight. You may also check with the Facility Business Center and see if they are able to assist with small shipments via UPS or FED EX. No liability will be assumed by ExpoPlus as a result of such rerouting or handling.

Should you have any questions or concerns regarding the above information, please check with our representatives at the ExpoPlus Service Center. It has been a pleasure serving you, and we look forward to working with you in the future.

Sincerely,

ExpoPlus Customer Engagement Department

I&D HOURLY RATES (One hour minimum per person)

Straight Time - 8:00 am to 4:30 pm Monday through Friday Per Person/Per Hour...
Overtime - 4:30 pm to 8:00 am Monday through Friday, & all day Saturday Person/ Hour...
Double-time - All day Sunday, and Holidays Per Person/Per Hour...
 Note: If exhibitor fails to pick up the people at the time confirmed, a (1) hour Per person "no show charge" will be made.

	Exhibitor Supervised	ExpoPlus Supervised
ST	\$82.00	\$110.75
OT	\$123.00	\$157.50
DT	\$164.00	\$221.50

INSTALL SUPERVISION BY EXPOPLUS

- Exhibits are set up prior to exhibitor's arrival under the direction of ExpoPlus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. **Please complete the information on the reverse side so we may provide you with the best possible service in setting up your exhibit.**
- Please note our cancellation policy.
- Reverse side of form must be completed.**

INSTALL SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

INSTALL LABOR : June 7th, 2018 - All Exhibits Must be Completely Set by 6:00 pm.

Date	Time	Day of Week	No. Of People	Apr. Hours	Total Hours	Hourly Rate	Total Estimated Cost
							\$

DISMANTLE SUPERVISION BY EXPOPLUS

- Exhibits are dismantled without the exhibitor present under the direction of ExpoPlus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. **Please complete the information on the reverse side so we may provide you with the best possible service in dismantling your exhibit.**
- Please note our cancellation policy.
- Reverse side of form must be completed.**

DISMANTLE SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

DISMANTLE LABOR : Saturday June 9th, Hall Must be Clear by 9:30 pm.

Date	Time	Day of Week	No. Of People	Apr. Hours	Total Hours	Hourly Rate	Total Estimated Cost
							\$

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		E-MAIL ADDRESS			SPACE NUMBER		
ADDRESS	STREET	CITY	STATE	ZIP			
PHONE	FAX			DATE			
AUTHORIZED CONTACT SIGNATURE				AUTHORIZED CONTACT - please print			



A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

INBOUND SHIPPING INFORMATION

Carrier (Shipping Company) | Shipped to: Warehouse ; Show-Site ; Other (circle)

From: City/State Date

Total No. Of: Crates Cartons Fiber Cases Other (Specify)

SET-UP INFORMATION

Setup Plan/Photo: Attached To Be Sent With Exhibit In Crate Number:

Carpet: With Exhibit Rented from ExpoPlus Color

Size: Drawing Attached Drawing with Exhibit Electrical Under Carpet

Comments:

Graphics: With Exhibit Shipped Separately

Comments:

Special Tools/Hardware Required:

OUTBOUND SHIPPING INFORMATION

Ship To:

Method: Common Carrier
Air Freight
Van Line
Other

(Specify)

Carrier*: (If Known)

Freight Charges: Prepaid Bill to:
Collect

Exhibitors clear of Hall - Saturday, June 9th, 2018 at 9:30 pm - ExpoPlus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

SPECIAL INSTRUCTIONS/COMMENTS

PLEASE PROVIDE AN EMERGENCY CONTACT

NAME: PHONE NO.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY E-MAIL ADDRESS SPACE NUMBER

ADDRESS STREET CITY STATE ZIP

PHONE FAX DATE

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - please print

Display Labor continued

Discount Deadline: Wednesday, May 16th, 2018

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility

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A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

LIMITS OF LIABILITY

1. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. ExpoPlus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by ExpoPlus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by ExpoPlus or its subcontractors.
3. ExpoPlus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from many loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an ExpoPlus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

ExpoPlus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

Be sure your Liability Insurance is in effect at the exhibit site.



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FORKLIFT LABOR

LABOR AND EQUIPMENT RATES

Table with 4 columns: Rate Category, STRAIGHT, OVERTIME, DOUBLE TIME. Rows include Fork Lift up to 5,000 lbs W/ Operator and Each additional laborer.

Overtime is from 4:30 pm to 8:00 am - Friday through Friday and all day Saturday. Double-time is all day Sunday and holidays.

Add 10% to rates above for labor ordered on show site.

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- Get tools and report to the booth,
• Have work checked by the exhibitor and
• Return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by ExpoPlus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

CREW SIZE FOR INSTALLATION & DISMANTLING

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT Request a forklift, a crew will be assigned consisting of: two laborers.

DESCRIPTION OF WORK TO BE PERFORMED

Blank lines for describing the work to be performed.

ORDER

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order, and approve the work order by signing.

FORKLIFT CREW INSTALLATION ESTIMATE

Form for Forklift Crew Installation Estimate with fields for Date, Time, Approx Hours, Hourly Rate, and Total Estimated Cost.

FORKLIFT CREW DISMANTLE ESTIMATE

Form for Forklift Crew Dismantle Estimate with fields for Date, Time, Approx Hours, Hourly Rate, and Total Estimated Cost.

ORDER CONFIRMATION

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above.

Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "NO Show Charge" will be made.

CALCULATION OF ORDER

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$

NOTE: We understand that your calculation is only an estimate; invoicing will be done from the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. 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. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors 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: (See Non-Official Contractor Form)

1. The Exhibitor must notify Show Management in writing and Expo Plus 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 a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.
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, and shall provide Show Management with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus 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 as determined by Show Management.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus 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.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, Internet, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor and the facility will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must abide by the following:

1. Notify Expo Plus no later than 30 DAYS prior to Show indicating the following:

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

- 2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.
3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.
4. Refer to the Official Service Contractors and Guidelines and Method of Payment 3rd Party Authorization for Exhibitor Appointed Contractors form in this service kit for additional requirements.
5. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.

*Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

Form with fields for COMPANY, E-MAIL ADDRESS, BOOTH NUMBER, ADDRESS, STREET, CITY, STATE, ZIP, PHONE, FAX, DATE, AUTHORIZED CONTACT SIGNATURE, AUTHORIZED CONTACT - PLEASE PRINT

NON-OFFICIAL SERVICE CONTRACTOR

1. ExpoPlus and its subcontractors shall not be responsible for damage to uncrated materials, improperly packed, glass breakage, or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by ExpoPlus or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up. Therefore, it is agreed that ExpoPlus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are ExpoPlus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to ExpoPlus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
3. ExpoPlus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to ExpoPlus in time to obtain the proper equipment.
4. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
5. ExpoPlus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that ExpoPlus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by ExpoPlus hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that ExpoPlus and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if ExpoPlus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by ExpoPlus, its subcontractors or their employees.
7. ExpoPlus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit.
8. Claims for loss or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that ExpoPlus and its subcontractors will provide these services as Exhibitor's agent and not as bailer or shipper. If any employee of ExpoPlus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that ExpoPlus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. ExpoPlus and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the ExpoPlus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and ExpoPlus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, ExpoPlus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. ExpoPlus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with ExpoPlus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to ExpoPlus for material handling services or any other services provided by ExpoPlus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay ExpoPlus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against ExpoPlus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. The consignment or delivery of a shipment to ExpoPlus or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

ExpoPlus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. Be sure your materials are insured from the time they leave your firm until they are returned after the show.

Senior Account Executive - Jim Seafort
jseafort@expoplus.com 404-699-0650

ADVANCE SHIPMENTS TO WAREHOUSE Advance shipments will be accepted at the ExpoPlus warehouse and allowed 30 days free storage, if delivered by the deadline date of Friday, June 1, 2018. **Shipments that aren't received between Monday, May 7 - Friday, June 1, 2018 are subject to an "Off Target" Fee** in addition to standard drayage rates. These shipments should be consigned and the Bill of Lading made out as follows:

Exhibiting Company / Booth #
Teach Them Diligently Homeschool Convention 2018
YRC Freight c/o ExpoPlus
5400 Fisher Road
Columbus, Ohio 43228

RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 30 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following **ROUND TRIP RATE:** For each 100 lbs. Or fraction thereof, per shipment, the rate is **\$75.00 with a 200 lb. minimum.**

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be scheduled to arrive **Only On Thursday - June 7, 2018, all exhibits must be completely ready by 5:00 pm on June 7, 2018. Please review the Overtime Charges Section for Shipments arriving Direct to Show-Site over the weekend.** These shipments should be consigned and the bill of lading made out as follows:

Exhibiting Company / Booth #
Teach Them Diligently Homeschool Convention 2018
Greater Columbus Convention Center
C/O ExpoPlus
3 Convention Center Way
Columbus, Ohio 43215

RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE Materials will be unloaded from the Vehicle(s) at the exhibit site and delivered directly to the booth. When the show closes shipments are picked up from the booth and moved to the loading area, and reloaded onto your chosen carrier at the following **ROUND TRIP RATE:** For each 100 lbs. Or fraction thereof, per shipment, the rate is **\$71.00 with a 200 lb. minimum.** Please Note: Shipments sent to the **Hotel or Convention Center Business Center** will incur per package handling fees from their facility and will need to be handled by the person(s) who handled the freight inbound.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts; uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth, picked up at the close of show, moved to the loading area and reloaded on trucks at the following **ROUND TRIP RATE:** For each 100 lbs. or fraction thereof, per shipment, the rate is **\$85 for Advance Warehouse Special Handling Shipments, and \$81 for Direct to Show-Site Special Handling Shipments,** with a 200 lb. minimum.

NOTE: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), ExpoPlus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the advance shipment deadline, or after the show opens will be subject to overtime charges. **Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday, or Holidays due to scheduling conflict beyond the control of ExpoPlus, overtime charges will apply.** This charge will equal \$18.00 for every 100 lbs. Of freight shipped with a minimum charge of \$36.00, and will be invoiced in addition to our regular drayage charges. Shipments received direct to the exhibit site will not be subject to this fee.

Note: A maximum charge of \$10.00 will apply to receiving and delivery of envelopes only at the show site during show hours.

BILL OF LADING

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. We recommend A copy be mailed to the ExpoPlus address:

ExpoPlus
1055 Research Center Drive
Atlanta, GA 30331

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and the proper freight door for unloading.

NOTE: Shipments received without receipts, freight bills or specified 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. No liability will be assumed by ExpoPlus for such shipments.

NOTE: In the event no weight is indicated on the documents presented, ExpoPlus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.

VAN SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. ExpoPlus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

SHIPPING LABELS

Please use the enclosed ExpoPlus "RUSH" Shipping Labels for Advance and Direct to Show Site Shipping In Addition to your own Prepaid Shipping Labels from your Carrier. The use of ExpoPlus Labels is essential as they will ensure your materials are delivered to the correct show and location . For outbound Shipments, if you are not shipping with the Official Show Carrier, YRC Freight, you must provide your own prepaid shipping labels.

SMALL PACKAGES SHIPMENTS:

Includes cartons received without documentation and delivery to the booth without guarantee of piece count and documentation. Includes Fed Ex and UPS shipments weighing less than 30 lbs.

The Small package fee is \$35.00 per shipment.

LABOR AND EQUIPMENT

Labor will be available for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this exhibitor service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, staff at the ExpoPlus Service Desk will be able to provide labels, Bill of Lading forms, and shipping information. You may also complete this in advance online at www.exoplus.com/kiosk/setup. Your Online Bill of Lading will be delivered to your booth at the close of the show.

At the close of the show, if an exhibitor's carrier fails to pick up or refuse to accept shipments, ExpoPlus reserves the right to reroute such shipments where no disposition is provided. Materials may be hauled to a warehouse pending advice from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such rerouting or handling.

All shipments must be forwarded with all charges prepaid.

Collect shipments will not be accepted.

ExpoPlus assumes no responsibility for collect shipments which are not accepted.



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





A Bodden Partners Company



2018 TTD Convention,

Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor. Therefore, it is important to know some of the basics that will help you to avoid having your freight Reconsigned.

BILL OF LADING

Each exhibitor is responsible for turning in a Bill of Lading to the ExpoPlus Service Desk after dismantling is finished and all boxes, crates, etc. Are packed and labeled. The Bill of Lading is the official “permission” of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) Your Bill of Lading must be turned in no later than 8:00 pm on June 9th, 2018. You may complete this in advance by visiting www.expoPlus.com/kiosk/setup.

OFFICIAL CARRIER

YRC Freight is our Official Carrier for this Conference. The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. If you choose an alternate carrier; please make sure to provide prepaid shipping labels and schedule your carrier to pickup during the designated times on the “Dismantle Instructions” form. Rates may be negotiated in advance by calling this carrier.

OTHER CARRIERS

If freight is consigned to a service other than the Official Carrier, that service must check in with the loading dock by 8:30 pm on June 9th for loading. Show Management, ExpoPlus and the Official Carriers cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call your carrier during move-out to check on the status of the shipment. Many times, a reminder phone call from you will get the carrier there quickly.

RECONSIGNED FREIGHT

A “re consignment” occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor’s freight is handled by their carrier of choice, and therefore no freight is Reconsigned until we must move it to complete the contracted move-out agreement, between Show Management, the convention center, and ExpoPlus.

ADVANCE SHIPMENTS TO WAREHOUSE

The Advance Warehouse will begin receiving shipments **May 7th, 2018**. Materials will be stored and delivered to your booth prior to your arrival provided they are received by the

Deadline Date of June 1, 2018.

Exhibiting Company / Booth

Teach Them Diligently Homeschool Convention 2018
YRC Freight
C/O ExpoPlus
5400 Fisher Road
Columbus, Ohio 43228

DIRECT SHIPMENTS TO EXHIBIT SITE

MUST ARRIVE ONLY ON: Thursday June 7, 2018 During Exhibit Install

Exhibiting Company / Booth

Teach Them Diligently Homeschool Convention 2018
Greater Columbus Convention Center
C/O ExpoPlus
3 Convention Center Way
Columbus, Ohio 43215

Cart load Service Order Form

Special Freight Services – Private Passenger Vehicles Only!

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, ExpoPlus is pleased to make the following available for hire: One (1) laborer with one (1) pushcart, for one (1) trip. Service is available from the dock to your booth, from your booth to the dock, or both. The charge for this service is \$90.00 each way.
- This service is for those who have small hand carry items all of which must fit on a 2'x 6' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cart load is eight (8) pieces or fewer, weighing less than 200 lbs. Total. One cart load trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. ExpoPlus personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. At least two (2) exhibit representatives must be present with the vehicle to use this service: one person to escort your product to your booth space and one person to remove your vehicle from the unloading area to the parking area.**
- Freight that is too large or heavy will be charged Material Handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cart load service.**
- To request this service on site, go to the ExpoPlus Customer Service Desk inside the exhibit hall. Pre-orders will receive preferential service at show site, you may also order this service at the ExpoPlus Service center.**

VEHICLES THAT QUALIFY:



Pickup



SUV



Sedan



Passenger Van



Push Cart

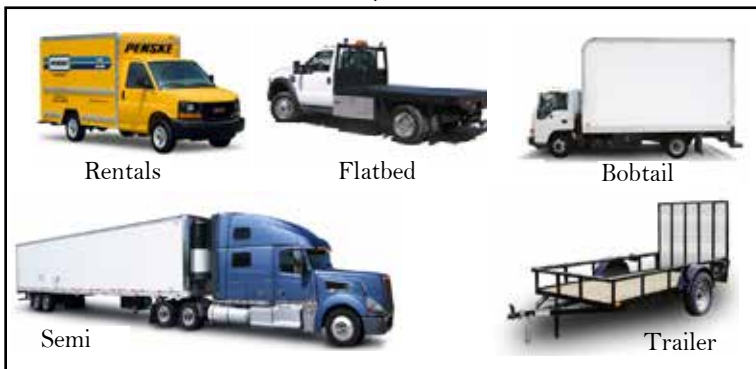
Item	Price	Quantity	Total
Cart load Inbound - PER Cartload (Terms Above)	\$90.00		\$
Cart load Outbound PER Cartload (Terms Above)	\$90.00		\$
		Total :	\$

I agree in placing this order that I have accepted the ExpoPlus Payment Policy and the terms and conditions of Contract.

Authorized Signature _____

Authorized Name - Please Print	Date
--------------------------------	------

VEHICLES THAT DO NOT QUALIFY:



Rentals

Flatbed

Bobtail

Semi

Trailer

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

ADVANCE SHIPMENT

RUSH!

FROM:

BOOTH NUMBER

#

Teach Them Diligently Homeschool Convention 2018
YRC Freight
C/O ExpoPlus
5400 Fisher Road
Columbus, Ohio 43228

SHIPMENT SHOULD ARRIVE BETWEEN:

The Advance Warehouse will begin receiving shipments **May 7, 2018**. Materials will be stored and delivered to your booth prior to your arrival provided they are received by the Deadline Date of **June 1, 2018**.

Number _____ of _____ pieces



A Bodden Partners Company

ADVANCE SHIPMENT

RUSH!

FROM:

BOOTH NUMBER

#

Teach Them Diligently Homeschool Convention 2018
YRC Freight
C/O ExpoPlus
5400 Fisher Road
Columbus, Ohio 43228

SHIPMENT SHOULD ARRIVE BETWEEN:

The Advance Warehouse will begin receiving shipments **May 7, 2018**. Materials will be stored and delivered to your booth prior to your arrival provided they are received by the Deadline Date of **June 1, 2018**.

Number _____ of _____ pieces



A Bodden Partners Company

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

DIRECT SHIPMENT

RUSH!

FROM: _____

Exhibiting
Company: _____

BOOTH NUMBER

#

Teach Them Diligently Homeschool Convention 2018
Greater Columbus Convention Center
C/O ExpoPlus
3 Convention Center Way
Columbus, Ohio 43215

SHIPMENT SHOULD ARRIVE ONLY ON:

Thursday June 7, 2018

Shipments that arrive before/after
these dates could be refused by the facility

Number _____ of _____ pieces



A Bodden Partners Company

DIRECT SHIPMENT

RUSH!

FROM: _____

Exhibiting
Company: _____

BOOTH NUMBER

#

Teach Them Diligently Homeschool Convention 2018
Greater Columbus Convention Center
C/O ExpoPlus
3 Convention Center Way
Columbus, Ohio 43215

SHIPMENT SHOULD ARRIVE ONLY ON:

Thursday June 7, 2018

Shipments that arrive before/after
these dates could be refused by the facility

Number _____ of _____ pieces



A Bodden Partners Company



A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

MATERIAL HANDLING FORM

CALCULATION OF ORDER

When recording weight, round up to the next 100 lbs.
Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

Advance Shipments to the Warehouse

We will ship _____ lbs. @ \$75.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: Exhibiting Company / Booth #
Teach Them Diligently Homeschool Convention 2018
YRC Freight
C/O ExpoPlus
5400 Fisher Road
Columbus, Ohio 43228

Direct Shipments to the Exhibit Site

We will ship _____ lbs. @ \$71.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: Exhibiting Company / Booth #
Teach Them Diligently Homeschool Convention 2018
Greater Columbus Convention Center
C/O ExpoPlus
3 Convention Center Way
Columbus, Ohio 43215

Shipments or Equipment Requiring Special Handling ADVANCE

We will ship _____ lbs. @ \$85.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _____ lbs. @ \$81.00 per 100 lbs. (200 lb. minimum) = \$ _____

Small Package Shipments (30 lbs. Max per delivery)

We will ship _____ shipments @ \$35.00 - Advance = \$ _____

We will ship _____ shipments @ \$35.00 - Exhibit Site = \$ _____

Total Payment Enclosed = \$ _____

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

Form with fields for COMPANY, ADDRESS, PHONE, AUTHORIZED CONTACT SIGNATURE, E-MAIL ADDRESS, CITY, STATE, ZIP, FAX, AUTHORIZED CONTACT - PLEASE PRINT, BOOTH NUMBER, DATE

Discount Deadline: Wednesday, May 16th, 2018

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility

Return to Table of Contents



A Bodden Partners Company



2018 TTD Convention,
Greater Columbus Convention Center, June 7 - June 9, 2018
Columbus, Ohio

THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND RETURNED TO ExpoPlus. Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO WAREHOUSE

Shipper Name: From City/State:
How will you ship: Common Carrier Van Line Company Truck Air Freight
Shipping Date: # of Pieces: Weight
Dimensions of Largest Piece: Height Width Length Weight
Carrier (If Known): Pro Number (If Known):
Comments / Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary.

SHIPMENTS DIRECT TO EXHIBIT SITE

(Must Arrive Only During Official Exhibitor Move-In)

Shipper Name: From City/State:
How will you ship: Common Carrier Van Line Company Truck Air Freight
Shipping Date: # of Pieces: Weight
Dimensions of Largest Piece: Height Width Length Weight
Carrier (If Known): Pro Number (If Known):
Comments / Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY E-MAIL ADDRESS BOOTH NUMBER
ADDRESS STREET CITY STATE ZIP
PHONE FAX DATE
AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT

MATERIAL HANDLING FORM CONTINUED

VACUUMING and SHAMPOOING

We will require the following service(s) for our

Booth Number _____ which is _____ x _____ = _____ sq.feet.

VACUUMING CARPET/BOOTH AREA

- **EVERY NIGHT***
Minimum Charge: 100 sq. feet per Day
Cost per square foot per night is 35¢

- **BEFORE SHOW OPENS ONLY**
Minimum Charge: 100 sq. feet per 10'x10' booth
Cost per square foot is 40¢

SHAMPOOING CARPET

- **BEFORE SHOW OPENS ONLY**
Minimum Charge: 100 sq. feet per 10'x10' booth
Cost per square foot is 80¢
- **ANTI-STATIC SPRAY APPLICATION/BOOTH AREA**
Per Application
Minimum Charge: 100 sq feet per 10'x10' booth
Cost per square foot is 25¢

PERIODIC PORTER SERVICE

Refuse will be removed from containers in your booth once an hour – show hours only – on a daily rate basis. If you require this service, please indicate your requirements below:

- **EVERY SHOW DAY***
- **ONLY Day(s) Specified _____**

Cost per day\$72.00

PORTER SERVICE

Use for booth wipe down, ice removal, etc.

- **We will require porter service. Please contact us at our booth prior to show opening.**

Rates Per Hour:

ST: Mon.-Fri: 8:00 am to 4:30 pm\$36.00
OT: Mon.-Fri: after 4:30 pm
All day Sat and Sun\$54.00
(1 hour minimum)

CALCULATION OF ORDER

***When ordering a daily service calculate 2 days.**

Vacuuming _____ (sq ft) x _____ (rate) x _____ (number of days) = \$ _____
Shampooing _____ (sq ft) x _____ (rate) = \$ _____
Anti-Static Spray _____ (sq ft) x _____ (rate) = \$ _____
Periodic Porter Service _____ (rate) x _____ (number of days) = \$ _____
Total All \$ _____

PAYMENT ENCLOSED \$ _____

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		E-MAIL ADDRESS			SPACE NUMBER
ADDRESS	STREET	CITY	STATE	ZIP	
PHONE	FAX			DATE	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT - please print		

Official Audio-Visual/Computer Rental

Qty	CP DIGITAL Rents Flat Screen Displays, Full Event Rates	Full Show	Total
	60" Flat Screen-HD w/speakers 1080P - HDMI.	\$ 1,250.	
	50" Flat Screen-HD TV/Monitor with table top stand 1080P - HDMI.	\$ 950.	
	42" Flat Screen-HD TV/Monitor with table top stand 1080P - HDMI.	\$ 750.	
	32" Flat Screen-HD TV/Monitor (16:9, 1366x768) wide screen with table top stand.	\$ 450.	
	26" Flat Screen 720P.	\$ 350.	
	70" Single Post Floor Stand for 32" & smaller.	\$ 125.	
	72" Dual Post Floor Stand for flat screen monitors 42" & larger	\$ 175.	
Qty	CP DIGITAL Rents Computer Monitors, Full Event Rates	Full Show	Total
	22" LCD Monitor (4:3, 1600x1200) with table top stand.	\$ 325.	
	19" LCD Monitor (4:3, 1280x1024) with table top stand.	\$ 200.	
Qty	CP DIGITAL Rents Desktops/Laptops, Full Event Rates	Full Show	Total
	Desktop: Core 2 Duo / 2.4GHZ / 4GB / 160GB / dvd-rw / dvd / NIC	\$ 395.	
	All IN One desktop, 20 inch, Quad core, 4GB Ram, 500GD Hard Drive, Windows 7	\$ 395.	
	Desktop: Core 2 Duo / 2.16GHZ / 4GB / 22" Touch Screen	\$ 425.	
	Laptop: Core 2 Duo / 2.2GHZ / 2GB / 80GB / cdrw / 14" Screen / WiFi Ready	\$ 250.	
Qty	CP DIGITAL Rents Apple, Full Event Rates	Full Show	Total
	Desktop: iMac Core 2 Duo / 2.0GHZ / 2GB / 20" Screen	\$ 325.	
Qty	CP DIGITAL Rents, Full Event Rates	Full Show	Total
	DVD Player & Remote	\$ 115.	
	BluRay Player & Remote	\$ 145.	
	JBL Pro Stereo Speakers on tripod stands	\$ 350.	
	Wireless Microphone Kit: SELECT <input type="checkbox"/> Lavalier, <input type="checkbox"/> Headset, <input type="checkbox"/> Handheld	\$ 240.	
	LaserJet Printer / 35ppm / NIC	\$ 195.	
	DLP Projector, 5000 lumens / 1024x768 / lock down cable	\$ 550.	
	Projection Screen, 8x8 on tripod. (other sizes available).	\$ 175.	
	Additional/Items:		

Sub-Total	
Delivery/Pickup Fee	\$ 150.
Tax @ 7.5%	
Total	

All rates are for the full length of event!
Rental items requiring installation must be performed by union labor.
Add 15% to the rental price after the deadline date.

To Place Your order: Fill out the form and fax to 404-699-9827 or e-mail jseafort@expoplus.com

You will receive an email confirmation on the next business day.

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EXHIBITORS

EXHIBITOR SERVICES

Electrical, Plumbing, Telephone & Cleaning

To order electrical, plumbing, telephone or cleaning services for your meeting, trade-show, or exhibit please select the "Order Utilities" menu item or click [here](#).

Rigging

Clients requiring rigging should download, fill out, and then email the rigging form found [here](#).

Contact

Please contact our Exhibitor Services Department directly if we can assist you in any way during the ordering process.

Phone: (614) 827-2548

Fax: (614) 827-2658

E-mail: exhibitorservices@columbusconventions.com

[GCCC FEEDBACK](#) | [PRIVACY POLICY](#) | [FAQ's MeetUsInColumbus](#)

400 North High Street Columbus, Ohio 43215 | (614) 827-2500
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[Click to View](#)



Exhibitor Name: _____ Booth Representative: _____
 Firm, Billing Name: _____ Purchase Order or Reference Number: _____
 Booth Number: _____ Credit Card #: _____
 Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)
 City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card
 Show Decorator: **Expo Plus** _____
 Phone: _____ Fax: _____ Authorized Signature: _____
 Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX
 Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
 LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**



If you would like to specify color, size, type flowers, please do so below—**prices start at \$60.00.**

Qty ____ tropical flowers—Price \$ _____ each

Qty ____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
 Let TLC designers choose your fresh seasonal flowers!*

Qty ____ TLC pick my colors, size, type flowers \$50.00 ea

Visit www.tlc-florist.com for additional sample pictures.
 For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes; rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden, English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H

\$20.00 each

Qty ____

White ____

Yellow ____

Lavender ____



Azaleas—12"H

\$35.00 each

Qty ____

White ____

Pink ____

Red ____



Bromeliads—12"-18"H

\$35.00 each




Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

See next page for green plants.

FLORAL ORDER FORM

Ferns	Ivy	Pothos
		
Ferns \$35.00 each Qty ____	Ivy—10”H x 10”W \$35.00 each Qty ____	Pothos—12”H x 12”W \$35.00 each Qty ____

2' Green Plants



\$29.95 each Qty ____

3' Green Plants



\$39.95 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$49.95 each Qty ____
 5' @ \$59.95 each Qty ____
 6' @ \$69.95 each Qty ____

7' H & Taller plants & Planters are available
 Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
 Also available with mum
 Choose flower color for flower choice.

For Top-dressing with fern & azalea
 __ white, __ pink, __ red

For Top-dressing with fern & mum
 __ white, __ yellow, __ lavender



4' @ \$125.00 each, Qty ____
 5' @ \$135.00 each, Qty ____
 6' @ \$145.00 each, Qty ____

Seasonal Flowering Plants
 Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.** **Orders placed after the open of an event may be subject to a delivery fee.**

Order Cost Summary

Select Container (Included in rental cost)	Subtotal _____
__ Black __ White __ Wicker	6% Sales Tax _____
Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.	Total _____