

# WoodWorks Conference

May 16, 2019

Sheraton Denver Tech Center  
Ballroom  
7007 South Clinton Street  
Greenwood Village, CO 80112

## **EXHIBITOR SERVICES MANUAL**



*Coast to Coast*  
TRADE SHOW SERVICES, INC.



## WELCOME EXHIBITORS

WoodWorks Conference  
May 16, 2019  
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7007 S. Clinton Street  
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**WE'RE HERE TO HELP!** If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and *we promise excellent service.*

**Save money** by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on page 5. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

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

**LeeAnn Charpentier**  
Phone: 301-633-0330  
Email: [leeann.charpentier@woodworks.org](mailto:leeann.charpentier@woodworks.org)

Each Tabletop Space will Receive:

1 Table  
2 Chairs

### EXHIBIT AREA INSTALLATION, SHOW & DISMANTLE SCHEDULE

Setup Dates

Thursday, May 16, 2019

Setup Times

6:30 AM - 8:00 AM

Exhibit Viewing Dates

Thursday, May 16, 2019

Exhibit Viewing Times

8:00 AM - 6:00 PM

4:45 PM - 6:00 PM ~ Attendees and Exhibitors Mingle

Dismantle Dates

Thursday, May 16, 2019

Dismantle Times

6:00 PM - 7:00 PM

All exhibit materials must be removed from the facility by 7:00 PM on Thursday, May 16, 2019.



# PAYMENT & PRICING POLICIES

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## DISCOUNT & STANDARD PRICING

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

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to [exhibitservices@coasttocoastss.com](mailto:exhibitservices@coasttocoastss.com)**

## PAYMENT SCHEDULE

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

## METHOD OF PAYMENT

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

## CANCELLATIONS & ADJUSTMENTS

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

## TAX EXEMPTION

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

## I & D THIRD PARTY BILLING

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

## MISCELLANEOUS

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



# ORDER SUMMARY & PAYMENT FORM

**DISCOUNT PRICE DEADLINE DATE  
FRIDAY, MAY 10, 2019**

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exhibitservices@coasttocoasttss.com

ESTIMATED MATERIAL HANDLING SERVICES ..... \$ \_\_\_\_\_  
 BACK TO WAREHOUSE FEE ..... \$ \_\_\_\_\_  
 TOTAL CHARGES WITH ADMINISTRATION FEE AND TAX ..... \$ \_\_\_\_\_

**Coast to Coast TSS, Inc. reserves the right to correct orders figured incorrectly.**

Company / Exhibitor Name \_\_\_\_\_  
 Ordered By \_\_\_\_\_ Table Number \* \_\_\_\_\_  
 Address \_\_\_\_\_  
 City / State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email \_\_\_\_\_

\* Table number not required; if available, please complete.

## METHOD OF PAYMENT

CREDIT CARD INFORMATION \* CREDIT CARD IS REQUIRED FOR SERVICES RENDERED  
 WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICE, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE.  
 CARDHOLDER'S NAME \_\_\_\_\_ CARDHOLDER'S SIGNATURE \_\_\_\_\_  
 CARDHOLDER'S BILLING ADDRESS (REQUIRED) \_\_\_\_\_  
 VISA MC AMEX  
 \_\_\_\_\_  
 EXP. DATE \_\_\_\_\_ PLEASE ENTER SECURITY CODE PRINTED ON CARD \_\_\_\_\_  
 CHECK NUMBER \_\_\_\_\_ DATED \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

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



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## MATERIAL HANDLING RATES

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### SHIPMENTS TO WAREHOUSE

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

### SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse:	Monday, April 15, 2019
Last day for shipments to arrive at discounted rate:	Friday, May 10, 2019
Last day for shipment to arrive at standard rate:	Monday, May 13, 2019

SHIPPING INFORMATION	INBOUND RATES PER SHIPMENT	
<b>SHIPMENTS TO WAREHOUSE</b>	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN, SHIP ALL ITEMS TOGETHER.	
<b><u>SMALL PACKAGE SHIPMENT</u></b> Individual cartons, letters or small packages delivered to Coast to Coast, limited to 35 pounds per shipment, per delivery day. This is for envelopes and small boxes only. It does not include fiber cases, bags, tables or oversized cartons.	<b><u>Discount Rate / Up to 35 LBS</u></b>	<b><u>Minimum Shipment</u></b>
	\$46.00	\$12.50
	<b><u>Standard Rate / Up to 35 LBS</u></b>	<b><u>Minimum Shipment</u></b>
	\$62.10	\$16.90
<b><u>PRICE PER 100 POUNDS (200 POUND MINIMUM PER SHIPMENT)</u></b> Crated, skidded, fiber cases or boxed exhibit materials received at the Coast to Coast warehouse. This includes up to 30 days of storage, delivery to show-site table space, removal and storage of empty crates and boxes, return of empty crates and boxes at show closing and loading onto outbound carrier.	<b><u>Discount Rate / 100 LBS</u></b>	<b><u>Minimum Shipment</u></b>
	\$79.00	\$158.00
	<b><u>Standard Rate / 100 LBS</u></b>	<b><u>Minimum Shipment</u></b>
	\$106.65	\$213.30
<b><u>LATE SHIPMENT SURCHARGES</u></b> These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast truck has left to set up the show event.	<b><u>Standard Rate / 100 LBS</u></b>	<b><u>Minimum Shipment</u></b>
	\$ 106.65	\$ 213.30
	In addition, you will be charged for a truck and drive at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	



# ESTIMATED WAREHOUSE MATERIAL HANDLING FEE

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## INBOUND SHIPPING INFORMATION

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

Exhibitor Name, Table Number and Show Names must be on all pieces.  
 (Shipping Labels can be found on Page 9 in this manual)

	<u>No. of Pieces</u>	<u>Weight</u>	<u>Carrier with Shipping Number</u>	<u>Material Handling Fee</u> (See Previous Page)
Shipment 1	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____
			SUBTOTAL	\$ _____
			3.00% ADMINISTRATION FEE	\$ _____
			8.31% SALES TAX ON ADMINISTRATION FEE ONLY	\$ _____
			TOTAL AMOUNT DUE	\$ _____

## RETURN FREIGHT BACK TO WAREHOUSE FOLLOWING THE SHOW

BACK TO WAREHOUSE FEE: Exhibitors may choose to return items back to the Coast to Coast Trade Show Service warehouse for their selected carrier to pick up at a later date. The fee for this service is \$37.50 for each additional 100 pounds. If you decide this service is needed you may pre-order or just order at the Coast to Coast Trade Show Service Desk following the show.

Number of Pounds \_\_\_\_\_

SUBTOTAL	\$ _____
3.00% ADMINISTRATION FEE	\$ _____
8.31% SALES TAX ON ADMINISTRATION FEE ONLY	\$ _____
TOTAL AMOUNT DUE	\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



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## MOVE OUT INFORMATION

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Each exhibitor must complete teardown on Thursday, May 16, 2019 from 5:00 pm to 7:00pm.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you choose to ship with UPS Ground or FedEx Ground you may bring your items to the lobby front desk. All items must be labeled and prepaid. The hotel does not have a manned business center but they do provide computers for your use.

If you choose to ship with a freight carrier such as UPS Freight or ABF Freight you **MUST** turn in a completed Bill of Lading to a Coast to Coast Customer Service Representative prior to leaving the show. All freight carriers must arrive no later than 6:00 pm and once they check in with a Coast to Coast Customer Service Representative paperwork will be matched and they will be allowed to pick up your freight. The address for the pick up is:

Sheraton Denver Tech Center  
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If you have not made previous arrangements with a carrier, you may use our Trade Show Carrier, Event Service Solutions. Please talk to a Coast to Coast representative for help.

If your carrier does not show up to pick up your items, Coast to Coast TSS will be forced to take your items back to our warehouse. The fee for this service is \$37.50 per 100 pounds. For this reason, all exhibitors shipping out at the close of the show, leaving their freight in their table space, **MUST** fill out a Bill of Lading with Coast to Coast TSS, Inc. informing us of your shipping needs and hand it directly to a Coast to Coast representative. Contact information must be on this form so that we can inform you if your carrier does not show up to pick up your freight.

Prior to shipping items, it is your responsibility to take off ALL inbound shipping labels.

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



## MATERIAL HANDLING LIMITS OF LIABILITY

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

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

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



# SHIPPING LABELS

To receive the discount price, please ship your freight to arrive no later than Friday,  
May 10, 2019.

**Warehouse Receiving Hours: Monday through Friday, 8:00am to 4:00pm**

<p><b>Coast to Coast TSS, Inc.</b> <b>3999 Holly Street, Unit 14</b> <b>Denver, CO 80207</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>WoodWorks Conference</b></p>	<p><b>Coast to Coast TSS, Inc.</b> <b>3999 Holly Street, Unit 14</b> <b>Denver, CO 80207</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>WoodWorks Conference</b></p>
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