

Dear Exhibitor:

Thank you for exhibiting in the 2024 Colorado Roofing Association Table Top Trade Show. The show will be held Thursday, January 25 at the Arapahoe County Fairgrounds & Event Center at Quincy & E-470. Public Show hours are 11:00 am to 3:00 pm.

We are excited about this year's show. Please share the following information with anyone involved with your exhibit.

LOCATION

Arapahoe County Fairgrounds and
Event Center
25690 East Quincy Avenue
Denver, CO 80216
Park in West lot.



MOVE-IN

Move-in will be January 25, 2024 from 9:00 am to 11:00 am. *If your exhibit requires additional time, please contact the CRA office to make other arrangements.*

All tables will be 8' draped tables in black with 2 chairs and a wastebasket. ID Signs will be included.

Table assignments are made the week of Jan 15 and not given in advance. **Upon your arrival, please check with the registration desk or volunteer at back door for your table number.**

MOVE-OUT

Move-out will immediately follow the close of the show, 3:00 - 4:00 pm. All exhibits must be removed by 4:00 pm, January 25, 2024. **WE ALSO ASK THAT YOU PLEASE RESPECT SHOW HOURS and OUR ATTENDEES WHO COME LATER IN THE DAY. PLEASE DO NOT TEAR DOWN YOUR EXHIBITS BEFORE 3:00 PM.**

TRASH REMOVAL: ****UPDATED POLICY FOR 2024****

Vendors are responsible for cleaning & trash removal from their displays. After Jan 25 at 4:30 pm, if trash remains, a **\$250 fine** will be levied, and the vendor responsible for the trash will be charged accordingly.

SOCIAL MEDIA, SHOW FLYER & ATTENDEE PROMOTION

Attendee registration is open at <http://www.coloradoroofing.org/events>. **Use the enclosed flyer (Eng & Spa) and social media template to promote the event to customers, associates, and prospects.** *(The social post includes a blank space for you to incorporate your logo).* Share the above link or email debbie@coloradoroofing.org for a flyer in email format or social media template.

EXHIBITOR SERVICES | COAST-TO-COAST

We are pleased to partner with Coast-to-Coast Trade Show Services as the official show decorator/contractor. Coast to Coast can help with shipping your materials, labor to set your booth or any furnishings you may need to order for this event. Coast to Coast Trade Show Services may be reached at 303-991-2791. **See enclosed packet for services and forms.**

- **SHIPPING** - Coast to Coast is helping handle our shipping for the show. *Please note you will not have a table number in advance, so make sure the company name and show contact is listed on your label.*

ELECTRICAL SERVICE

Standard electrical service is included with your table fee - one outlet (110-volt, 5-amp, 500 watt). All power comes from the ceiling or wall. **We do not supply extension cords. Please bring your own.** All extension cords **MUST BE three-prong grounded type.** *Please contact the CRA office if you require special electrical service beyond 500-watt service.*

WIRELESS INTERNET

WiFi is not available for the show. Please download any presentations to a local drive. If you do need internet, **we suggest using a cellular Hotspot of your own.**

EXHIBITOR BADGE REGISTRATION FORM

Please send the included exhibitor badge registration form to accounting_cra@coloradoroofing.org by Monday, Jan 22 at 5 pm and your badge(s) will be waiting for you at your table. Be sure to include the First & Last names of all employees who will be working in your exhibit. *Exhibitor badges will be a different color than the attendees.*

LITERATURE DISTRIBUTION

Literature distribution is strictly prohibited in exhibit halls, lobbies, lunch areas, and entrances. **Printed or product promotion materials can only be distributed at the Exhibitor's booth.** Exhibitors must limit activities to contracted spaces and report any unauthorized solicitation to Show Management.

HOTEL

Fairfield Inn & Suites. Free WiFi breakfast & parking. The Fairfield Inn & Suites is located to south of the fairgrounds in Southlands Mall at 24192 E. Prospect Ave., Aurora. Call 303-928-7500.

MISCELLANEOUS INFO

- If you have a space along the wall, do not tape, nail or staple any items to the wall. You are allowed to use painters tape or the new Command Strips.
- 10'x10' Canopies, Tents and or Coverings are **NOT** allowed inside the building.
- Popcorn & balloons (no helium) are allowed in the event center.

COMPLIMENTARY BUFFET LUNCH

A buffet lunch will be offered 11am-2pm. It is available to exhibitors and attendees for no charge. Thank you to these lunch sponsors: **American Roofing Supply, Beacon Building Supply, DI Roof Seamers, MacArthur Co., Malarkey Roofing Products, and Scope Technologies.**

NOTE: Lead Retrieval Not Available. *Because of the cost and set-up involved with Lead Retrieval systems and the short duration of our show, it is not cost effective to offer this service during our show. We suggest you collect business cards or search lead collection apps for your phone/tablet.*

QUESTIONS? Contact Debbie Hathorne at the CRA Office at (303) 484-0549 or by email at debbie@coloradoroofing.org.



CRA Trade Show

Thursday, January 25, 2024 ■ 11:00 am - 3:00 pm
Arapahoe County Event Center ■ 25690 E. Quincy Ave. ■ Aurora, CO 80016

Pre-Registration Form Exhibitor Badges

Have your badge(s) waiting for you at your table by emailing the names of your team members working the show to the CRA Office by January 23, 2024.

If you did not include names when purchasing your table or need to add new names, you can do that via the online Vendor Registration at <https://www.coloradoroofing.org/events/trade-show-2024-vendor/register>. *(If you need to remove or change people you have already given us, please email a note and we'll take care of it for you on our end).*

Or, just use this form and email it back to us.

Company _____

List prepared by _____ Date: _____

TYPE OR PRINT CLEARLY (Type "Company" only if different from the one listed above. If you need more space, please attach sheet).

Name _____	Company _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Scan/Save & email to: debbie@coloradoroofing.org

FAX TODAY to (720) 633-9776

Join us at the show!

TRADE SHOW

Add your
logo here.



JAN 25, 2024

11 AM - 3 PM

ARAPAHOE COUNTY
EVENT CENTER
(E-470 & QUINCY AVE)



FREE WORKSHOPS
FREE ADMISSION
FREE LUNCH

WWW.COLORADOROOFING.ORG

CHANCES TO WIN
DOOR PRIZES!

FERIA COMERCIA



**REGÍSTRESE
GRATIS
AHORA**



25 DE ENERO DE 2024

11 am a 3 pm

**CENTRO DE EVENTOS DEL
CONDADO DE ARAPAHOE
(E-470 Y AVENIDA DE QUINCY)**

**TALLERES GRATUITOS
ENTRADA GRATIS
ALMUERZO GRATIS**

WWW.COLORADOROOFING.ORG

**OPORTUNIDADES DE GANAR
PREMIOS DE PUERTA**



ROOFERS... YOU'RE INVITED!

TRADE SHOW

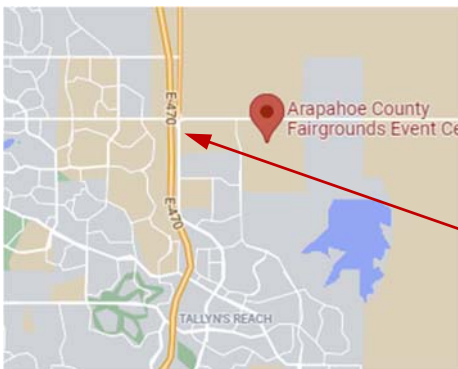
January 25, 2024

11:00 a.m. to 3:00 p.m.

Arapahoe County Event Center
E-470 and Quincy Ave.

WHY ATTEND:

- Free workshops!
- Chance to win a door prize!
- New roofing materials
- New installation techniques
- Fall Protection & Safety Equipment
- Solutions to roofing questions
- Energy saving products
- Technology solutions
- New tools to grow your business



LOCATION!

Arapahoe County Event Center & Fairgrounds
25690 E. Quincy Ave.
Aurora, CO 80016

Right off E-470 & Quincy!



Free Admission & Lunch

Compliments of:



REGISTER NOW!

Register for Free online at
ColoradoRoofing.Org.



REGISTER TO ATTEND ONLINE AT ▶ ▶ ▶
COLORADOROOFING.ORG



PO Box 740550
Arvada CO 80006
303.484.0549 | fx: 720.633.9776
www.coloradoroofing.org

Colorado Roofing Association Trade Show

January 25, 2024

Arapahoe County Fairgrounds & Event Center

25690 E Quincy Ave

Aurora CO, 80016

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

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

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

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

Debbie Hathorne
debbie@coloradoroofing.org
303-484-0549 X 700

Each Standard Table Space will Receive:

- 1 - 8' Black Skirted Table
- 2 - Chairs
- 1 - Wastebasket
- 11" x 17" ID Sign

The Exhibit Area is not Carpeted
Show Colors are Black and Red

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Thursday, January 25, 2024

Setup Times

9:00 AM - 11:00 AM * If additional time is needed to set up, please contact Debbie Hathorne

Show Dates

Thursday, January 25, 2024

Show Times

11:00 AM - 3:00 PM

Dismantle Dates

Thursday, January 25, 2024

Dismantle Times

3:00 PM - 5:00 PM

* All exhibit material must be removed from the exhibit hall by 5:00 PM. Please also assist us and CRA with any trash that does not fit in your wastebasket by removing and placing outside in the Arapahoe County Event Center dumpsters on the south side of the building.

* All carriers **MUST** check in to pick up exhibitor freight by 4:00 PM or freight will be brought back to the Coast to Coast warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

CRA Trade Show
 January 25, 2024
 Arapahoe County
 Fairgrounds & Event Center

Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 303-991-2791.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Method of Payment	Monday, January 15, 2024	5
Booth Table	Monday, January 15, 2024	6
Booth Furnishings	Monday, January 15, 2024	7
Booth Accessories	Monday, January 15, 2024	8
Booth Carpet	Monday, January 15, 2024	9
Exhibitor Appointed Contractor	-----	10
Labor Jurisdiction Guidelines	-----	11
Display Labor	Monday, January 15, 2024	12
Material Handling Information	Monday, January 15, 2024	13
Material Handling Rates & Order Form	Monday, January 15, 2024	14
Advance Warehouse Shipping Labels	-----	15
Move Out Information	-----	17
Back to Warehouse Order Form	-----	17
Trade Show Carrier - ESS	-----	18

* Send all Coast to Coast Order Forms:
 Fax: 303-991-2794
 Email: exhibitorservices@coasttocoasttss.com

* Event Services Solutions is our Official Trade Show Carrier. Please contact them for all your inbound and outbound shipping needs. Information can be found on page 18.



PAYMENT & PRICING POLICIES

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

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

PAYMENT SCHEDULE

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

METHOD OF PAYMENT

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

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

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.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024

CRA Trade Show
 January 25, 2024
 Arapahoe County
 Fairgrounds & Event Center

This form must be returned by fax to 303-991-2794 or by email to exhibitservices@coasttocoasttss.com

Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Carpet Order	\$ _____
Cleaning Service Order	\$ _____
Custom Sign Order	\$ _____
Display Labor Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____
TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX	\$ _____

Coast to Coast TSS reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

If sending a check it must arrive a week prior to the show. The order form must to be sent to Coast to Coast by fax or email.

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.

No adjustments will be made after the close of the show.



Coast to Coast
TRADE SHOW SERVICES, INC.

TABLE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center



<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 95.25	\$ 128.50	\$ _____
_____	4' UNSKIRTED	\$ 74.65	\$ 100.75	\$ _____
_____	6' SKIRTED	\$ 108.50	\$ 146.45	\$ _____
_____	6' UNSKIRTED	\$ 88.00	\$ 118.88	\$ _____
_____	8' SKIRTED	\$ 124.00	\$ 167.50	\$ _____
_____	8' UNSKIRTED	\$ 103.65	\$ 139.90	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 41.00	\$ 55.35	\$ _____

PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 115.70	\$ 156.20	\$ _____
_____	4' UNSKIRTED	\$ 94.00	\$ 126.90	\$ _____
_____	6' SKIRTED	\$ 131.50	\$ 177.50	\$ _____
_____	6' UNSKIRTED	\$ 109.65	\$ 148.00	\$ _____
_____	8' SKIRTED	\$ 150.70	\$ 203.45	\$ _____
_____	8' UNSKIRTED	\$ 130.30	\$ 175.90	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 45.90	\$ 61.95	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 45.90	\$ 61.95	\$ _____

PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

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

EXHIBITOR NAME _____ BOOTH NUMBER _____

Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794
exhibitservices@coasttocoasttss.com



FURNITURE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024**

**CRA Trade Show
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Arapahoe County
Fairgrounds & Event Center**

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 24.50	\$ 33.05	\$ _____
_____	Padded Side Chair	\$ 50.50	\$ 68.15	\$ _____
_____	Padded Arm Chair	\$ 59.00	\$ 79.65	\$ _____
_____	Counter Stool with Back	\$ 87.50	\$ 118.10	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 106.50	\$ 143.75	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 106.50	\$ 143.75	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Single Step Table Riser - 6'	\$ 60.00	\$ 81.00	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 35.00	\$ 47.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 65.00	\$ 87.75	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$ 6.75	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.81% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

**Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794
exhibitservices@coasttocoasttss.com**



ACCESSORY ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024**

**CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center**

<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 39.20	\$ 52.90	\$ _____
_____	Bag Stand	\$ 70.00	\$ 94.50	\$ _____
_____	Crossbar	\$ 17.00	\$ 22.95	\$ _____
_____	Upright & Base	\$ 22.40	\$ 30.25	\$ _____
_____	Super Base	\$ 17.00	\$ 22.95	\$ _____
_____	Drape Panels - 3' High	\$ 15.00	\$ 20.25	\$ _____
_____	Drape Panels - 8' High	\$ 15.00	\$ 20.25	\$ _____
_____	Clothing Rack	\$ 65.00	\$ 87.75	\$ _____
_____	Chrome Sign Holder	\$ 79.00	\$ 106.65	\$ _____
_____	Fish Bowl	\$ 24.00	\$ 32.40	\$ _____
_____	Literature Rack	\$ 87.00	\$ 117.45	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$ 140.00	\$ 189.00	\$ _____
_____	Waste Basket	\$ 19.00	\$ 25.65	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.81% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



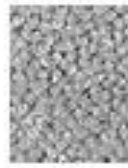
CARPET ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024**

**CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center**

<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 135.00	\$ 175.50	\$ _____
_____	9' X 20' CARPET	\$ 270.00	\$ 351.00	\$ _____
_____	9' X 30' CARPET	\$ 405.00	\$ 526.50	\$ _____
_____	9' X 40' CARPET	\$ 540.00	\$ 702.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING - 32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
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SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.20 PER SQ FT	\$ 1.56 PER SQ FT	\$ _____
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SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

_____ SQ FT	VISQUEEN PLASTIC COVERING	\$.95 PER SQ FT	\$ 1.23 PER SQ FT	\$ _____
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SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

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

EXHIBITOR NAME _____ BOOTH NUMBER _____



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

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

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

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

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

Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name _____

Address _____

City, State, Zip _____

Exhibiting Company Information:

Company Name _____

Contact Name _____ Telephone _____

Fax _____ Email _____

On Site Supervisor _____ Cell Phone _____

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

I _____ **do** _____ **do not** authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature _____ Date _____

Please complete this section and return this form along with the Certificate of Insurance to Coast to Coast Trade Show Services, Inc.

EXHIBITOR NAME _____ BOOTH NUMBER _____



LABOR JURISDICTION GUIDELINES

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

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

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.

INSTALLATION AND DISMANTLE LABOR

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

MATERIAL HANDLING LABOR

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

EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)

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

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

UTILITIES LABOR

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

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

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



DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE
MONDAY, JANUARY 15, 2024**

**CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center**

	Discount Price	Standard Price	
Straight Time	\$ 98.75	\$ 133.30	Monday through Friday: 8:00 am to 4:30 pm
Overtime	\$ 148.00	\$ 199.80	Monday through Friday: 4:30 pm to midnight and Saturday and Sunday: 8:00 am to 4:30 pm
Double Time	\$ 197.50	\$ 266.60	Monday through Sunday and National and Union Holidays: Midnight to 8:00 am

- Start time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- One (1) hour minimum per person - thereafter, labor is charged in one-half (1/2) hour increments per person.
- Cancellations received 5 days or less before the first day of exhibitor scheduled move-in will be billed at 100%.
- Labor service rates are per person, per hour, with a one (1) hour minimum.

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

B. Exhibitor Supervised - All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled laborer at the Coast to Coast TSS, Inc. customer service desk.

Labor for	# of Laborers	Date	Time	Estimated Time	Supervision Option (Circle A or B)
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

SUBTOTAL \$ _____

SUPERVISION FEE \$ _____

3.50% ADMINISTRATION FEE \$ _____

8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____

TOTAL AMOUNT DUE \$ _____

Please Provide the Following Information:

Is display booth being shipped to warehouse of show site? _____
 Shipment: # of crates: _____ # of cartons: _____ # of carpets/pads: _____
 Blueprints & Exhibit Instructions: Attached? _____ Shipped with Display? _____ In What Item? _____
 Show Site Contact Name _____ Cell Phone Number _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING INFORMATION & CATEGORIES

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

- Exhibitors may ship all freight to the Coast to Coast TSS advanced warehouse beginning a month before exhibitor move in date. Items will be delivered to your booth space prior to exhibitor move in.
- Exhibitors that ship to show site must ensure that freight does not arrive prior to the exhibitor set up date. Coast to Coast TSS staff will only be available to receive show site freight deliveries during move in hours. Material handling rates will be applied.
- When shipping freight, company name, booth number and show name must be clearly labeled on all items.
- All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.
- All shipments returned to the Coast to Coast TSS warehouse following the show will be charged a Back to Warehouse fee of \$49.50 100 pounds with a minimum of 200 pounds at \$99.00. It is the responsibility of the exhibitor to schedule the carrier pick up.
- To store empty containers on show site, please pick up empty stickers at the Coast to Coast TSS service desk. At the close of the show, containers will be brought to your booth space, in random order, and delivered as quickly as possible.
- Coast to Coast TSS does provide a Show Carrier, Event Service Solutions. To use this carrier, please contact them directly at 800-577-3929 or visit the Coast to Coast service desk during move in or move out hours.

FREIGHT CATEGORIES

CRATED OR SKIDDED RATE (200 Pound minimum) TO ADVANCE WAREHOUSE

Shipments that arrive at the warehouse via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at warehouse include 30 days of free storage, delivery to show-site booth, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO ADVANCE WAREHOUSE

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

SMALL PACKAGE SHIPMENTS TO ADVANCED WAREHOUSE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

CRATED OR SKIDDED RATE (200 Pound minimum) TO SHOW SITE

Shipments that arrive at show site via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at show site will receive free storage, delivery to booth space, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO SHOW SITE

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

SMALL PACKAGE SHIPMENTS TO SHOW SITE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

LATE SHIPMENT SURCHARGES

These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast TSS truck has left to set up the trade show event. Exhibitor will be charged for a truck and driver with a four hour minimum.



MATERIAL HANDLING RATES & ORDER FORM

CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center

All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments, other than small package rates, 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: Friday, December 22, 2023
Last day for shipment to arrive at warehouse: Monday, January 22, 2024

SHIPMENTS TO SHOW SITE

*Freight may only arrive on Wednesday, January 24th from 8:00 AM to 4:00 PM. Full Material Handling fees will apply.

MATERIAL HANDLING RATE SCHEDULE

<u>Category</u>	<u>Discount</u>	<u>Standard</u>
Crated or Skidded to Advance Warehouse	\$ 99.00	\$133.65
Special Handling to Advanced Warehouse	\$109.00	\$147.50
Small Package to Advanced Warehouse	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Crated or Skidded to Show Site	\$ 99.00	\$133.65
Special Handling to Show Site	\$109.00	\$147.50
Small Packages to Show Site	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Late Shipment Fees (\$75.00/hour /4 hour minimum) \$ _____		\$ _____

ESTIMATED CHARGES

	<u>Type of Freight</u>	<u># of Pieces</u>	<u>Weight</u>	<u>Carrier</u>	<u>Tracking #</u>	<u>Rate</u>	<u>Amount Due</u>
Shipment 1	_____	_____	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____	_____	_____
Shipment 4	_____	_____	_____	_____	_____	_____	_____

To receive the discount rate, all payments and freight must be received by Coast to Coast TSS by Monday, January 15, 2024
This includes all show site shipments. If payment is not received, standard rates will apply.

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

ADVANCE WAREHOUSE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 8:00 AM - 4:00 PM

<p>Coast to Coast TSS, Inc 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Roofing Association Trade Show</p>	<p>Coast to Coast TSS, Inc 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Roofing Association Trade Show</p>
<p>Coast to Coast TSS, Inc 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Roofing Association Trade Show</p>	<p>Coast to Coast TSS, Inc 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Colorado Roofing Association Trade Show</p>



MATERIAL HANDLING LIMITS OF LIABILITY

**CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center**

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.



**MOVE OUT INFORMATION &
BACK TO WAREHOUSE
ORDER FORM**

THIS SERVICE MAY BE ORDERED ANY TIME

**CRA Trade Show
January 25, 2024
Arapahoe County
Fairgrounds & Event Center**

Each exhibitor must complete teardown Thursday, January 25, 2024 from 3:00 PM - 5:00 PM.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you have not made previous arrangements with a carrier you may use our Trade Show Carrier, Event Service Solutions. Please see a Coast to Coast representative following the show.

If you have made previous arrangements with a freight carrier, they **MUST** check in with Coast to Coast to pick up your items in the Event Center no later than 4:00 PM on Thursday, January 25, 2024 . The address for the pick-up is:

Arapahoe County Fairgrounds & Event Center
25690 E Quincy Ave
Aurora CO 80016

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

DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH SPACE. In the event a Bill of Lading is not turned in to the Coast to Coast TSS Customer Service Representative, your freight carrier will not pick up your freight.

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.

If you need to have your items brought back to the Coast to Coast TSS warehouse following the show please speak to a Coast to Coast TSS representative. The fee for this service is \$49.50 per 100 pounds with a 200 pound minimum of \$99.00.

Number of Pounds _____ Total _____

If you need your pallet shrink wrapped before shipping, the fee for this services is \$50.00 per pallet.

Number of Pallets _____ Total _____

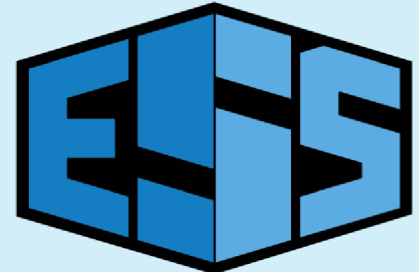
SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

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

Offering:

Ground: Less than Truckload, Full Truckload, Time Critical



EVENT SERVICE SOLUTIONS



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

To, Between, and From Your Shows

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

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

SO YOU DON'T HAVE TO!

By phone or email, we are here to
help!