

Dear Exhibitor:

Thank you for exhibiting in the 2022 Colorado Roofing Association Table Top Trade Show. The show will be held Thursday, March 10 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 and the new venue. The vendor response has been terrific and the show is close to being sold out. Please share the following information with anyone involved with your exhibit.

**NEW LOCATION **

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



MOVE-IN

Move-in will be March 10, 2022 from 10:00 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 March 1st and not given in advance. **Upon your arrival, please check with the registration desk 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, March 10, 2022.

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.

SHOW FLYERS | ATTENDEE PROMOTION

Online attendee registration is open at <http://www.coloradoroofing.org/events>. Please share this address or use the enclosed attendee registration flyer to promote this event. **Email or photocopy and distribute to your customers, associates, prospects, etc. inviting them to visit you at the show.** To request a flyer in e-mail format, send a note to debbie@coloradoroofing.org.

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 the 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.*

TRASH REMOVAL

Ensure all trash from your table is picked up and placed in the outside dumpsters on southside of exhibit hall.

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

High-speed wireless internet is available. *Gulfeagle Supply is Sponsoring the WiFi for everyone this year & you will receive free access code upon arriving at the show.*

EXHIBITOR BADGE REGISTRATION FORM

Enclosed please find the Pre-Registration Form. Be sure to include the names of all employees who will be working in your exhibit and send it back to the CRA office today. *Exhibitor badges will be a different color than the attendees.* Send the exhibitor badge registration form to debbie@coloradoroofing.org or fax at 720-633-9776 by Monday, March 7 at noon and your badge(s) will be waiting for you at the registration desk.

LITERATURE DISTRIBUTION

Distributing literature in any part of the exhibit hall, lobbies, lunch area, entrance is prohibited. Printed or product promotion materials may be distributed only at the Exhibitor's booth. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of 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 and balloons (no helium) are allowed in the event center.

BUFFET LUNCH/CASH BAR

A buffet lunch will be offered throughout the show. It is available to exhibitors and attendees for no charge. Three cash bars will be available for alcoholic refreshments. Current lunch Sponsors are *ABC Supply, New Tech Machinery, SPS Metal, RoofScope, Owens Corning and Westlake.*

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



CRA Trade Show

Thursday, March 10, 2022 ■ 11:00 a.m. - 3:00 p.m.

Arapahoe County Fairgrounds ■ 25690 E. Quincy Ave. | Aurora, CO 80016

Pre-Registration Form Exhibitor Badges

Have your badge waiting for you at the registration desk by faxing/emailing this registration form to the CRA Office by Mar 3, 2022.

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

CRA
PO Box 740550
Arvada, CO 80006-0550
Phone: (303) 484-0549

Note: Due to Covid-19 concerns, show was postponed from Jan 26 to March 20th!

ROOFERS... YOU'RE INVITED. TAKE ONE!

CRA TRADE SHOW

March 10, 2022

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

Arapahoe County Event Center
E-470 and Quincy Ave.



WHY ATTEND:

New Roofing Products & Services

Whether you are new to roofing or just trying to keep abreast of the new products and services available in Colorado, you'll want to attend our annual trade show. Come see new roofing materials, installation techniques, solar and PV products/applications, safety products, and business management solutions (i.e., roofing software/tech products, insurance, trash removal, etc.)

Face-to-Face Interaction with Vendors

Talk face-to-face with suppliers and manufacturers. Find solutions for your roofing questions and needs.

Free Trade Show Admission & Lunch

Register for Free online at ColoradoRoofing.Org.

Free lunch - a complimentary lunch buffet and refreshments will be served to all attendees and vendors compliments of:



Covid-19 Restrictions & Safety Precautions

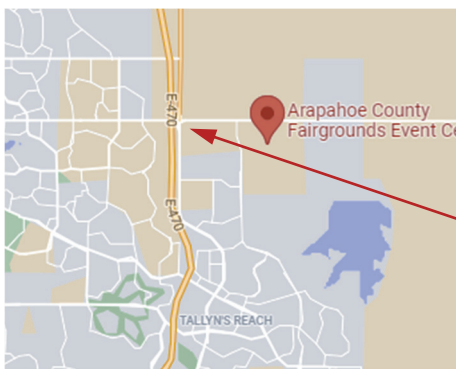
Masks and social distancing recommended. Please stay home if sick or exhibiting COVID-19 symptoms or you have been in close contact with a person with COVID-19. (Subject to change as health orders are revised or updated.)

Come find out what's new in Colorado's ROOFING Industry ...

Highlights:

- Exciting new venue!
- 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
- New tools to grow your business

Hand Welder
♦
Wheelbarrow
♦
Safety Bucket
♦
And more!



LOCATION!

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

Right off E-470 & Quincy!

REGISTER TO ATTEND
ONLINE AT ▶▶▶

ColoradoRoofing.Org

CRA
COLORADO ROOFING ASSOCIATION

PO Box 740550 | Arvada CO 80006

303.484.0549 | fx: 720.633.9776

www.coloradoroofing.org

CRA Trade Show

March 10, 2022

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

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

CRA Trade Show
March 10, 2022
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 X700

Each Standard Table Space will Receive:

- 1 - 8' Black Skirted Table**
- 2 - Chairs**
- 1 - Wastebasket**

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

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Thursday, March 10, 2022

Setup Times

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

Show Dates

Thursday, March 10, 2022

Show Times

11:00 AM - 3:00 PM

Dismantle Dates

Thursday, March 10, 2022

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 the 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 4:30 PM or freight will be brought back to the Coast to Coast warehouse, at the exhibitor's expense.**



EXHIBITOR SERVICES

CRA Trade Show
 March 10, 2022
 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, February 28, 2022	5
Booth Tables	Monday, February 28, 2022	6
Booth Furnishings	Monday, February 28, 2022	7
Booth Accessories	Monday, February 28, 2022	8
Carpet	Monday, February 28, 2022	9
Exhibitor Appointed Contractor	-----	10
Labor Jurisdiction Guidelines	-----	11
Display Labor	Monday, February 28, 2022	12
Material Handling Rates	-----	13
Material Handling Services Order Form	Monday, February 28, 2022	14
Advance Warehouse Shipping Labels	-----	16
Move Out Information	-----	17
Back to Warehouse Order Form	-----	17
Trade Show Carrier - ESS	-----	18

* Our Trade Show carrier is ESS - Event Service Solutions. Please feel free to contact them with both your inbound and outbound freight shipping needs. Information can be found on page 18.

* Electrical Services will be handled by your Debbie Hathorne. Please contact her to order these services.

* Please contact Exhibit Services at Coast to Coast Trade Show Services, Inc. if you need any help with your order. The phone number is 303-991-2791.

* Send all Order Forms to Coast to Coast Trade Show Services, Inc. at:

Fax: 303-991-2794

Email: exhibitorservices@coasttocoasttss.com



PAYMENT & PRICING POLICIES

CRA Trade Show
March 10, 2022
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, FEBRUARY 28, 2022

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

CRA Trade Show
 March 10, 2022
 Arapahoe County
 Fairgrounds & Event Center

Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Carpet Order	\$ _____
Display Labor Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____
Shrink Wrap 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 TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794
exhibitservices@coasttocoasttss.com



Coast to Coast
TRADE SHOW SERVICES, INC.

FURNITURE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, FEBRUARY 28, 2022

CRA Trade Show

March 10, 2022

**Arapahoe County
Fairgrounds & Event Center**

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.35	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$ 105.30	\$ _____
_____	Padded Swivel Chair	\$ 75.00	\$ 101.25	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$ 72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$ 83.70	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 15.00	\$ 20.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 74.25	\$ _____
_____	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



Coast to Coast
TRADE SHOW SERVICES, INC.

ACCESSORY ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, FEBRUARY 28, 2022

CRA Trade Show

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**Arapahoe County
Fairgrounds & Event Center**

<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 62.50	\$ 84.40	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Super Base	\$ 15.00	\$ 20.75	\$ _____
_____	Drape Panels - 3' High	\$ 12.50	\$ 16.85	\$ _____
_____	Drape Panels - 8' High	\$ 12.50	\$ 16.85	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Chrome Sign Holder	\$ 58.15	\$ 78.50	\$ _____
_____	Fish Bowl	\$ 19.00	\$ 25.65	\$ _____
_____	Literature Rack	\$ 78.00	\$ 105.30	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$ 125.00	\$ 168.75	\$ _____
_____	Waste Basket	\$ 15.50	\$ 20.90	\$ _____
_____	6' Glass Showcase	\$ 329.00	\$ 444.15	\$ _____
_____	4' Glass Showcase	\$ 250.00	\$ 337.50	\$ _____
				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



MATERIAL HANDLING RATES

DISCOUNT PRICE DEADLINE DATE
MONDAY, FEBRUARY 28, 2022

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Fairgrounds & Event Center

Billed weights are per shipment, per day. When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight. Order Form on the next page.

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: **Monday, February 7, 2022**
 Last day for shipments to arrive at discounted rate: **Monday, February 28, 2022**
 Last day for shipment to arrive at standard rate: **Monday, March 7, 2022**

All freight delivered to show site by a carrier company will be charged material handling fees.

SHIPPING INFORMATION	RATES PER SHIPMENT	
ADVANCE SHIPMENTS TO WAREHOUSE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.	
PRICE PER 100LBS (200LB MINIMUM PER SHIPMENT) INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>Discount Rate / 100LB</u> \$ 89.00	<u>Minimum Shipment</u> \$178.00
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200LB MINIMUM PER SHIPMENT) 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 and shipments that require additional time, labor and equipment to unload.	<u>Discount Rate / 100LB</u> \$ 99.00	<u>Minimum Shipment</u> \$198.00
SMALL PACKAGE SHIPMENTS Cartons, letters or small package, limited to 25 pounds per shipment, per delivery. Includes FedEx and UPS shipments. All shipments weighing over 35 pounds will be charged according to the 200 LB minimum.	<u>Discount Rate / Up to 35LB</u> \$ 46.00	<u>Minimum Shipment</u> \$ 12.50
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.	<u>Standard Rate / 100LB</u> \$106.65	<u>Minimum Shipment</u> \$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.	



Coast to Coast
TRADE SHOW SERVICES, INC.

MATERIAL HANDLING ORDER FORM

DISCOUNT PRICE DEADLINE DATE
MONDAY, FEBRUARY 28, 2022

CRA Trade Show

March 10, 2022

Arapahoe County
Fairgrounds & Event Center

Advance Warehouse Shipping Address

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

*** All freight must be labeled with exhibit name, booth number and show name.**

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER	TRACKING NUMBERS (IF AVAILABLE)	FEE PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

Shipment 1: Shipped from Address _____

 Shipment 2: Shipped from Address _____

 Shipment 3: Shipped from Address _____

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

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING LIMITS OF LIABILITY

CRA Trade Show
March 10, 2022
**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.

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>CRA 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>CRA Trade Show</p>
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**MOVE OUT INFORMATION &
BACK TO WAREHOUSE
ORDER FORM**

THIS SERVICE MAY BE ORDERED ANY TIME

CRA Trade Show
March 10, 2022
Arapahoe County
Fairgrounds & Event Center

Each exhibitor must complete teardown Thursday, March 10, 2022 from 3:00 PM to 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 Logistics Company, 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 exhibit hall later than 4:30 PM on Thursday, March 10, 2022. 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 Event Service Solutions. 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 _____