OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

INFORMS Annual Meeting

October 19 - 23, 2019
Washington State Convention Center
Seattle, WA

Table of Contents

General Information.................................................................1, 2, 3
Payment Policy / Credit Card Authorization.................................4
Third Party Billing......................................................................5
Furnishings and Carpet............................................................6, 7
Custom Booth Rental...............................................................8
Custom Signs and Graphics.....................................................9, 10
Booth Cleaning Services..........................................................11
Installation and Dismantle Labor Services.................................12
Exhibitor Appointed Contractor Notice....................................13, 14
Material Handling.................................................................15, 16, 17, 18
Shipping Labels........................................................................19, 20
Electrical/AV .................................................................21,22,23,24,25,26,27,28,29,30,31,32,33,34,35
HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the INFORMS Annual Meeting. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed “Payment Policy and Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

**Booth Equipment**

**Show Colors:** Orange and White

Each booth will be provided with:

- 8 ft. high back wall drape (Orange)
- 3 ft. high divider drape (White)
- one 7 in. x 44 in. booth identification sign

No custom drape colors. Back wall drape and side dividers must be show colors.

Exhibitors are required to have carpet at their booth. The exhibit hall will not be carpeted, however, the aisles will be carpeted in blue.

The booth size will be 10’ x 10’ with 8’ drapery back wall and 3’ drapery side rails. Table and chairs are not included. All exhibits must be arranged so as not to obstruct the view of adjacent booths. Exhibits are not to exceed 8’ in height on the back wall or 3.5’ in height along the side walls. Adequate overhead lighting is provided. Individual electrical outlets are not included.

**Important Dates**

- **Advance Shipments may begin arriving at Warehouse:** Tuesday, September 17, 2019
- **Exhibitor Appointed Contractor (EAC) Deadline Date:** Friday, September 27, 2019
- **Deadline Date to order materials at Discount Rate with payment:** Friday, October 4, 2019
- **Last day for Advance Shipments to arrive without surcharge:** Tuesday, October 15, 2019
- **Direct Shipments may begin arriving at The Washington State Convention Center:** Saturday, October 19, 2019
- **Exhibitor move-in:**
  - Saturday, October 19, 2019 12:00 p.m. - 5:00 p.m.
  - Sunday, October 20, 2019 8:00 a.m. - 12:00 p.m.
- **Exhibit Hours:**
  - Sunday, October 20, 2019...........12:00 p.m. - 5:00 p.m.
  - Welcome Reception..................7:30 p.m. - 9:00 p.m.
  - Monday, October 21, 2019.........9:00 a.m. - 5:00 p.m.
  - Tuesday, October 22, 2019.........9:00 a.m. - 5:00 p.m.
  - Wednesday, October 23, 2019.......9:00 a.m. - 12:30 p.m.
- **Exhibitor Move-out:**
  - Wednesday, October 23, 2019........12:30 p.m. - 4:30 p.m.
- **Outbound Freight will be re-routed:**
  - Wednesday, October 23, 2019:........4:30 p.m.

**Discount Rates**

To qualify for Discount Rates, we must receive your order with full payment by October 4, 2019, unless otherwise indicated. Orders received after October 4, 2019, orders without payment and orders processed at the show will be processed at Standard Rates.

**Material Handling**

**ADVANCE RECEIVING AT THE WAREHOUSE** - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER October 15, 2019 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO THE WASHINGTON STATE CONVENTION CENTER**. The Washington State Convention Center is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the Washington State Convention Center, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

**DIRECT SHIPMENTS TO THE SHOW SITE** - HOLLINS will receive direct shipments to the Washington State Convention Center beginning at 12:00 p.m. Saturday, October 19, 2019. All show site shipments must arrive no later than 5:00 p.m.

**Shipping Addresses**

**ADVANCE SHIPMENTS TO WAREHOUSE**

Company Name and Booth Number
c/o Hollins Exposition Services
UPS Freight c/o KMG/Crane
18770 80th Place South
Kent, WA 98032

*Shipments must arrive by Tuesday, October 15, 2019.*

**DIRECT SHIPMENTS TO SHOW SITE**

Company Name and Booth Number
c/o Hollins Exposition Services
The Washington State Convention Center
705 Pike Street
Seattle, Washington 98101

*Shipments will be accepted beginning Saturday, October 19, 2019 between 12:00 p.m. - 5:00 p.m. and must arrive no later than Sunday, October 20, 2019 at 12:00 p.m.*
**Third Party Billing**

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than Friday, September 27, 2019; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

**Questions And Adjustments**

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

**Tax**

Tax (6.5%) will be added to all rentals and materials. If you are a nonprofit organization, federal tax exempt organization or tax exempt in the state of Washington a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

**Safety**

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.

**Exhibitor Safety and Loss Prevention Guidelines**

- Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- Smoking is prohibited except in designated areas.
- Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- HOLLINS forklifts and carts are for use by authorized HOLLINS employees only.
- Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- Protect your valuables. Keep expensive items secured.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 336-315-5225.
PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY
We require your credit card authorization to be on file with HOLLINS.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & DISMANTLE LABOR: Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Verified Code</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MasterCard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Express</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Number

Corporate | Personal

PRINT CARDHOLDER NAME

SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings &amp; Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Custom Booths</td>
<td>$</td>
</tr>
<tr>
<td>Custom Signs &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling (Freight)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
</tbody>
</table>

**FULL PAYMENT in U.S. funds drawn on a U.S. Bank** $ __________

Charge my credit card in the amount of $ __________

Check No. __________ Date __________ In the amount of $ __________

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

NAME OF EVENT _INFORMS Annual Meeting_

EXHIBITING FIRM ___________________________________ BOOTH NO. _________

ADDRESS _________________________________________

CITY AND STATE ___________________________________ ZIP CODE __________

AUTHORIZED BY (Please Type or Print) X (Signature) _____ DATE __________

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.
THIRD PARTY BILLING AUTHORIZATION FORM

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

Exhibiting Firm

(Exhibiting Firm)  
(Address)  
(City)  
(State)  
(Zip)  
(Phone)  
(Fax)  

Authorized By - Please Type or Print


X  

Authorized Signature

Credit Card Charge Authorization

Information Must Be Provided

EXPIRATION DATE

q Corporate  
q Personal

Account Number

VERIFICATION CODE (back of card)

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address)  
(State)  
(City)  
(Zip)  
(Country)

The items checked below are to be invoiced to the Exhibiting Firm.

q Furnishings & Carpet  
q Custom Booths  
q Custom Signs & Graphics  
q Hanging Sign/Truss  
q Cleaning Services  
q I & D Labor  
q In-Booth Forklift & Labor  
q Material Handling In & Out  
q All Services

q Other (Please Specify)

X  

(Cardholder Signature)

Third Party

(Third Party)  
(Address)  
(City)  
(State)  
(Zip)  
(Phone)  
(Fax)  

Authorized By - Please Type or Print


X  

Authorized Signature

Credit Card Charge Authorization

Information Must Be Provided

EXPIRATION DATE

q Corporate  
q Personal

Account Number

VERIFICATION CODE (back of card)

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address)  
(State)  
(City)  
(Zip)  
(Country)

The items checked below are to be invoiced to the Third Party.

q Furnishings & Carpet  
q Custom Booths  
q Custom Signs & Graphics  
q Hanging Sign/Truss  
q Cleaning Services  
q I & D Labor  
q In-Booth Forklift & Labor  
q Material Handling In & Out  
q All Services

q Other (Please Specify)

X  

(Cardholder Signature)

NAME OF EVENT  INFORMS Annual Meeting  BOOTH NO.  

Deadline Date For Return of This Form September 27, 2019
**ORDER FORM FOR FURNISHINGS & CARPET**

**Deadline Date For Discount Rates**
October 4, 2019

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

### CARPET

Price includes installation and taping front edge.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Carpet</td>
<td>$150.00</td>
<td>$195.00</td>
</tr>
<tr>
<td>9' x 20' Carpet</td>
<td>$300.00</td>
<td>$390.00</td>
</tr>
<tr>
<td>9' x 30' Carpet</td>
<td>$450.00</td>
<td>$585.00</td>
</tr>
</tbody>
</table>

**ft. x ft. Custom-Cut Carpet - per sq. ft.**

- 2.50
- 3.25

**ft. x ft. Carpet Padding - per sq. ft.**

- 1.25
- 1.30

**ft. x ft. Visqueen Covering - per sq. ft.**

- .75
- .65

**ft. Additional Taping - per linear ft.**

- .95
- 1.33

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

### NAME OF EVENT

**INFORMS Annual Meeting**

### NAME OF FIRM

**BOOTH NO.**

### CARE OF

(If Other Than Exhibiting Firm)

### ADDRESS

(Street) (P. O. Box) (City) (State) (Zip)

### ORDERED BY

(Please Type or Print) (Signature)

### PHONE

(Please Type or Print) **X**

### DATE

(Please Type or Print)
No custom drape colors. Back wall drape and side dividers must be show colors.

**Drape Colors**

- RED
- ROYAL BLUE
- KELLY GREEN
- HUNTER GREEN
- GOLD
- WHITE
- BLACK
- BURGUNDY
- SILVER
- TEAL
- BEIGE
- PLUM
- PEACH

**Table Skirt Colors**

- RED
- ROYAL BLUE
- KELLY GREEN
- HUNTER GREEN
- GOLD
- WHITE
- BLACK
- ORANGE
- BURGUNDY
- SILVER
- TEAL
- BEIGE
- PLUM
- BERRY
- DUSTY ROSE

**Carpet Colors**

- RED
- ROYAL BLUE
- KELLY GREEN
- HUNTER GREEN
- GOLD
- SILVER
- CHARCOAL
- BLACK
- BROWN
- PLUM
**ORDER FORM FOR CUSTOM BOOTH RENTAL**

Mailing Address: P.O. Box 49837, Greensboro, NC 27419  
Street Address: 121 North Chimney Rock Rd., Greensboro, NC 27409  
Phone: 336-315-5225  
Fax: 336-315-5220

**Deadline Date For Return of This Form:** October 4, 2019

- **Charges include placing in booth ready for use.** **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

---

**Package No. 1**

- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights

*To order header graphics see “Custom Graphics for Headers”.

---

**Package No. 2**

- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights
- One Counter - 19’d x 38”w x 42”h

*To order header graphics see “Custom Graphics for Headers”.

---

**Package No. 3**

- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights
- Two Counters - 19’d x 19”w x 42”h

*To order header graphics see “Custom Graphics for Headers”.

---

**No Shipping Costs! No Drayage! Turnkey Setup! Ready When You Arrive! Installation Included!**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Package No. 1</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1,850.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Package No. 2</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Package No. 3</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

**Custom Graphics for Headers:**

- Black Copy on White  
  - Rates: 200.00  
- Color Print with Logo  
  - Rates: 250.00  
- Backlit Transparency  
  - Rates: 350.00

**Options:**

- Counter - 19’d x 19”w x 42”h  
  - Rates: 275.00  
- Counter - 19’d x 38”w x 42”h  
  - Rates: 350.00  
- Counter - 19’d x 76”w x 42”h  
  - Rates: 425.00  
- Backwall shelf - 1’d x 6’w (white only)  
  - Rates: 100.00  
- Add doors to counters  
  - Rates: 150.00  
  (Doors not available for 19”d x 19”w counter.)

**Add Custom Graphics to Counters:**

- Counter - 19’d x 38”w x 42”h  
  - Rates: 300.00  
- Counter - 19’d x 76”w x 42”h  
  - Rates: 400.00

**Wall & Counter Color Preferred:**

- White  
- Gray  
- Black  
- Blue

**Carpet Color Preferred:**

- Red  
- Royal Blue  
- Kelly Green  
- Hunter Green  
- Silver  
- Charcoal  
- Black

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**  
INFORMS Annual Meeting

**NAME OF FIRM**  

**CARE OF**  
(If Other Than Exhibiting Firm)

**ADDRESS**

(Street)  
(P. O. Box)  
(City)  
(State)  
(Zip)

**ORDERED BY**  
(Please Type or Print)  
(Signature)

**PHONE**

(Please Type or Print)  

**DATE**
**VINYL SIGNS**

Sign rates are based on up to 10 words per sign, one color copy on white background, and delivery to the booth exclusive of installation or hanging.

**STANDARD SIGN SIZES:** (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$28.75</td>
<td>$40.25</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>29.25</td>
<td>40.95</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>31.50</td>
<td>44.10</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>37.25</td>
<td>52.15</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>41.25</td>
<td>57.75</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>53.50</td>
<td>74.90</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>55.50</td>
<td>77.70</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>71.50</td>
<td>100.10</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>(White Only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot;</td>
<td>(White Only)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL SERVICES AVAILABLE:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 Words</td>
<td>$2.75 per word</td>
<td>$3.85</td>
<td></td>
</tr>
<tr>
<td>Colored</td>
<td>$8.25 per sign</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Showcard</td>
<td>$8.25 per change</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Change in Color of Copy</td>
<td>$5.25 per sign</td>
<td>7.35</td>
<td></td>
</tr>
<tr>
<td>Easel Back on Sign</td>
<td>$15.00 per sq. ft.</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Logo Sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td></td>
<td>Quoted on Request</td>
<td></td>
</tr>
</tbody>
</table>

**CHOOSE YOUR STYLE AND COLOR:**

- Vertical
- Horizontal
- Use Your Judgement for Layout

**INKJET PRINTED SIGNS**

Signs printed and mounted on white foamcore. Other materials available.

For sending logos, artwork, etc. via digital files, please refer to the information on the following page.

**NOTE:** Color correction, retouching, cloning or file conversion (if necessary) will incur additional labor charges. Labor schedule and rates are listed below:

- **Straight Time:** 8:00 AM to 4:30 PM, Monday through Friday
- **Overtime:** 4:30 PM to 12:00 AM, Monday through Friday
- **Double Time:** 12:00 AM to 8:00 AM, Monday through Sunday and all Holidays

**Graphic Design Labor Rates:**

- **Straight Time:** $62.50/hr
- **Overtime:** $93.75/hr
- **Double Time:** $125.00/hr

**STANDARD SIGN SIZES:** (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$34.75</td>
<td>$48.65</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>36.50</td>
<td>51.10</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>38.25</td>
<td>53.55</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>44.50</td>
<td>62.30</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>50.00</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>63.75</td>
<td>89.25</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>66.00</td>
<td>92.40</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>86.00</td>
<td>120.40</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>144.50</td>
<td>202.30</td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot;</td>
<td></td>
<td>177.75</td>
<td>248.85</td>
<td></td>
</tr>
</tbody>
</table>

**CHOOSE YOUR STYLE AND COLOR:***

- Vertical
- Horizontal
- Use Your Judgement for Layout

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**

**INFORMS Annual Meeting**

**NAME OF FIRM**

**CARE OF**

(if Other Than Exhibiting Firm)

**ADDRESS**

(Street)  (P. O. Box)  (City)  (State)  (Zip)

**ORDERED BY**

(Please Type or Print) (Signature)

**PHONE**

(Please Type or Print)

**DATE**

---

**Deadline Date For Discount Rates**

October 4, 2019

---

**INSTRUCTIONS**

Mail one copy to us at the address above. Retain a copy for your files.

---

**PLEASE TYPE OR PRINT**

---

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**

**INFORMS Annual Meeting**

---

**NAME OF FIRM**

---

**CARE OF**

(if Other Than Exhibiting Firm)

---

**ADDRESS**

(Street)  (P. O. Box)  (City)  (State)  (Zip)

---

**ORDERED BY**

(Please Type or Print) (Signature)

---

**PHONE**

(Please Type or Print)

---

**DATE**

---

---

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**

**INFORMS Annual Meeting**

---

**NAME OF FIRM**

---

**CARE OF**

(if Other Than Exhibiting Firm)

---

**ADDRESS**

(Street)  (P. O. Box)  (City)  (State)  (Zip)

---

**ORDERED BY**

(Please Type or Print) (Signature)

---

**PHONE**

(Please Type or Print)

---

**DATE**

---
Orders must be received by deadline date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS:  (Attach all logos, trademarks, color samples, etc.)

SUBMITTING ARTWORK

ON DISK: Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

VIA E-MAIL: (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to: service@hollins-expo.com

FILE TYPES: We can accept the following file types ONLY:

- .eps (Encapsulated Post Script)
- .jpg (JPEG)
- .psd (Photoshop Document)
- .sit (Stuffit)
- .tif (Tagged Image Format)
- .zip (WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

HARD COPY:

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

ORDERING TIPS

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number.

- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.

- Include a printed color copy of artwork and PMS colors.

- All files should be scaled proportionately to the final output size.

- All text should be converted to curves, or embed fonts if possible.

- Indicate output size(s) and quantity of each.

- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.

- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".

- Should you need any additional assistance, please call our Exhibitor Services Department.
The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility.

Note: All rental carpets ordered from HOLLINS are installed in clean condition.

PLEASE INDICATE SERVICES DESIRED

BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA
(100 Sq. Ft. Minimum Per Day)

☐ DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter. $ .50 per sq. ft. per day

☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show. .55 per sq. ft.

☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1,000 sq. ft. .50 per sq. ft.

☐ ONCE - Shampoo before initial opening of the show. 1.00 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

SIZE OF BOOTH: _____ x _____ = _________ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = $ _________

NO CREDITS will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT  

INFORMS Annual Meeting

NAME OF FIRM ______________________  BOOTH NO. ________

CARE OF ______________________

(If Other Than Exhibiting Firm)

ADDRESS  

_______  

(P. O. Box)  

(City)  

(State)  

(Zip)

ORDERED BY  

(Please Type or Print)  

(Signature)

PHONE (_______) ______________________

DATE ______________________
Mail one copy to us at the address above. Retain a copy for your files.

### RATES:

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$ 80.00</td>
<td>8:00 AM to 4:30 PM, Monday through Friday</td>
</tr>
<tr>
<td>Overtime</td>
<td>$ 120.00</td>
<td>4:30 PM to 12:00 AM, Monday through Friday</td>
</tr>
<tr>
<td>Doubletime</td>
<td>$ 160.00</td>
<td>12:00 AM to 8:00 AM Monday through Sunday, and all Holidays</td>
</tr>
</tbody>
</table>

---

PLEASE INDICATE SERVICE DESIRED:

- PLAN A - SUPERVISION BY HOLLINS
  - This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.
  
  To complete your exhibit to your satisfaction, we must receive the following information:

  - Total No. of: Crates________ Cartons________ Fiber Cases________ Other________
  - Carpet: □ With Exhibit □ Ordered from HOLLINS
  - Set-Up Plan/Photo: Attached□ In Crate□ Exhibit Shipped To: Warehouse□ Show Site□
  - Please provide an emergency contact: Name________________ Telephone No. (____)________

  Return shipping instructions are as follows:

  Ship to:__________________________________________

  Via: □ Common Carrier □ Air Freight □ Prepaid □ Collect

  Please Note: HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

- PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE
  - Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.
  
  It is important that you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

  Supervisor will be:__________________________

  **If you fail to pick up men at time ordered, a ONE HOUR PER MAN NO-SHOW FEE will be charged unless a written cancellation notice is received by 11:00 AM prior to the day labor is requested.**

### ORDER FORM FOR INSTALLATION & DISMANTLE LABOR

|No. of Men| Approx. Hrs.| Rate|^|PLAN B|^|SUPERVISION|^|PLAN A|
|----------|-------------|------|--|-------|----------|----------|
|          | X           | X    | $ |       | $        | $        |

TOTAL $ = $ + $ = 

### PAYMENT POLICY:

We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

### NAME OF EVENT

**INFORMS Annual Meeting**

### NAME OF FIRM

____________________ BOOTH NO.________

### CARE OF

(If Other Than Exhibiting Firm)

### ADDRESS

(Street)____________________ (P. O. Box)____________________ (City)____ (State)____ (Zip)____

### ORDERED BY

(Please Type or Print)____________________ (Signature)____________________

### PHONE (_____)

____________________ DATE ______
An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.

2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.

5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

PLEASE TYPE OR PRINT

Name of Event ____________

INFORMS Annual Meeting

Exhibiting Firm ___________________________ Booth No. ___________

Authorized Name and Title ___________________________ 

(Please Type or Print)

Authorized Signature ___________

X

Full Name of Exhibitor Appointed Contractor __________________________

Complete Address __________________________

City, State ___________________________ Zip Code __________________________

Phone Number __________________________ Fax Number __________________________

Exhibitor Appointed Contractor "Show Site" Representative 

(Please Type or Print)

Type of Service to be Performed __________________________
EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.

2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.

3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.

4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.
   
   A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.
   
   B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.
   
   C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.
   
   D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or $2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.
   
   E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.
   
   F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.
   
   G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.
   
   H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.
   
   I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.
   
   J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.
   
   K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.
   
   L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.
   
   M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.
   
5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.
IMPORTANT
PLEASE READ

All freight shipped in advance of show must be shipped.....

TO:  (Exhibitor's Firm Name and Booth Number)
FOR:  INFORMS Annual Meeting
C/O:  HOLLINS EXPOSITION SERVICES
       UPS Freight c/o KMG/Crane
       18770 80th Place South
       Kent, WA 98032

DO NOT SHIP ADVANCE FREIGHT TO THE
WASHINGTON CONVENTION CENTER

HOLLINS has exclusive rights to drayage services on all freight
shipped to show site.

Any and all freight received by The Washington Convention
Center will be consigned to HOLLINS and subject to the
prevailing drayage rate.

We urge you to ship your materials in advance.
By doing so, your materials will be in your booth Saturday, October 19, 2019, at 12:00 PM
for you to begin set-up.
SHIPPING INSTRUCTIONS & MATERIAL HANDLING RATE SCHEDULE

**ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE**

TO: (Your Firm’s Name and Booth Number)  
FOR: INFORMS Annual Meeting  
C/O: HOLLINS EXPOSITION SERVICES  
UPS Freight c/o KMG/Crane  
18770 80th Place South  
Kent, WA 98032

Deadline for receiving advance shipments at warehouse: October 15, 2019

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**ADVANCE WAREHOUSE SHIPMENTS (Includes thirty (30) days storage)**
Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**SHOW SITE SHIPMENTS - COMMON CARRIER (THIS INCLUDES OVERTIME RATE)**
Receive ONLY crated, boxed or palletized shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**VAN LINE, POV/COMPANY, SPECIALIZED CARRIER - ADVANCE WAREHOUSE AND SHOW SITE**
(Crated, Boxed or Palletized Shipments)
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.
(Loose, Uncrated or Pad Wrapped Shipments)(This includes UPS Ground & Fedex)
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**LATE SHIPMENTS**
Material received at the warehouse AFTER the above deadline date, and material received at the show site AFTER the show opens.

**SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE**
• Shipments returned to the warehouse will be charged an additional $100.00 per one-hundred pounds (100 lbs.) Plus a $100 processing fee. ~ $200.00 minimum. • Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional $50.00 per one-hundred pounds (100 lbs.) per day ~ $100.00 minimum. • Show site container storage for freight not brought in by HOLLINS will be $75.00 per piece.

200 lb. minimum charge applies to each shipment HOLLINS receives.

Example 1: You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound (200 lbs.) charge.

Example 2: You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound (200 lbs.) charges.

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one-hundred pounds (100 lbs.) and is taken from the INBOUND “bill of lading” and/or the “certified weight ticket”. Shipments arriving without a specified weight on the “bill of lading” will be assigned an approximate weight by HOLLINS. This weight estimate will prevail.

**SMALL PACKAGE HANDLING**
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight is 50 lbs. - per shipment, per delivery
$ 65.00 for the first carton - per shipment, per delivery
$ 35.00 for each additional carton - per shipment, per delivery

**SPECIAL SERVICES**
Rates quoted above do not include the following services.
Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).
Shrinkwrap $ 50.00 per pallet plus labor (1/2 hr. minimum labor)

**ADDRESS DIRECT SHIPMENTS TO SHOW SITE**

TO: (Your Firm’s Name and Booth Number)  
FOR: INFORMS Annual Meeting  
C/O: HOLLINS EXPOSITION SERVICES  
The Washington State Convention Center  
705 Pike Street  
Seattle, WA 98101

Shipments to show site will not be accepted prior to: October 19, 2019
The show site has no provisions to accept shipments prior to the SHOW SET-UP PERIOD.

**RATE SCHEDULE**

<table>
<thead>
<tr>
<th>Material Handled Into And Out Of Exhibit Area</th>
<th>Minimum Charge Per Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 127.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 137.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 137.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 155.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 185.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
</tbody>
</table>

**SHIPPING INSTRUCTIONS**

200 lbs. minimum charge applies to each shipment HOLLINS receives.
HOLLINS EXPOSITION SERVICES' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.

2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.

3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.

4) HOLLINS shall not be liable (to any extent whatsoever) for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from loss or damage to your material which may make it impossible or impractical to exhibit same.

5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.

6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to thirty cents ($.30) per pound per article, with a maximum of fifty dollars ($50.00) per item, and a maximum of one thousand dollars ($1,000.00) per shipment. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery or possession at show site.

7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.

8) Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc., - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.

9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.

12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.

13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.

14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.

15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.

16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.

17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.
INBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>ESTIMATED WEIGHT</th>
<th>CARRIER(S)</th>
<th>TRACKING # (Please provide pro number)</th>
<th>ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE SHIPMENTS (Warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECT SHIPMENTS (Show Site)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPED FROM: (City) ____________________________ (State) ______________

DATE SHIPPED: __________________ ESTIMATED DATE OF ARRIVAL: ______________

Attach separate Order Forms for multiple shipments.

OUTBOUND SHIPPING INFORMATION

A “bill of lading” for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR “BILL OF LADING” AT YOUR BOOTH!

In the event a “bill of lading” is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

PAYMENT POLICY: For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM

I have read and understand the “Shipping Instructions & Material Handling Rate Schedule” as well as the “Material Handling Limits of Liability” document and by my signature below agree to the conditions as set forth therein.

NAME OF EVENT INFORMS Annual Meeting

NAME OF FIRM ____________________________ BOOTH NO. ______________

CARE OF ______________________ (If Other Than Exhibiting Firm)

ADDRESS ___________________________________________________________

ORDERED BY ________________________________________________________

PHONE (________) ____________________________ (Signature) ______________

DATE ____________________________
TO: __________________________ (Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
     UPS Freight c/o KMG/Crane
     18770 80th Place South
     Kent, WA 98032

WAREHOUSE

EVENT: __________________________

BOOTH NO. __________ NO. ___ OF ___ PCS.

CARRIER: __________________________

C/O: HOLLINS EXPOSITION SERVICES
     UPS Freight c/o KMG/Crane
     18770 80th Place South
     Kent, WA 98032

WAREHOUSE

EVENT: __________________________

BOOTH NO. __________ NO. ___ OF ___ PCS.

CARRIER: __________________________
TO: ____________________________

C/O: HOLLINS EXPOSITION SERVICES
The Washington State Convention Center
705 Pike Street
Seattle, WA 98101

EVENT: INFORMS Annual Meeting

SHOW SITE

CARRIER: ____________________________

BOOTH NO. ________ NO. ___ OF ___PCS.

CANNOT ARRIVE BEFORE: October 19, 2019

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
ATTENTION

DO NOT RETURN
the forms that follow this page to HOLLINS.

Should you require these services, please return the respective form(s) to the appropriate vendor.
Your Service is Our Priority

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination, WSCC offers an innovative ordering process—Priority Exhibitor Services.

Gone are the days of submitting multiple order forms and booth plans or managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your Exhibitor Services Representative to place your order†.

Contact your Exhibitor Services Representative:
exhibitor.services@wscc.com
(206) 694-5015

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms†.

†Orders not placed online may result in a processing fee.
*Exclusive partner

INFORMS 2019 Annual Meeting

Advanced Order Deadline: Thursday, September 26

Order your facility services in one click! Visit our online Priority Exhibitor Services portal.

CLICK HERE

WSCC SERVICE PARTNERS

Temporary Utilities - powered by EDLEN®
(electrical, air/water/drain)

Data & Telecom - provided by SmartCity®
(internet, WiFi, phones)

Catering - serviced by ARAMARK®

PRIORITY EXHIBITOR SERVICES

- Advance online pricing
- Premier customer support
- Coordination of facility services
- Onsite staffed service desk
- Post-event reporting of services
- Consolidated, detailed billing

INFORMS 2019 Annual Meeting

Advanced Order Deadline: Thursday, September 26

Order your facility services in one click! Visit our online Priority Exhibitor Services portal.

CLICK HERE

WSCC SERVICE PARTNERS

Temporary Utilities - powered by EDLEN®
(electrical, air/water/drain)

Data & Telecom - provided by SmartCity®
(internet, WiFi, phones)

Catering - serviced by ARAMARK®

PRIORITY EXHIBITOR SERVICES

- Advance online pricing
- Premier customer support
- Coordination of facility services
- Onsite staffed service desk
- Post-event reporting of services
- Consolidated, detailed billing

IF you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms†.

†Orders not placed online may result in a processing fee.
*Exclusive partner

Links not working or inactive? Paste this URL into your browser to directly access your Priority Exhibitor Services portal:
www.wscc.com/exhibitorservices
ORDER INSTRUCTIONS

Advance Payment Deadline Date: 21 Days Prior to Move-In

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Washington State Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>EVENT #</td>
</tr>
</tbody>
</table>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required
A. Electrical/Lighting Order
B. Plumbing Order

Step 3 Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.
A. What electrical work in your booth space needs to be performed by WSCC Electricians.
B. How power is delivered to your booth in the facility (from the floor or ceiling).
C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required
Forms include the following:
A. Electrical Distribution
   This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution
   This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

POWER DELIVERY

Power is typically delivered from the ceiling in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1.5’ of floor space. Please call if you have any concerns.
advance payment deadline date: 21 days prior to move-in

company name: ___________________________  booth number: ___________________________

event: ___________________________  facility: washington state convention center

dates: ___________________________  event #: ___________________________

financially responsible company

<table>
<thead>
<tr>
<th>company name:</th>
<th>phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>address:</td>
<td>fax:</td>
</tr>
<tr>
<td>city:</td>
<td>st:</td>
</tr>
<tr>
<td>country:</td>
<td>cell:</td>
</tr>
<tr>
<td>email:</td>
<td></td>
</tr>
</tbody>
</table>

method of payment

all transactions require a credit card on file with proper authorization. in addition to checks, wscf also accepts american express, mastercard, visa, discover, ach and wire transfers. indicate form of payment below.

- [ ] company check
  - please make check payable to: wscf. all foreign checks must be drawn on u.s. banks only. for those booths that require labor a credit card must be on file.

- [ ] credit card
  - for your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. a copy of final charges will be sent to the email address provided in the payment information section.

- [ ] visa  [ ] mastercard  [ ] amex  [ ] discover

**bank wire transfer information** *

beneficiary acct: wscf pfd operating account
acct#: 1-535-9527-6111 — us dollars
bank: us bank—1420 5th ave, seattle, wa 98101
swift code: usbkus44imt
routing/aba#: 125000105
account type: checking

* $50 processing fee must be included with transfer.

***please reference the event name and/or # and your booth # on all checks and/or electronic payments.***

check and credit card information

<table>
<thead>
<tr>
<th>company name:</th>
<th>check #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>credit card number:</td>
<td>exp date:</td>
</tr>
<tr>
<td>card holder sign:</td>
<td>print name:</td>
</tr>
<tr>
<td>email:</td>
<td>third party payment? yes or no</td>
</tr>
</tbody>
</table>

credit card address information if different than information above

| address: | city: | st: | zip: |

service totals

| 1. bank transfer charges |
| 2. manual processing fee | $25.00 |
| 3. electrical/lighting |
| 4. estimated labor |
| 5. plumbing |
| sub total |
| 10.1% sales tax is due unless authorized exemption accompanies order |
| total due |

authorization

| authorized signature above |
| print name above | today’s date above |

by signing and placing this order, i accept all payment policies and the terms and conditions outlined on all completed service order forms and the edlen general data protection regulation privacy policy.
ELECTRICAL ORDER FORM

Company Name: 
Booth Number: 
Event: 
Facility: Washington State Convention Center 
Dates: 
Event # 

For your convenience place your order online at www.wsc.com

**Order Instructions**

**Inline and Peninsula Delivery**
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**Island Booth Delivery - One Location**
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**Island Booth Delivery - Multiple Locations**
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, WSCC will deliver to the most convenient location. An additional charge to power up the booth may be assessed.

**208/480v Power Delivery and Connections**
WSCC electricians must make all high voltage connections and disconnections on a time and material basis. Please complete the Electrical Booth Work Form to schedule your estimated connection time and return it with this order form.

**24 Hour Services**
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at 1.5 times the outlet rate.

**Cancellations**
Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

**Terms & Conditions**
I agree in placing this order that I have accepted WSCC’s payment policy and the terms and conditions of contract.

---

**Electrical Outlets**

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>120 Volt</th>
<th>QTY</th>
<th>Advance Payment Price</th>
<th>Regular Payment Price</th>
<th>Onsite Payment Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 Amps)</td>
<td></td>
<td>120.00</td>
<td>180.00</td>
<td>216.00</td>
<td></td>
</tr>
<tr>
<td>1000 Watts (10 Amps)</td>
<td></td>
<td>150.00</td>
<td>225.00</td>
<td>270.00</td>
<td></td>
</tr>
<tr>
<td>1500 Watts (15 Amps)</td>
<td></td>
<td>175.00</td>
<td>262.50</td>
<td>315.00</td>
<td></td>
</tr>
<tr>
<td>2000 Watts (20 Amps)</td>
<td></td>
<td>205.00</td>
<td>307.50</td>
<td>369.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208 Volt Single Phase</th>
<th>QTY</th>
<th>Advance Payment Price</th>
<th>Regular Payment Price</th>
<th>Onsite Payment Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td></td>
<td>275.00</td>
<td>412.50</td>
<td>495.00</td>
<td></td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>335.00</td>
<td>502.50</td>
<td>603.00</td>
<td></td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>560.00</td>
<td>840.00</td>
<td>1008.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208 Volt Three Phase</th>
<th>QTY</th>
<th>Advance Payment Price</th>
<th>Regular Payment Price</th>
<th>Onsite Payment Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td></td>
<td>435.00</td>
<td>652.50</td>
<td>783.00</td>
<td></td>
</tr>
<tr>
<td>30 Amps (Chain Motor Power)</td>
<td></td>
<td>525.00</td>
<td>787.50</td>
<td>945.00</td>
<td></td>
</tr>
<tr>
<td>60 Amps (1-ton motor power)</td>
<td></td>
<td>810.00</td>
<td>1215.00</td>
<td>1458.00</td>
<td></td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>1180.00</td>
<td>1770.00</td>
<td>2124.00</td>
<td></td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>2350.00</td>
<td>3525.00</td>
<td>4230.00</td>
<td></td>
</tr>
</tbody>
</table>

Please call us for information on any services you require that are not listed here.

**Lights** (Package pricing includes power to run lights and labor to install and remove)

<table>
<thead>
<tr>
<th>Lights</th>
<th>QTY</th>
<th>Advance Payment Price</th>
<th>Regular Payment Price</th>
<th>Onsite Payment Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Light</td>
<td></td>
<td>120.00</td>
<td>180.00</td>
<td>216.00</td>
<td></td>
</tr>
<tr>
<td>PAR Can</td>
<td></td>
<td>735.00</td>
<td>1103.00</td>
<td>1320.00</td>
<td></td>
</tr>
<tr>
<td>(1000w quartz light)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leko Light</td>
<td></td>
<td>790.00</td>
<td>1185.00</td>
<td>1420.00</td>
<td></td>
</tr>
<tr>
<td>Colored Gel (per light)</td>
<td></td>
<td>15.00</td>
<td>15.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Barn Doors (per light)</td>
<td></td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
<td></td>
</tr>
</tbody>
</table>

**120v Rental Material** (Exhibitor must pick up items at WSCC Service Desk on show site)

| 15’ Extension Cord |  | 26.00 | 26.00 | 26.00 |
| Power Strip |  | 26.00 | 26.00 | 26.00 |

Place Total Here and Transfer to Box 3 on Mop Form

Print Name: 
Email: 
Phone: 

The “Method of Payment Form” must be completed and returned with this order form.
**ELECTRICAL LABOR INSTRUCTIONS**

**Advance Payment Deadline Date: 21 Days Prior to Move-In**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Washington State Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td></td>
</tr>
<tr>
<td>EVENT #:</td>
<td></td>
</tr>
</tbody>
</table>

**LABOR ORDERING INSTRUCTIONS**

**Step 1 Review Jurisdiction Information Below**

The work outlined under Electrical Jurisdiction below must be performed by WSCC Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

**Step 2 Complete the Appropriate Form**

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

- **A. Electrical Distribution**
  
  This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

**Step 3 Return the following forms to WSCC Priority Exhibitor Services**

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

**ELECTRICAL JURISDICTION**

**WORK REQUIRING WSCC ELECTRICIANS**

1. Delivery of main power line to Island Booths only
2. Electrical distribution under flooring or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus

**POWER DELIVERY**

**Power is typically delivered from the ceiling** in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1.5’ floor space. Please call if you have any concerns.

**LABOR RULES**

<table>
<thead>
<tr>
<th></th>
<th>STRAIGHT TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday-Friday 8am-4:30pm, excluding holidays</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>OVERTIME/DOUBLE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday-Friday 4:30pm-9pm, and 6am-8am, and Saturday-Sunday from 6am-9pm is Overtime (time and a half). Double Time is charged from 9pm-6am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>LIFT CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lift charges will apply to for all overhead work such as: light installation overhead, power distribution overhead, hanging signs, etc. Lift cost does not include operator.</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to the WSCC Exhibitor Services Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no “exhibitor supervisor” is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per electrician for installation. Dismantle time will be calculated at 1/2 of the total installation time.
Advance Payment Deadline Date: 21 Days Prior to Move-In

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Washington State Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>EVENT #</td>
</tr>
</tbody>
</table>

**ELECTRICAL DISTRIBUTION UNDER FLOORING**

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows WSCC the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. WSCC will make every attempt to complete the work prior to your arrival, but it cannot be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date:_______________________ Time:_______________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring:____________________________________________________________________________
   B. Estimated date and time flooring installation will begin. Date:_______________________ Time:______________

4. Show site supervisor:
   Name _________________________________________________ Cell # ____________________________________
   Email _________________________________________________ Company _________________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

<table>
<thead>
<tr>
<th>LABOR HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$116.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$173.00</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$231.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM**

**AUTHORIZATION**

PRINT NAME: __________________ DATE: ________________
ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 21 Days Prior to Move-In

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Washington State Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>EVENT #</td>
</tr>
</tbody>
</table>

BOOTH LABOR REQUIREMENTS

The date and times completed below assist WSCC in scheduling electrical manpower. These times and number of electricians are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to WSCC’s service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no “exhibitor supervision” is available, a minimum 1 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

Connection of High Voltage Services (208V - 480V)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

Installation of Booth Lighting

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Lift and labor charges may be assessed for overhead power and lighting.

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

<table>
<thead>
<tr>
<th>LABOR RATES AND HOURS</th>
<th>DISTRIBUTION LABOR ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Minimums</td>
<td></td>
</tr>
<tr>
<td>Enter a minimum of 1 hour for</td>
<td></td>
</tr>
<tr>
<td>installation and 1/2 hour for</td>
<td></td>
</tr>
<tr>
<td>removal. For installation</td>
<td></td>
</tr>
<tr>
<td>labor greater than 1 hour,</td>
<td></td>
</tr>
<tr>
<td>dismantle is 1/2 the total</td>
<td></td>
</tr>
<tr>
<td>installation time.</td>
<td></td>
</tr>
<tr>
<td>Straight Time</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday, 8:00 AM -</td>
<td></td>
</tr>
<tr>
<td>4:30 PM, except holidays.</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday 4:30 PM - 9</td>
<td></td>
</tr>
<tr>
<td>PM and 6 AM—8 AM, all day</td>
<td></td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td></td>
</tr>
<tr>
<td>Double Time</td>
<td></td>
</tr>
<tr>
<td>Every day, 9:00 PM—6:00 AM,</td>
<td></td>
</tr>
<tr>
<td>and all holidays</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LABOR HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$116.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$173.00</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$231.00</td>
<td></td>
</tr>
</tbody>
</table>

LIFT RENTAL

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

AUTHORIZED

PRINT NAME: [ ] DATE: [ ]

V21218
Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME: ____________________  BOOTH NUMBER: ____________________

EVENT: ____________________

FACILITY: Washington State Convention Center

DATES: ____________________  EVENT #: ____________________

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE CEILING IN THIS VENUE

Power is dropped from the ceiling to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 12 for examples):

INDICATE BOOTH TYPE
- Island: ________
- Inline: ________
- Peninsula: ________

INDICATE SCALE & TOTAL SQ FT
Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _________

OUTLET LEGEND
- X = Main Distribution Point
- ▲ = 5amp/500 watt
- ◆ = 10amp/1000 watt
- ★ = 15amp/1500 watt
- ● = 20amp/2000 watt

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________
PLUMBING ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:  
BOOTH NUMBER:  
EVENT:  
FACILITY:  
DATES:  
EVENT #:  

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

<table>
<thead>
<tr>
<th>Important Notes</th>
<th>Utility Services</th>
<th>Advance</th>
<th>Regular</th>
<th>Onsite</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITIONAL CONNECTIONS</strong></td>
<td><strong>COMPRESSED AIR: 90-100 LBS. Psi</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.</td>
<td>Air Outlet (call for a quote for 24-hour Air)</td>
<td>435.00</td>
<td>653.00</td>
<td>653.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Connections within 20’ of Outlet</td>
<td>150.00</td>
<td>225.00</td>
<td>225.00</td>
<td></td>
</tr>
<tr>
<td><strong>AIR LINE RESPONSIBILITIES</strong></td>
<td><strong>CFM REQUIREMENTS—CFM must be ordered with air services — see Plumbing Terms &amp; Conditions pg 12</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WSCC is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by WSCC unless they are a fixed part of your machine.</td>
<td>CFM (5 CFM minimum charge per outlet/connection) Multiply total CFM required by listed rate for the total CFM charge: 11.25 11.25 11.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WATER PRESSURE</strong></td>
<td><strong>WATER LINES</strong> (WSCC is not responsible for sediment or the color or taste of the water.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. WSCC is not responsible for sediment, color or taste of water.</td>
<td>Water Outlet</td>
<td>375.00</td>
<td>563.00</td>
<td>563.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Connections within 20’ of Outlet</td>
<td>200.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td># of connections required: _______ Size of connection: _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSI required: _______ GPM Required: _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DRAIN LINES</strong></td>
<td><strong>DRAIN LINES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drain Outlet</td>
<td>375.00</td>
<td>563.00</td>
<td>563.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Connections within 20’ of Outlet</td>
<td>200.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of connections required: _______ Size of connection required: _______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FILL &amp; DRAIN LABOR</strong> (WSCC is not responsible for sediment or the color of water)</td>
<td><strong>FILL &amp; DRAIN LABOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 – 50 Gallons</td>
<td>180.00</td>
<td>270.00</td>
<td>270.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>51 – 200 Gallons</td>
<td>450.00</td>
<td>675.00</td>
<td>675.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>201 – 500 Gallons</td>
<td>510.00</td>
<td>765.00</td>
<td>765.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each additional 100 Gallons up to 1,000 Gallons</td>
<td>37.50</td>
<td>56.25</td>
<td>56.25</td>
<td></td>
</tr>
<tr>
<td><strong>LABOR/LIFT</strong> (Labor is required for delivery and removal of air, water &amp; drain outlets)</td>
<td><strong>LABOR/LIFT</strong> (Labor is required for delivery and removal of air, water &amp; drain outlets)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor is required for all air, water, &amp; drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GAS &amp; MISC. REQUIREMENTS</strong> (Call for a Quote)</td>
<td><strong>GAS &amp; MISC. REQUIREMENTS</strong> (Call for a Quote)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLACE TOTAL HERE AND TRANSFER TO BOX 5 ON MOP FORM

PRINT NAME:  
EMAIL:  
PHONE:  

The “Method of Payment” form must be completed and returned with this order form

V 12.19.18
Advance Payment Deadline Date: 21 Days Prior to Move-In

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Washington State Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>EVENT #</td>
</tr>
</tbody>
</table>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of WSCC Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal
   There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space
   Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections
   Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:
   1. The plumbing layout must indicate each outlet and its location with exact measurements.
   2. Each location should indicate the type of service. All air locations must include CFM requirements.
   3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: ___________________________ Estimated time: ___________________________

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   1. Describe flooring: __________________________________________________________

E. What time do you estimate needing the physical connection to your equipment? Date: ___________ Time: ___________

F. Show site supervisor: ___________________________ Company: ___________________________ Cell #: ___________________________ Email: ___________________________

G. This information allows WSCC the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the “Labor Estimate” Section below. WSCC will make every attempt to complete the work prior to your arrival.

<table>
<thead>
<tr>
<th>LABOR ESTIMATE</th>
<th>WORK RATE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR HRS</td>
<td>RATE</td>
</tr>
<tr>
<td>ST</td>
<td>$116.00</td>
</tr>
<tr>
<td>OT</td>
<td>$173.00</td>
</tr>
<tr>
<td>DT</td>
<td>$231.00</td>
</tr>
<tr>
<td>ESTIMATED TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME: ___________________________
DATE: ___________________________

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM
PLUMBING SERVICES ORIGINATE FROM THE CEILING IN THIS VENUE

Air and water services are delivered from the ceiling to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. Drains are in limited floor ports—contact Exhibitor Services to find out if drains are available in your location. We cannot cross aisles with drains. (See T&C page 12 for examples):

**INDICATE BOOTH TYPE**
- Island
- Inline
- Peninsula

**INDICATE SCALE & TOTAL SQ FT**
Example: 1 Square = 1 Foot

_____ Square = _____ Ft
Total Square Footage = __________

**OUTLET LEGEND**
- X = Main Distribution Point
- W = Water
- A = Air
- D = Drain
- AC = Add’l connection

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date of a minimum of 21 days prior to move-in for advance payment rates to apply. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. Orders received onsite will be charged the onsite rate. A purchase order or photocopied checks are not considered valid forms of payment for securing advance rate.

2. In the event order totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to multiple outlet locations regardless of booth type requires labor and is performed on a time and material basis; these secondary charges will be billed once work is completed. Exhibitors are invited to contact the local WSCC office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. The minimum amount of power that can be ordered for any one location is 5 amps or 500 watts. Power must be ordered according to peak amperage ratings.

6. Island Booths - If a floor plan showing main power location is not submitted to WSCC prior to our first move-in date, WSCC will deliver the power to the most convenient location. Island Booth installations are done on a time and material basis. For Island Booths that require distribution to more than one location, there is a minimum labor charge of one hour for installation and a half hour, or half the time to install, for removal plus material. There is a one hour minimum installation charge for Island Booths that only require delivery to one location.

7. Labor rates are based on current IBEW wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.

8. In the event overhead services cannot be reached via catwalks in the convention hall lift, operator, and electrical labor charges will apply. Please contact our local office to discuss any additional charges.

9. Only WSCC employees/contractors are authorized to install or run any power, air, or water services under floor coverings, and are assumed to have permission from the exhibitor should a cut need to be made to safely install utility services.

10. WSCC designated electrical contractor (EDLEN) is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the venue including the exhibitor’s booth space. This material is provided on a rental basis only and remains the property of WSCC. It shall be removed only by WSCC employees/contractors. Materials removed by the exhibitors will be charged to the card on file.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the WSCC service desk. Credit will not be issued for unused items or services.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through WSCC.

13. All equipment regardless of source of power, must comply with federal, state and local codes. WSCC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WSCC is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Car batteries and other fuel cell type batteries are not permitted to be connected on the show floor.

17. Power may be disconnected from any booth that has not paid for the service. Disconnected services may be restored by paying at the onsite service desk.

18. No exhibitor is permitted to split up or distribute power from a high voltage service.

19. The WSCC has designated Edlen Electrical of Washington as the exclusive provider and installer of electrical services. Edlen is a licensed and bonded electrical contractor in the State of Washington. The WSCC acts as a fiscal agent for Edlen in providing electrical services to event clients and their attendees at WSCC.

20. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf
WSCC Plumbing Service Delivery Terms and Conditions

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event move-in for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event move-in will be charged the regular rate. Orders received during or after move-in will be charged the onsite rate. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services.

2. In the event that totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.

3. All services will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. WSCC will make every attempt to deliver these services to a location convenient to the exhibitor if a floor plan is not received with order.

4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.

5. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors’ equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor’s booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact WSCC to discuss any potential additional costs.

8. WSCC’s plumbers or the exclusive plumbing contractor (EDLEN) is to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without WSCC plumbers.

9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard air lines terminate with a 1/4” snap-in quick release.

10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.

11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

12. Unless otherwise directed, WSCC personnel are authorized to cut floor coverings to permit installing service(s) ordered.

13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.

14. For safety reasons, WSCC does not allow plumbing drain pipes to be run across any publically accessed aisle space.

15. Natural Gas “when available” is not regulated by WSCC and is at the facility pressure (4oz.). Call for price quote when available.

16. Compressed gas is regulated by local fire code and must be approved.

17. All equipment using water must have inlet and outlet properly tagged.

18. All equipment must comply with state and local codes.

19. WSCC will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. WSCC must have 30 days’ notice in order to supply special regulators, strainers, etc.

20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions. Credit will not be given for outlets installed or connections made and not used.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.WSCC.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM
WSCC Financial Terms and Conditions and Limits of Liability

1. The Licensor (WSCC) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensees Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.

2. Licensor (WSCC) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.

3. Licensor (WSCC) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water, Drain, telecommunications and Internet services. Licensor (WSCC) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.

4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.

5. Online ordering for all services is the preferred and recommended method for ordering services. A $25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.

6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed. Services may be interrupted if payment is not received.

7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.

8. Online orders are generally due 21 days prior to the show move-in date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.

9. WSCC accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: WSCC.

10. There will be a $25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a $25.00 processing fee.

11. All services are subject to sales tax (currently 10.1%). Resale certificates are not acceptable for tax exemption.

12. Due to the cost of processing checks, any refunds due in the amount of $50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.

13. Any unpaid balance after close of show will incur a 1.5% / month service charge.

14. **Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.**

15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used. Services may be interrupted if payment for services is not received.

16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WSCC Exhibitor Services Manager within 21 calendar days prior to show opening.

17. Exhibitor/Licensee holds WSCC and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond WSCC’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay WSCC its attorney fees or applicable agency fees.

19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event. Any disputed charges for services will not be considered without a record of the complaint being received in writing to exhibitor.services@wscc.com prior to the scheduled end of the event.

20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and declined credit cards.

21. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions

22. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.

23. Prices are based upon current rates and are subject to change without notice.

Utility Services provided by Edlen; managed by WSCC
<table>
<thead>
<tr>
<th><strong>Video Equipment</strong></th>
<th><strong>Daily rate</strong></th>
<th><strong>By - 10/10</strong></th>
<th><strong>Standard Rate</strong></th>
<th><strong>Qty</strong></th>
<th><strong>Number of Days</strong></th>
<th><strong>Show Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>32” LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$100</td>
<td>$125</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$200</td>
<td>$250</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50” LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$300</td>
<td>$350</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60” LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$400</td>
<td>$450</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>$50</td>
<td>$75</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Pole stand</td>
<td>$50</td>
<td>$75</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirted Cart</td>
<td>$30</td>
<td>$40</td>
<td>X</td>
<td>X3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Computer Equipment**

<table>
<thead>
<tr>
<th><strong>Qty</strong></th>
<th><strong>Number of Days</strong></th>
<th><strong>Show Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>19-20&quot; Flat panel LED monitor</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>23”-24” Flat panel LED monitor</td>
<td>$60</td>
<td>$75</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td>$25</td>
<td>$40</td>
</tr>
<tr>
<td>Lenovo i5 Notebook 4gb DVDRW</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Laser Printer</td>
<td>$100</td>
<td>$125</td>
</tr>
</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th><strong>Qty</strong></th>
<th><strong>Number of Days</strong></th>
<th><strong>Show Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3500 lumen LCD Projector</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>80' Insta-Theatre Exhibit Screen</td>
<td>$40</td>
<td>$50</td>
</tr>
<tr>
<td>AV Cart Skirted w/ Power</td>
<td>$30</td>
<td>$40</td>
</tr>
<tr>
<td>Flipchart</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Order Instructions:**
- Cancellations less than 48 hour notice will be charged 50% of show total
- *Tax will be charged on all orders without Tax exempt form
- Must be present when equipment is delivered.
- This is a small sampling of equipment. Please call with additional needs.

**Required Customer & Delivery Information**

- Complete payment must accompany order.
- Please check one:
  - [ ] Check Enclosed
  - [ ] Visa
  - [ ] Mastercard
  - [ ] American Express
  - [ ] Discover
- Name on credit card __________________________
- Credit card number ____________________________
- Exp. Date ____________________________
- Authorized Signature __________________________
- Date ____________________________
- Company Name ____________________________
- Onsite Contact Name ____________________________
- Address ____________________________
- City ____________________________ St. __________ Zip __________
- Phone ____________________________ Fax ____________________________
- Booth No. __________ Room Name ____________________________
- Onsite Contact Cell ____________________________
- Onsite Contact Email ____________________________
- Delivery Date ____________________________ Time ____________________________
- Pickup Date ____________________________ Time ____________________________
- Delivery Signature ____________________________

---

**INFORMS Exhibitor Order Form**
Fax: (513) 641-3200

**Annual Meeting**
October 20-23, 2019
Washington State Convention Center
Seattle, Washington

**Services Provided by:**
Prestige AV & Creative Services
4835 Para Drive, Cincinnati, OH 45237
Office (513) 641-1600 • Fax (513) 641-3200 • Corporate (800) 294-3179

Rev. 11/27/2018