



TRIUMPH
expo & events inc.



EEBA 2016 CONFERENCE & EXPO

September 27-29, 2016

Dallas Frisco Embassy Suites

Frisco, Texas

Triumph Expo & Events Inc. is proud to be your general services contractor for the EEBA 2016 CONFERENCE & EXPO.

HOW TO USE THIS EXHIBITOR KIT:

On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE:

Click [HERE](#) and then click on the link to the EEBA 2016 CONFERENCE & EXPO

(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

USERNAME:

8627

PASSWORD:

Capable (case-sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

Install & Dismantle Labor
Standard & Premium Furnishings

Shipping Services
Top-quality graphics

Custom Booths
Personal Service

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 503-417-8000
Fax: 503-417-8001
ESR@triumphexpo.com



EEBA 2016 CONFERENCE & EXPO

Dallas Frisco Embassy Suites

September 27 - 29, 2016

DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

QUICK FACTS

DEADLINES

EAC/INSURANCE:	MONDAY, AUGUST 29, 2016	4:00 PM
DISCOUNT PRICING:	TUESDAY, SEPTEMBER 13, 2016	4:00 PM
ADVANCE SHIPPING:	FRIDAY, SEPTEMBER 23, 2016	4:00 PM
DIRECT SHIPPING:	MONDAY/TUESDAY, SEPTEMBER 26-27, 2016	EXHIBITOR MOVE IN HOURS ONLY

SCHEDULE

EXHIBITOR MOVE IN:	MONDAY, SEPTEMBER 26, 2016 TUESDAY, SEPTEMBER 27, 2016	3:00 PM - 7:00 PM 8:00 AM - 4:00 PM
SHOW DATES/TIMES:	TUESDAY, SEPTEMBER 27, 2016 WEDNESDAY, SEPTEMBER 28, 2016 THURSDAY, SEPTEMBER 29, 2016	4:30 PM - 6:30 PM 4:30 PM - 6:30 PM 8:40 AM - 11:00 AM
EXHIBITOR MOVE OUT:	THURSDAY, SEPTEMBER 29, 2016	11:15 AM - 2:15 PM
CARRIER CHECK-IN DEADLINE:	THURSDAY, SEPTEMBER 29, 2016	1:30 PM

Empty crates will be returned starting at 11:15 AM on THURSDAY.

All exhibitor materials must be removed from the facility by 2:15 PM.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

INCLUDED FURNISHINGS: 10'x10' Booth
Black 8' high back drape
Gold (Yellow) 3' high side drape
One-line Exhibitor ID sign

EXHIBIT HALL FLOORING: The exhibit area will be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to ESR@triumphexpo.com or fax to 503-417-8001. Orders paid by check must include credit card information or your order will not be processed.

VENUE/VENDOR FORMS: Electrical/AV/internet forms are at the end of this kit, if available, for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.



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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 53.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. **(Shipments above 20 lbs are subject to rates below)**

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.25/lb off-target fee. This will be added automatically to the invoice.

ADVANCE SHIPMENTS

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS

\$ 150.00 Minimum Charge (21-200 lbs)
\$ 75.00 each add'l CWT (100 lbs)

MATERIALS W/ SPECIAL HANDLING

\$ 180.00 Minimum Charge (21-200 lbs)
\$90.00 each add'l CWT (100 lbs)

ADVANCE SHIPMENT DEADLINE DATE: SEPTEMBER 23, 2016

DIRECT SHIPMENTS

CRATED MATERIALS

\$ 140.00 Minimum Charge (21-200 lbs)
\$ 70.00 each add'l CWT (100 lbs)

MATERIALS W/ SPECIAL HANDLING

\$ 220.00 Minimum Charge (21-200 lbs)
\$ 110.00 each add'l CWT (100 lbs)

DIRECT SHIPMENT DATE: SEPTEMBER 26-27, 2016 ONLY

PRICES INCLUDE receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 25 cents per pound (\$150 minimum for any shipment that must be returned to the warehouse plus 25 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT ☐ DIRECT SHIPMENT ☐

Total Estimated Weight (200 lbs minimum) _____ lbs x Rate = \$ _____

Total Estimated Fees \$ _____

TOTAL \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E'S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E's direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E's reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E's liability shall be limited to the specific article in question, and in any event, TE&E's maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC):
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment:
- EXHIBITOR'S violation of Federal State, County or Local ordinances:
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



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September 27 - 29, 2016

DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS:

Company Name and Booth Number
EEBA 2016 CONFERENCE & EXPO
c/o Triumph &
DC LOGISTICS
4666 DUNCANVILLE ROAD
DALLAS, TX 75236

ADVANCE SHIPMENTS ACCEPTED:

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

ADVANCE SHIPPING DEADLINE:

4:00 PM on SEPTEMBER 23, 2016

"Material Handling Fees" apply to all shipments. See "Material Handling" page for details.

DIRECT SHIPPING ADDRESS:

Company Name and Booth Number
EEBA 2016 CONFERENCE & EXPO
c/o Triumph &
DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q HAMMONS DRIVE
FRISCO, TX 75034

DIRECT SHIPMENTS ACCEPTED:

SEPTEMBER 26-27, 2016 **ONLY**

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **SEPTEMBER 23, 2016**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO & EVENTS INC.**
DC LOGISTICS
4666 DUNCANVILLE ROAD
DALLAS, TX 75236

WAREHOUSE

EEBA CONFERENCE & EXPO

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **SEPTEMBER 23, 2016**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO & EVENTS INC.**
DC LOGISTICS
4666 DUNCANVILLE ROAD
DALLAS, TX 75236

WAREHOUSE

EEBA CONFERENCE & EXPO

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE SEPTEMBER 26-27, 2016

TO:

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

SHOW SITE

EEBA CONFERENCE & EXPO

BOOTH # NO. OF PIECES

CARRIER

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE SEPTEMBER 26-27, 2016

TO:

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

SHOW SITE

EEBA CONFERENCE & EXPO

BOOTH # NO. OF PIECES

CARRIER

OUTBOUND SHIPPING INFORMATION

- **Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?**
- **How many shipments do I have (how many destination addresses are there)?**
- **How soon does my shipment need to arrive at its destination?**

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It's that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING:

Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:

Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:

A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING:

Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:

Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING:

All outbound shipments from the show **MUST** have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK:

If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$150 (up to 750 lbs).

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:

DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:

All carriers **MUST** be checked in by 1:30 PM on SEPTEMBER 29, 2016. After 1:30 PM, freight will be re-routed according to the information given on the MHA/BOL.

R U S H

DO NOT DELAY

FROM: EEBA 2016 CONFERENCE & EXPO
DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

TO:

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

R U S H

DO NOT DELAY

FROM: EEBA 2016 CONFERENCE & EXPO
DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

TO:

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

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.



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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING REQUEST

for Triumph Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event) Minimum charges apply per shipment

PICK-UP ADDRESS:

Insurance: ☐ Inbound ☐ Outbound ☐ Both ☐ Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

☐ Loading Dock ☐ Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: _____ am/pm Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION

NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE

DIMENSIONS IN INCHES

WT. (LBS)

Carton/Crate/Pallet/Fibercase

EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Pieces :

LIST EACH PIECE

DIMENSIONS IN INCHES

WT. (LBS)

Carton/Crate/Pallet/Fibercase

	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Weight :

Are the pallets/skids stackable? YES ☐ NO ☐ If additional insurance, declared value is \$ _____

OUTBOUND (Shipping FROM the Event) Minimum charges apply per shipment

RETURN ADDRESS:

SHIPPING METHOD: ☐ Deferred / Ground: 3-7 Bus. Days

☐ Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates ☐ Cartons ☐ Fiber Cases ☐ Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense.

Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)

Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed

Inside Delivery: Delivery including a flight of stairs or an elevator

Lift Gate: Truck required when no elevated dock or forklift is available

UNION LABOR JURISDICTION



TRIUMPH
expo & events inc.

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

EXHIBIT HALL INSTALLATION & DISMANTLING:

Triumph Expo & Events Inc. has an agreement with the local Decorators Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

MATERIAL HANDLING / DRAYAGE:

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Decorator's Union. This is not applicable to materials that can be carried by one person.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

TIPPING:

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.

EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

CAN I PHONE IN MY ORDER?

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?

In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?

The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$150 for up to 600 lbs and 25 cents per each additional pound.



EEBA 2016 CONFERENCE & EXPO

Dallas Frisco Embassy Suites

September 27 - 29, 2016

DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name _____ Booth #(s) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

Prepared by (Print Name) _____ Date _____

Signature _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa ☐ Mastercard ☐ American Express ☐ Check ☐ Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (REQUIRED) _____

Authorized Signature _____

PAYMENT MUST ACCOMPANY ALL ORDERS

To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:

Triumph Expo & Events Inc

FOR ALL CHECK ORDERS

Credit card authorization must be provided for any additional fees incurred.

TEXAS STATE SALES TAX

Applies to all exhibitors including non-profit agencies.

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers \$ _____

Chairs, Fabric and Accessories \$ _____

Carpeting \$ _____

Graphics and Signage \$ _____

TRU-X Modular Exhibits \$ _____

TRU-X Accessories \$ _____

Installation and Dismantle Labor \$ _____

Other \$ _____

Subtotal \$ _____

TX State Sales Tax @ 8.25% \$ _____

Cleaning Services \$ _____

Freight/Material Handling \$ _____

TOTAL \$ _____

PAYMENT and LABOR - TERMS AND CONDITIONS

**PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT
WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.**

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- *WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- *WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES.
CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E.
TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TABLES AND COUNTERS

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.


 **BLACK (01)**
 **WHITE (02)**
 **SILVER (03)**
 **BLUE (04)**
 **GREEN (05)**
 **RED (06)**
 **TEAL (07)**
 **CHAMPAGNE (08)**
 **PURPLE (09)**
 **YELLOW (10)**

TABLES - 24" W x 30" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	\$95.00	\$135.00	
		6'	\$125.00	\$165.00	
		8'	\$155.00	\$195.00	
		4th Side	\$45.00	\$65.00	

COUNTERS - 24" W x 42" H

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	\$115.00	\$155.00	
		6'	\$145.00	\$185.00	
		8'	\$175.00	\$215.00	
		4th Side	\$45.00	\$65.00	

UNSKIRTED TABLES				
Qty.	Length	Discount	Standard	Amount
	4'	\$50.00	\$70.00	
	6'	\$80.00	\$100.00	
	8'	\$110.00	\$130.00	
	Skirt	\$45.00	\$65.00	

UNSKIRTED COUNTERS				
Qty.	Length	Discount	Standard	Amount
	4'	\$70.00	\$90.00	
	6'	\$100.00	\$120.00	
	8'	\$130.00	\$150.00	
	Skirt	\$45.00	\$65.00	



TABLE RISERS				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	\$40.00	\$60.00	
	4' L x 13" H x 8" D	\$40.00	\$60.00	
	6' L x 7" H x 8" D	\$45.00	\$65.00	
	6' L x 13" H x 8" D	\$45.00	\$65.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**PEDESTAL TABLES
30" DIAMETER**



**30" and 42" High Pedestal Tables
Formica Top**



**30" and 42" High Pedestal Tables
Wood Top**

PEDESTAL TABLES 30" DIAMETER					
Qty.	Table	Size	Discount	Standard	Amount
	Formica Top	30"H	\$150.00	\$192.00	
	Formica Top	42"H	\$170.00	\$212.00	
	Wood Top	30"H	\$135.00	\$177.00	
	Wood Top	42"H	\$155.00	\$197.00	

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TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

SEATING



**Black Plastic Stack
Chair**



**Black Padded Side
Chair**



**Black Padded Arm
Chair**



Black Bar Stool

STANDARD SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Plastic Stack Chair	\$40.00	\$60.00	
	Black Padded Side Chair	\$80.00	\$110.00	
	Black Padded Arm Chair	\$100.00	\$130.00	
	Black Bar Stool	\$80.00	\$110.00	



Leather Sofa in Black



**Leather Loveseat
in Black**



**Leather Arm
Chair in Black**

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	\$425.00	\$425.00	
	Black Loveseat	\$400.00	\$400.00	
	Black Arm Chair	\$250.00	\$250.00	

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER
 DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

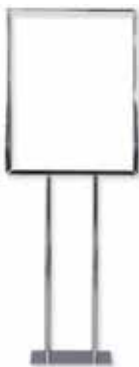
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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	\$40.00	\$65.00	
	Easel	\$35.00	\$45.00	
	Chrome Sign Holder (22" x 28")	\$95.00	\$130.00	

Qty.	Item	Discount	Standard	Amount
	20-Pocket Lit Rack	\$60.00	\$60.00	
	Bag Stand	\$90.00	\$120.00	
	Garment Rack	\$90.00	\$120.00	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	\$12.00	\$18.00	
	Raffle Drum - SM	\$65.00	\$65.00	
	Fish Bowl	\$15.00	\$15.00	

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER
 DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____

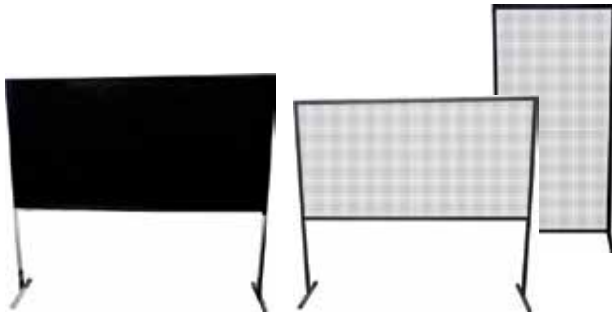


PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PREMIUM ACCESSORIES

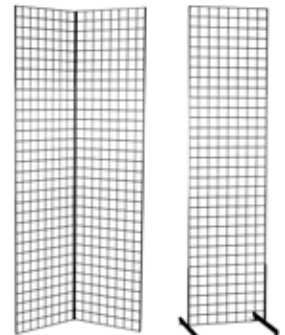

SHOWCASE 6' FULL-VIEW

1M COUNTER
 (Also Available in 1.5 and 2M)

1M RADIUS COUNTER

POSTER BOARD
PEGBOARD

42" PLASMA SCREEN

Each gridwall-panel is 2'x8'. Two panels must be rented to create a free-standing display OR feet may be rented with a single panel.


GRID WALL / GRID WALL W/ FEET

PREMIUM ACCESSORIES				
Qty.	Item	Discount	Standard	Amount
	Showcase - 6' Full-View (6'L x 38"H x 18"D)	\$375.00	\$375.00	
	1M Counter (1M L x .5M D x 42"H)	\$190.00	\$380.00	
	2M Counter (2M L x .5M D x 42"H)	\$360.00	\$680.00	
	1M Radius Counter (1M L - curved - .5M D x 42"H)	\$300.00	\$580.00	
	42" Plasma Screen w/ DVD Player	\$400.00	\$400.00	
	Poster Board - Horizontal	\$150.00	\$195.00	
	Poster Board - Vertical	\$150.00	\$195.00	
	Pegboard - Horizontal	\$150.00	\$195.00	
	Pegboard - Vertical	\$150.00	\$195.00	
	Gridwall (per panel) 2'W x 8'H	\$30.00	\$30.00	
	Gridwall Feet (per pair)	\$20.00	\$20.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____












Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PIPE AND DRAPE

 BLACK (01)	 BLUE (04)	 TEAL (07)	 BURGUNDY (10)
 WHITE (02)	 GREEN (05)	 PURPLE (08)	 CHAMPAGNE (11)
 SILVER (03)	 RED (06)	 YELLOW (09)	

DRAPE (W/ HARDWARE TO SET UP)

Qty.	Color	Size	Discount	Standard	Amount
		8' H (per ft)	\$10.00	\$15.00	
		3' H (per ft)	\$10.00	\$15.00	

DRAPE UPRIGHTS/RAILS

Qty.	Size	Discount	Standard	Amount
	8' UP w/ Base	\$16.00	\$20.00	
	3' UP w/ Base	\$14.00	\$18.00	
	6'-10' Rail	\$12.00	\$16.00	



PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page










COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE















CARPET & PADDING

STANDARD CARPET

 BLACK (01)	 BURGUNDY (03)	 BLUE (05)	 SILVER	 TUXEDO
 GREEN (02)	 RED (04)	 TEAL (06)	 PURPLE (08)	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	\$150.00	\$195.00	
		10x20	\$290.00	\$370.00	
		10x30	\$435.00	\$550.00	
		10x40	\$580.00	\$730.00	

PLUSH CARPET (per SQ. FT.)

 BLACK (01)	 WHITE (04)	 CREAM (07)	 BURGUNDY	 ROYAL BLUE (13)
 GREY PEARL (02)	 NAVY (05)	 PINE (08)	 PEARL PINK	 COBALT BLUE (14)
 CHARCOAL (03)	 SEA BREEZE (06)	 CARDINAL (09)	 ROYAL PURPLE	

Color	Size (SQ. FEET)	Discount	Standard	Amount
		\$3.50	\$4.55	

PADDING / PROTECTIVE SHEETING (per SQ. FT.)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		\$0.70	\$1.15	
Poly Vinyl Sheeting		\$0.45	\$0.90	

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER
 DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

RENTAL EXHIBITS


A: PORTABLE TABLE TOP

PORTABLE TABLE TOP

Package Includes:

- Standard Header
- 6' Draped Table
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 500.00	\$ 1000.00	\$ _____

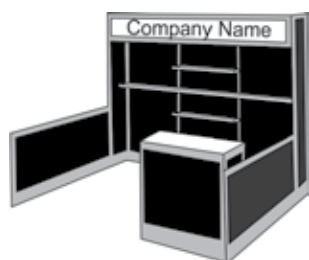

B: 10' BACKWALL EXHIBIT

10' BACKWALL EXHIBIT

Package Includes:

- Standard Header
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 750.00	\$ 1500.00	\$ _____


C: 10' BOOTH EXHIBIT

10' BOOTH EXHIBIT

Package Includes:

- Standard Header
- 1M Counter
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1500.00	\$ 2500.00	\$ _____

TABLE SKIRT COLOR (OPTION A ONLY)

- ☐ Black ☐ Silver ☐ Blue ☐ Green ☐ Red
☐ Burgundy ☐ Teal ☐ Berry ☐ Purple

METAL COLOR (B & C)

- ☐ Black ☐ Silver

PANEL COLOR (B & C)

- FABRIC** - ☐ Black ☐ Blue ☐ Grey

- HARDWALL** - ☐ White ☐ Custom Graphic

LETTERING COLOR* (A, B & C)

- ☐ Black ☐ Blue
☐ Green ☐ Grey
☐ Red ☐ Burgundy

 Standard Header Copy
 (please print clearly)

*CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

GRAPHICS & SIGNAGE

100% SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	\$42.00	\$64.00			3'x6' Single-Sided	\$162.00	\$270.00	
	22"x28" Double-Sided	\$63.00	\$96.00			3'x6' Double-Sided	\$243.00	\$405.00	
	28" x 44" Single-Sided	\$85.00	\$128.00						
	28"x44" Double-Sided	\$127.50	\$194.00						
	24"x87" Single-Sided	\$145.00	\$187.50						
	24"x87" Double-Sided	\$217.50	\$279.50						
	38.125"x87" Single-Sided	\$195.00	\$252.50						
	38.125"x87" Double-Sided	\$292.50	\$378.75						

 BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

CUSTOM BANNER	DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$10.00/sq. ft.	OR \$15.00/sq. ft.	= \$ _____

 CUSTOM BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

 38.125"x87"
w/ T-Base

 22"x28"
Chrome Sign Holder not included

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?
 Contact our exhibitor services department at **ESR@triumphexpo.com** or call **503-417-8000** for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to ESR@triumphexpo.com. If you would like to post to our Dropbox, please send your request to ESR@triumphexpo.com. Smaller files (<10MB) can be emailed directly to ESR@triumphexpo.com.

SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your AE with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event AE. Smaller files (<10MB) can be emailed directly to your AE.

*native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).



EEBA 2016 CONFERENCE & EXPO

Dallas Frisco Embassy Suites

September 27 - 29, 2016

DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION & DISMANTLE LABOR PG 1 of 2

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

EXHIBITOR SUPERVISED LABOR

		A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON
STRAIGHT TIME - IN				\$100.00	\$100.00	
OVERTIME - IN				\$130.00	\$130.00	
STRAIGHT TIME - OUT				\$100.00	\$100.00	
OVERTIME - OUT				\$130.00	\$130.00	
						TOTAL A x B x C

TRIUMPH SUPERVISED LABOR

		A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON
STRAIGHT TIME - IN				\$130.00	\$130.00	
OVERTIME - IN				\$160.00	\$160.00	
STRAIGHT TIME - OUT				\$130.00	\$130.00	
OVERTIME - OUT				\$160.00	\$160.00	
						TOTAL A x B x C

COMMENTS / NOTES:

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



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INSTALLATION & DISMANTLE LABOR PG 2 of 2

DID YOU ORDER TRIUMPH LABOR?

IF YES (please fill out this page)

IF NO (please skip this page)

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached ☐ to be sent ☐ with exhibit ☐ In crate # _____

CARPET: with exhibit ☐ rented from Triumph ☐ (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached ☐ drawing with exhibit ☐ electrical under carpet ☐

GRAPHICS: with exhibit ☐ shipped separately ☐

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier _____ Carrier Phone _____

Shipped to: Warehouse ☐ Show Site ☐ From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

DELIVER TO:

METHOD: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other _____

CARRIER: ☐ Show Carrier ☐ Other _____

FREIGHT CHARGES: ☐ Collect ☐ Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____



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CLEANING SERVICE

BOOTH CLEANING - includes vacuuming and emptying of wastebaskets (100 sq. ft. minimum)

ONE TIME ONLY

Before Show opens

DISCOUNT RATE STANDARD RATE TOTAL

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.44/sq. ft. @ \$0.58/sq. ft. = \$ _____

DAILY SERVICE

DISCOUNT RATE STANDARD RATE TOTAL

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.44/sq. ft. @ \$0.58/sq. ft. x # of days _____ = \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER
DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page



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Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

**THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY.
NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:**

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal ☐ Company ☐

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



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THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

☐ ALL SERVICES

☐ BOOTH CLEANING

☐ I&D LABOR - SUPERVISION

☐ MATERIAL HANDLING - IN & OUT

☐ RENTAL FURNITURE AND CARPET

☐ GRAPHICS

☐ OTHER SERVICES

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal ☐ Company ☐

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____



**EMBASSY
SUITES**

by HILTON™

Dallas - Frisco/Hotel, Convention Center & Spa

Exhibit Booth Power & Equipment Order Form

Program: _____

Set up Date: _____ Set up Time: _____ Booth# _____

End Day _____ End Time: _____

Contact: Bryan Kennedy or Richard Polite
7600 John Q. Hammons Dr. Frisco, TX 75034
phone 972.963.9179 fax 972.963.9164

Email: bryan.kennedy@igh.com or richard.polite@igh.com

EXHIBIT POWER/INTERNET ORDER

120 Volt 60 Cycle, 1 Phase

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
Section 1				

500 Watt (5 Amps)	\$95.00	\$110.00	_____	_____
1000 Watt (10 Amps)	\$110.00	\$125.00	_____	_____
1500 Watt (15 Amps)	\$120.00	\$140.00	_____	_____
2000 Watt (20 Amps)	\$140.00	\$165.00	_____	_____

The above circuits include a power strip

Extension Cords

25' Grounded	\$20.00	\$25.00	_____	_____
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Power Strips

6- Outlet Power Strip	\$20.00	\$25.00	_____	_____
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Internet - WI-FI

Single Connection				
One Device	\$75.00	\$100.00	_____	_____
Additional Connection	\$25.00	\$45.00	_____	_____
Wired Connection	\$125 each	\$145/each	_____	_____

Above pricing (section 1) includes
Power/Internet Usage & Installation/Dismantle of Power/Internet

Section 2

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
3 Phase				

100 Amp, 3 Phase Service	\$350.00	\$600.00	_____	_____
200 Amp, 3 Phase Service	\$650.00	\$800.00	_____	_____
100 Amp, 3 Phase Distro	\$ 300.00	\$ 400.00	_____	_____
200 Amp, 3 Phase Distro	\$ 400.00	\$ 500.00	_____	_____

Prices above do not include feeder cable
Please call if you require feeder cable

3 Phase power must be installed by hotel electrician _____

Electrician Installation & Dismantling	\$100 per hr	2	_____
Labor for Section 2 Only	2 hour minimum		_____

Contact Information (Credit Card Billing Address)

Company Name: _____

On-Site Contact Name: _____

Address: _____

State & Zip Code _____

Phone Number _____

Email _____

Payment Information

Cardholder's Name: _____

Account Number: _____

Expiration Date _____

Signature: _____

Zip Code For Card: _____

EXHIBIT EQUIPMENT ORDER

	Advanced Show Rate	On-Site	Qty	Days	TOTAL
Computer Display Equipment					

Computer Display Equipment

20" Flat Screen Monitor w/Table Stand	\$200.00	\$275.00	X	=	_____
32" LED TV w/Table Stand	\$320.00	\$600.00	X	=	_____
55" LED TV w/Floor Stand	\$550.00	\$650.00	X	=	_____
70" LED TV w/ Floor Stand	\$700.00	\$950.00	X	=	_____
Laptop Computer	\$225.00	\$425.00	X	=	_____

DVD Player	\$100.00	\$150.00	X	=	_____
LCD Projector	\$350.00	\$450.00	X	=	_____
AV Cart	\$30.00	\$40.00	X	=	_____
Tripod Screen	\$80.00	\$90.00	X	=	_____
Client Owned Projector Package*	\$200.00	\$225.00	X	=	_____

*Includes screen power and tech support

Poster Easel	\$20.00	\$40.00	X	=	_____
Flipchart Easel	\$40.00	\$60.00	X	=	_____

Audio Equipment

Anchor Powered System w/ Stand	\$105.00	\$125.00	X	=	_____
Audio Mixer	\$50.00	\$60.00	X	=	_____
Wired Microphone (Hand Held)	\$50.00	\$65.00	X	=	_____
Wireless Mic (Hand Held or Lapel)	\$150.00	\$165.00	X	=	_____
CD Player	\$55.00	\$75.00	X	=	_____

Lighting & Rigging Services

LED Up Light	\$80.00	\$100.00	X	=	_____
Banner Setup/Teardown	Call for Details				
Ladder	\$100				
26ft Scissor Lift	\$750/week		Qty. _____		

(Company must have \$1M in liability insurance to operate lift)

Total Charges

Total Charge _____

Total Power Labor Charge
(for power ordered in Section 2) _____

Total Equipment Charge _____

24% Hotel Service Charge _____

8.25% Sales Tax _____

Grand Total _____

If paying by check, please make check payable to:

**EMBASSY
SUITES**
by HILTON™

Dallas - Frisco/Hotel, Convention Center & Spa