

EXHIBITOR SERVICE KIT

(Instructions and Order Forms)

56th Annual CCSS Conference

March 3-5, 2017

DoubleTree by Hilton
Sacramento, California

TABLE OF CONTENTS

CURTIN CONVENTION & EXPOSITION SERVICES

CURTIN Welcome Letter	2
Important Exhibitor Information Pages	3-5
Payment Policy, Union Regulations & Safety	6
Limits of Liability and Responsibility	7-8
Petroleum Surcharge Information	9

CURTIN CONVENTION & EXPOSITION SERVICES ORDER FORMS

Computation of Charges	10
Credit Card Authorization	11
Furniture Order Form	12
Posterboard Order Form	13
Booth Cleaning Order Form	14
Display Labor Order Form	15
Sign Order Form	16
Advance Warehouse Freight Service	17
Material Handling Service & Rates	18
Material Handling Service Order Form	19
Reforwarding Instructions Order Form	20
Shipping Labels for the Advance Warehouse	21
Exhibitor Appointed Contractor Authorization Form	22
YRC Freight Shipping Information	23

ADDITIONAL SERVICES (Add-on Services)

Electrical, AV Rentals and Internet Order Form	*See Page 3 for Information
--	------------------------------------



WELCOME LETTER
(Page 2)

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

Dear Exhibitor:

We are pleased to be serving as the Official General Service Contractor for the upcoming:

California Council for Social Studies
56th Annual Conference
March 3-5, 2017
DoubleTree by Hilton
2001 Point West Way
Sacramento, CA 95815

Enclosed please find our Order Forms for various Service and Equipment needs for this convention.

Please make note of the Advance Order Deadline (**February 8, 2017**) in order to ensure you qualify for discounted pricing. Please note that all Order Forms for suppliers other than Curtin need to be sent directly to the specific supplier.

We welcome the opportunity to blend our experience with your thoughts to develop a custom look and theme for your exhibit space. Please contact us for any additional services you may need.

We look forward to working with you to make this convention most successful for you.

Cordially,

Curtin Convention & Exposition Services, Inc.

56th Annual CCSS Conference

Important Dates to Remember

First date freight can arrive at the warehouse....Thursday, February 2, 2017

Last day to receive Advance Discount Prices
on Furniture, Posterboards, Display Labor and
Signs.....**Wednesday, February 8, 2017**

Advance Freight Paperwork and Payment due....Tuesday, February 28, 2017

Last day freight can arrive at the warehouse.....Tuesday, February 28, 2017

Display Labor cancellation date.....Tuesday, February 28, 2017

Exhibit setup times12:00 pm to 4:00 pm, Thursday, March 2, 2017

8:00 am to 9:30 am, Friday, March 3, 2017 ***This time is
for spruce up only and not for Set UP! All booth spaces
need to be set up on March 2nd.**

Exhibit Hours.....10:00 am to 5:00 pm, Friday, March 3, 2017

9:00 am to 4:00 pm, Saturday, March 4, 2017

Exhibit teardown times4:00 pm to 6:00 pm, Saturday, March 4, 2017

Earliest that freight can be picked up.....4:00 pm, Saturday, March 4, 2017

Show floor must be clear by.....6:00 pm, Saturday, March 4, 2017

Important: CCSS will notify you with your Booth Assignment by mid-February. You are okay to go ahead and order additional items/services prior to receiving your booth assignment. *All orders at this time will follow your company name.

Exhibit Space Information

About Your Booth

- Exhibits are located in the Grand Ballroom. The Floor is Carpeted.
- Booths will be set with 8' high **Black** back drapes and 3' high **Black** side drapes.
- Each 8' deep x 10' wide Booth Space includes (1) 6' **Black** Skirted Table, (2) Chairs, (1) Wastebasket, (1) 7" x 44" Identification Sign. No Substitutions or Credits are allowed.

Electrical, Audio Visual Rentals and Wifi Service:

CCSS has made the following add-on items available for purchase. Please visit CCSS's [exhibitor page](#) to order additional items. Complimentary wifi will be available across the event, including the exhibit hall.

- Extra exhibitor badges (\$75 each). Exhibitors receive two complimentary registrations. Extra badges must be purchased for additional personnel/representatives.
- Electrical drop (\$150 per drop; this includes labor). The exhibit hall contains a limited number of outlets. If you require electrical service you will need to purchase the number of drops needed and the event technicians will route cables and cords to your booth(s). ***IMPORTANT: Extension Cords and power strips are NOT included and are NOT available for rent. If you will be ordering Electrical Service, you are required to bring your own.**

56th Annual CCSS Conference

Advance Warehouse/Material Handling

Advance Warehouse:

- The Advance Warehouse receives and stores advance shipments up to 30 days prior to the conference.
- Shipments shipped to the Advance Warehouse prior to the deadline date, will be delivered to your booth space the morning of the listed Exhibitor set up date.

International Shipments:

- All International Shipments must be cleared through US Customs.
- Curtin Convention and the Advance Warehouse will not clear your shipments through US Customs.
- Exhibitors shipping into the USA are responsible for obtaining a "Customs Broker" to clear the shipments through US Customs.
- If you have any questions; please contact your Carrier

Advance Warehouse/Material Handling Charges in and out of Booth space include:

- Labor and equipment to unload shipment from Carrier
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

Important Dates and Information:

- Advance Shipments may begin arriving to the Advance Warehouse on **Thursday, February 2, 2017.**
- The Material Handling Services Order Form and Payment are due by **Tuesday, February 28, 2017, by 2pm.** *If the Material Handling Services Order Form and payment are not received by the above date a 25% Surcharge will apply.
- Last Day shipments will be received at the Advance Warehouse is **Tuesday, February 28, 2017.** *Shipments received after **Tuesday, February 28, 2017** will be charged a 25% Surcharge Fee, plus a Transit Charge from the Advance Warehouse to the Facility. Transit Charges will be determined at the time of the receipt of the Late Freight

Advance Warehouse Freight Address

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)
FOR: 56th Annual CCSS Conference
C/O: YRC Freight/Curtin Convention
3210-52nd Avenue
Sacramento, CA 95823

Advance Warehouse Hours of Operation

- **Open 8am to 3pm, Monday – Friday *No appointments needed.**
- **Closed Saturday and Sunday**
- **Closed all Holidays**

DO NOT ADVANCE SHIP directly to Hotel. Your shipment will be returned and this is PROHIBITED! There is limited storage space at the Hotel. Please refer to the Material Handling forms enclosed. If you have any questions please contact Curtin at (415) 883-7818 or info@curtinconvention.com.

Important: Please see the enclosed Material Handling Service & Rates pages 18-20 and Curtin's Limits of Liability page. Curtin must receive these completed forms if you are shipping.

Questions? Please call Curtin at (415) 883-7818 or info@curtinconvention.com.

Important Exhibitor Information continues on the next page.

56th Annual CCSS Conference

Freight (continued)

Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into Facility.

All Private vehicles will be unloaded/loaded at a charge of \$155.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Convention. *See Material Handling Order form enclosed. **Use of the Loading Area on is EXCLUSIVE to Union unloading and loading your materials.**

- **Hand Carry** - If an Exhibitor can carry the **full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels**, he/she is free to hand carry the items in, at No Charge. The loading area is under Union Jurisdiction, and Exhibitors will be required to self-park and then bring in their materials through the main entrance of the Exhibit Hall. ***Multiple trips are not permitted.**
- **Unloading Service by Weight** – If the full contents of an Exhibitor's booth materials **EXCEED the Hand Carry option**; the Exhibitor's full contents must be weighed in at the loading area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All Private vehicles and Third Party Carriers will be unloaded/loaded at a charge of \$155.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Convention. Please refer to the Material Handling Order Forms enclosed in this Exhibitor Service Kit for rates and description.
- **Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Facility's Loading Area during published move-in and move-out hours. DRIVER CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and Pick ups. Any Questions prior to February 28, 2017, please contact CURTIN at (415) 883-7818.**

Outbound Shipping: **OUTBOUND SHIPPING IS NOT AUTOMATIC.**

Exhibitors using the Official Show Carrier:

- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT at showsite.
- Please fill out the "Reforwarding Form" located on page 20, enclosed in this Exhibitor Service Kit.

Exhibitors NOT using the Official Show Carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must to arrange with a carrier to pickup materials at the Facility's Loading Area after **4:00 pm, Saturday, March 4, 2017.**
- All materials must be off the show floor by **6:00 pm, Saturday, March 4, 2017.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **6:00 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- Please make sure all Drivers have our Teamster Foreman's name and cell number for the pick up: Greg Pacheco/Cell (408) 674-8470. *Onsite contact is subject to change. Please check in with Curtin closer to the conference.

Payment Policy

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior (February 8, 2017) to show installation.

Payment may be made by:

Company or Personal Check

Credit Card - By filling out the enclosed Credit Card Charge Authorization Form

VISA, MasterCard and American Express accepted.

NOTE: If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

CANCELLATION POLICY FOR DISPLAY LABOR: No Refunds or credits will be issued after date printed on Display Labor Order Form. (3-Days prior to show move in date.)

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

Union Regulations

To assist you in planning for your participation in this Trade Show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNION: Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

TEAMSTERS UNION: This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION: The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

Safety

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

56th Annual CCSS Conference

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

Continued on page 8.

Curtin Limits of Liability & Responsibility (Page 8) - 56th Annual CCSS Conference

8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name and Organization _____

Signature _____ Date _____

ATTENTION

PETROLEUM SURCHARGE INFORMATION

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.



2269 Chestnut Street, Suite 628
 San Francisco, California 94123
 Phone: 415-883-7818 • Fax: 415-883-1755
 www.curtinconvention.com

COMPUTATION OF CHARGES (Page 10)

Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Forms, Payment, and Shipping

- CURTIN order forms and payment should be mailed, faxed or emailed directly to CURTIN.
- ALL OTHER order forms (Electrical, AV, Internet and etc) and payments should be emailed or faxed directly to the appropriate company. Contact information is located on these other forms.
- The SHIPMENT of your Exhibit should be sent to:
 TO: (Name of Company and Booth Number)
 FOR: 56th Annual CCSS Conference
 C/O: YRC Freight /Curtin Convention
 3210-52nd Avenue
 Sacramento, CA 95823
- Please see PAYMENT POLICY ENCLOSED

Recap of Payment

For CURTIN Order Forms only

FURNITURE	\$ _____
POSTERBOARDS	\$ _____
BOOTH CLEANING	\$ _____
DISPLAY LABOR	\$ _____
SIGNS*	\$ _____
FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<i>SALES TAX</i>	\$ _____
*(Note: 8.75% Sales Tax applicable on Signs ONLY)	
TOTAL (U.S Funds)	\$ _____



**CREDIT CARD
CHARGE AUTHORIZATION
(PAGE 11)**

2269 Chestnut Street, Suite 628
 San Francisco, California 94123
 Phone: 415-883-7818 • Fax: 415-883-1755
 www.curtinconvention.com

Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders**

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755.

Payment Options: American Express VISA MasterCard
 Indicate: Company Credit Card Personal Credit Card

Account Number: _____

Expiration Date: _____

3 or 4 digit Security Code: _____

Cardholder's Signature: _____

Please print clearly the following information:

Cardholder Name: _____

Cardholder Billing Address: _____

City/State/Zip Code: _____

Telephone Number: _____

**For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling.



2269 Chestnut Street, Suite 628
 San Francisco, California 94123
 Phone: 415-883-7818 • Fax: 415-883-1755
 www.curtinconvention.com

FURNITURE RENTAL FORM (Page 12)

To view pictures of the "Standard Furniture" listed on this Order Form; please log on to our Website at http://www.curtinconvention.com/standard_furnishings.htm.

Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

CHAIRS:	<u>Advance</u>	<u>Regular</u>
Side Chair, Plastic, Grey or Black	\$95.00	\$133.00
Arm Chair Padded, Grey	\$142.00	\$196.00
Stool, Padded, Grey or Black	\$148.00	\$199.00

CARPET:		
10' Booth Carpet	\$244.00	\$364.00
20' Booth Carpet	\$485.00	\$672.00
30' Booth Carpet	\$671.00	\$932.00
*Larger sizes available upon request.		

BOOTH ACCESSORIES:		
Wastebasket	\$24.00	\$36.00
Easel	\$83.00	\$103.00
Bag Rack	\$151.00	N/A on site
Evaluation Box	\$76.00	N/A on site
Literature Rack	\$185.00	N/A on site

RISERS:		
(Covered with White Vinyl)		
4' Long x 10" High x 8" Deep	\$65.00	\$96.00
6' Long X 10" High X 8" Deep	\$81.00	\$104.00
8' Long x 10" High x 8" Deep	\$99.00	\$114.00

DISPLAY TABLES:	<u>Advance</u>	<u>Regular</u>
(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
4' X 2' Display Table	\$167.00	\$230.00
6' X 2' Display Table	\$195.00	\$264.00
8' X 2' Display Table	\$220.00	\$297.00
4th side draped (additional)	\$56.00	\$66.00
*Undraped Tables will be charged less \$10.00 off above prices.		

DISPLAY COUNTERS:		
(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
4' X 2' Display Counter	\$197.00	\$270.00
6' X 2' Display Counter	\$225.00	\$305.00
8' X 2' Display Counter	\$253.00	\$341.00
4th side draped (additional)	\$66.00	\$76.00
*Undraped Counters will be charged less \$10.00 off above prices.		

ROUND TABLES: (Tablecloth is included; indicate White or Black)		
36" diameter X 30" high	\$240.00	N/A on site
30" diameter X 42" high	\$240.00	N/A on site

SPECIALTY FURNITURE/ITEMS:

For Specialty Furniture and Items not listed on this Furniture Order Form; please log on to our Website at http://www.curtinconvention.com/specialty_furnishings.htm. This section will provide you with a complete catalog and pricing. To order any Specialty Furniture/Items, please write in your selection/price in the Description Section on this Furniture Order Form.

PLACE ORDER HERE (Please Print Clearly)

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

Blue Red Gold Grey White Burgundy Black 4th Side Drape Undraped

Carpet Color: (Grey will be provided if no color is indicated): Blue Red Grey Black

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = _____

Payment Policy: To obtain the advance price, full payment must be included with your order. All orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in begins will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **To receive the Advance Discount Prices, payment and orders must be received by 02/08/17.**

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

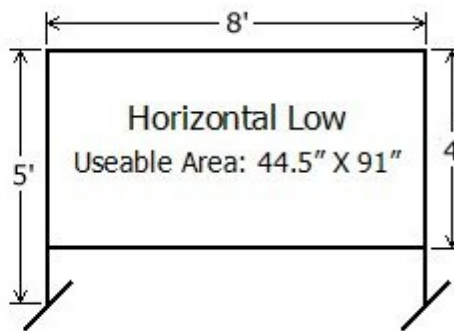
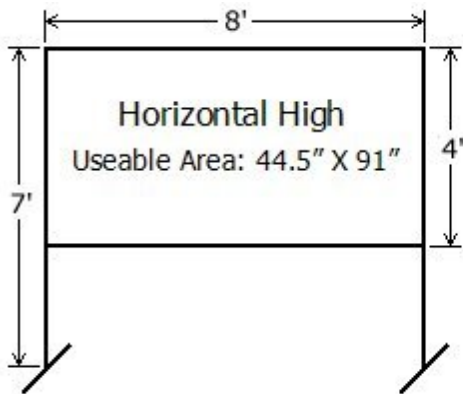
Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide. *Horizontal High stands 7' and Horizontal Low stands 5'

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

Quantity	Item	Advance Price	Show Price	Total
_____	Horizontal High	\$ 162.00	\$ 194.00	= _____
_____	Horizontal Low	\$ 162.00	\$ 194.00	= _____
TOTAL THIS PAGE =				_____
(U.S. FUNDS)				



To receive the Advance Discount Price, payment and orders must be received by 02/08/17.



2269 Chestnut Street, Suite 628
 San Francisco, California 94123
 Phone: 415-883-7818 • Fax: 415-883-1755
 www.curtinconvention.com

**BOOTH CLEANING
 ORDER FORM**
(Page 14)

Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths, emptying of wastebaskets, **ARE NOT INCLUDED** in your space rental for this Convention.

If you would like this service, please complete this form and return to Curtin.

We require the following service:

	PRICE PER DAY PER BOOTH	X # DAYS	X BOOTHS*	= \$ TOTAL
<input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.	\$40.00	_____	_____	= _____
<input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.	\$40.00	_____	_____	= _____

TOTAL THIS PAGE = _____
 (U.S. FUNDS)

Detail special instructions:



DISPLAY LABOR ORDER FORM (Page 15)

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

SET UP: We will require _____ display persons, each person for approximately _____ hours.

DISMANTLE: We will require _____ display persons, each person for approximately _____ hours.

THE EXHIBIT CONSISTS OF _____ SHIPPING CASES (OR CRATES)
(Please do not include cartons of literature or other items)

- Drawings, blue prints and photos are enclosed in case # _____.
- Drawings, blue prints and photos are enclosed with this order.

Please select one of the following installation choices:

- YOU MAY PROCEED TO INSTALL

Our representative will arrive later. If you direct us to proceed, we will attempt to start the setup of your exhibit as soon as it arrives at your booth space, and supervise its installation.

*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

- APPROXIMATE STARTING TIME

Do not proceed until our representative calls at the Curtin Service Desk at the show for labor at approximately _____ (time), _____ (day), _____ (date).

- DEFINITE STARTING TIME

If you select a definite starting time, we will have the display persons available at the Curtin Service Desk. Labor charges will start at that time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Installation Starting time: _____ (time), _____ (day), _____ (date).

*Special instructions from the exhibitor: _____

Rates: (One-hour minimum per display person. All labor subject to union contract changes.)

Straight Time: 8:00 AM to 4:30 PM weekdays

- Advance Price: \$136.00/hr. – Regular Price: \$166.00/hr.

Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays

- Advance Price: \$179.00/hr. – Regular Price: \$204.00/hr.

Double-time: 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays

- Advance Price: \$222.00/hr. – Regular Price: \$252.00/hr.

TOTAL this page = _____ (US Funds) ***Advance discount price deadline: 02/08/17 and Cancellation Policy: No Refunds or Credits issued after 02/28/17.**



*SIGN
ORDER FORM
(Page 16)*

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

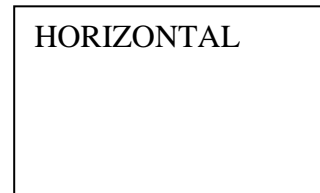
Event/Convention 56th Annual CCSS Conference		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs (too many words) most often are not read. People will NOT stand there to read a sign with heavy copy. Your message should ONLY include "highlight" wording to obtain interest.

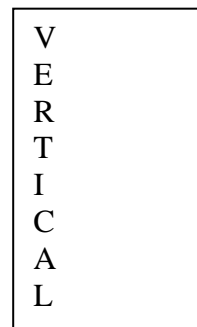
The rates below are for signs prepared during the hours of 8:00 AM – 4:30 PM, Monday through Friday, excluding holidays. Prices are for signs with 10 words or less; additional copy will be charged at the rate of .75 cents per word. Cardboard easel backs are \$2.00 each. Banners/Logos/Multicolored will be quoted.

SPECIAL NOTE: Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

HORIZONTAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$11.50	\$12.80
	_____	22" X 28"	\$33.00	\$38.00
	_____	24" X 36"	\$40.00	\$46.50
	_____	28" X 44"	\$61.00	\$75.25



VERTICAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$11.50	\$12.80
	_____	22" X 28"	\$33.00	\$38.00
	_____	24" X 36"	\$40.00	\$46.50
	_____	28" X 44"	\$61.00	\$75.25



TOTAL this page = _____ (US Funds)

All signs are on white foamcore. Please indicate the color of the letters:

- Blue
 Red
 Black
 Easel Back

COPY: (Please print) _____

Advance discount price deadline: 02/08/17. **Cancellation Policy:** No cancellations or refunds after the signage have been produced.

2269 Chestnut Street, Suite 628
 San Francisco, California 94123
 Phone: 415-883-7818 • Fax: 415-883-1755
 www.curtinconvention.com

Advance Warehouse/Material Handling

Advance Warehouse:

- The Advance Warehouse receives and stores advance shipments up to 30 days prior to the conference.
- Shipments shipped to the Advance Warehouse prior to the deadline date, will be delivered to your booth space the morning of the listed Exhibitor set up date.

International Shipments:

- All International Shipments must be cleared through US Customs.
- Curtin Convention and the Advance Warehouse will not clear your shipments through US Customs.
- Exhibitors shipping into the USA are responsible for obtaining a "Customs Broker" to clear the shipments through US Customs.
- If you have any questions; please contact your Carrier

Advance Warehouse/Material Handling Charges in and out of Booth space include:

- Labor and equipment to unload shipment from Carrier
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

Important Dates and Information:

- Advance Shipments may begin arriving to the Advance Warehouse on **Thursday, February 2, 2017.**
- The Material Handling Services Order Form and Payment are due by **Tuesday, February 28, 2017, by 2pm.** *If the Material Handling Services Order Form and payment are not received by the above date a 25% Surcharge will apply.
- Last Day shipments will be received at the Advance Warehouse is **Tuesday, February 28, 2017.** *Shipments received after **Tuesday, February 28, 2017** will be charged a 25% Surcharge Fee, plus a Transit Charge from the Advance Warehouse to the Facility. Transit Charges will be determined at the time of the receipt of the Late Freight

Advance Warehouse Shipping Address

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)
 FOR: 56th Annual CCSS Conference
 C/O: YRC Freight/Curtin Convention
 3210-52nd Avenue
 Sacramento, CA 95823

- DO NOT ADVANCE SHIP directly to the Facility prior to the show move-in date. Prior to this date, Curtin will not be available on-site to receive your shipment. Your shipment will be returned.
- All shipments should be insured by the Exhibitor from the time they leave his/her firm until they are returned from the show.
- Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments.
- Curtin will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. In all instances, Curtin's maximum limit of liability will be \$.30 per pound per article.
- Services such as erection, uncrating, unskidding, dismantling, crating, or skidding in booth, the following rates apply at a (1) hour minimum:

Material Handler:	\$136/per hour-Straight Time	\$179/per hour-Overtime
Forklift with Operator up to 4000lbs:	\$205/per hour-Straight Time	\$235/per hour-Overtime
Forklift with Operator up to 10,000lbs:	\$255/per hour-Straight Time	\$285/per hour-Overtime
Banding Steel:	Steel \$.60 per linear foot plus labor	

Straight Time: Monday through Friday 8:00 AM – 4:30 PM
Overtime: Monday through Friday, 8:00 AM and after 4:30 PM
Double Time: Any time Saturday, Sunday and Holidays.

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

SERVICES INCLUDED IN RATES

- Labor and equipment to unload shipment
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

RATE INSTRUCTIONS

- For more cost-effective material handling, consider shipping all your materials in one shipment either crated or as a shrink-wrapped pallet.
- Advance Warehouse and Show-Site Shipments are offered at the same rate. Advance Warehouse shipments are recommended if time allows.
- 200 lb. minimum charge per shipment
- Weight is based on the incoming weight only and all weights are rounded up to the next CWT.
- Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached.
- No credits will be issued.
- Stated Rates apply to both Advance Warehouse and Show Site Shipments
- Show-site Deliveries and Pickups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Facility Loading Dock during published move-in hours and move-out hours. CONTACT: Show-site contact TBD. Please contact Curtin in early January for the onsite contact information for all Deliveries and for Pickups.

<p>Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate \$155.00/cwt. roundtrip rate</p>	<p>REGULAR SHIPMENTS rates apply to <u>crated</u> shipments arriving to Warehouse and/or Show Site via common carrier and requiring no special handling.</p>
<p>Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate \$185.00/cwt. roundtrip rate</p>	<p>SPECIAL SHIPMENTS or SPECIAL CARRIER – Rates apply to uncrated, unskidded, or wrapped shipments arriving to Warehouse and/or Show Site via common carrier and requiring special handling. Rates also apply to shipments arriving to the Warehouse and/or Show Site via special carrier which include FedEx, UPS, DHL, etc. due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate 25% surcharge, for each occurrence, will apply in addition to above rates.</p>	<p>LATE SHIPMENTS Shipments received at the warehouse after February 28, 2017 will be charged a 25% surcharge plus a Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.</p>
<p>Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate 25% surcharge, for each occurrence, will apply in addition to above rates.</p>	<p>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT Shipments received without the completed material handling services order form and payment will be charged at 25% surcharge.</p>



MATERIAL HANDLING SERVICES ORDER FORM (Page 19)

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

Convention Name: 56th Annual CCSS Conference	
Company Name:	Order Date:
Contact Name:	Booth#
Email Address:	Phone#

Originating City/State of Shipment:	Shipping Date:
Carrier:	Approximate Arrival Date(s):
Local Representative:	No. of Shipments:
Cell # of Local Representative:	No. of Total Pieces:

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge)	Charge
REGULAR SHIPMENTS TO ADVANCE WAREHOUSE Crated shipments via common carrier to the advance warehouse.	\$155.00/cwt x _____lbs.	\$
REGULAR SHIPMENTS TO SHOW SITE Crated shipments via common carrier to the show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$155.00/cwt x _____lbs.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$185.00/cwt x _____lbs.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$185.00/cwt x _____lbs.	\$
LATE SHIPMENTS Shipments received at the warehouse after <u>February 28, 2017</u> . Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.	25% surcharge added to above fee	\$
TOTAL PAYMENT		\$

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.

Authorized By:	Signature:
-----------------------	-------------------

Convention Name: 56th Annual CCSS Conference	
Company Name:	Order Date:
Contact Name:	Booth#
Email Address:	Phone#

Reforwarding Instructions at End of Show

OUTBOUND SHIPPING IS NOT AUTOMATIC

PLEASE READ THE INFORMATION BELOW AND COMPLETE THE FORM

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT.
- Exhibitors not using YRC FREIGHT must to arrange with a carrier to pickup materials at the Facility's Loading Area after **4:00 pm, Saturday, March 4, 2017.**
- All materials must be off the show floor by **6:00 pm, Saturday, March 4, 2017.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **6:00 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- CURTIN will count and ship pieces as we find the shipment in the booth upon removal.
- CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after they have been delivered to the booth or before we have picked up for loading out of exhibit area.
- At the close of the Show, where carriers fails to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.
- Method of Outbound Shipment (check one)

YRC Freight []	Air []	Van Line []	Other _____	Private Vehicle []
Return Shipping Address:				
Contact Person/Phone Number:				
Carrier:			Number of Outbound Pieces:	



2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

**SHIPPING LABELS FOR
THE ADVANCE
WAREHOUSE
(Page 21)**

Important Shipping Dates for the Advance Warehouse:

- First Date Freight can arrive to the Advance Warehouse: **Thursday, February 2, 2017.**
- Last Date Freight can arrive to the Advance Warehouse: **Tuesday, February 28, 2017, by 2pm.**

Shipping Labels: Instructions and Information

- Please write your company name after the word "TO" and your booth number after "Booth #".
- For your reference, make of copy of the completed shipping label(s).
- These shipping labels are for your convenience. If you use your own label, your Labels must contain all the information shown on the "Sample Shipping Label".
- Cut the completed shipping label(s) out and securely affix the label(s) to your freight.

***Sample Shipping Label**

TO: ABC Company **Booth #: 200**

**FOR: 56th Annual CCSS Conference
C/O: YRC Freight/Curtin Convention
3210-52nd Avenue
Sacramento, CA 95823
1 of 2**

*Use label below for shipping labels.

TO: **Booth #:**

**FOR: 56th Annual CCSS Conference
C/O: YRC Freight/Curtin Convention
3210-52nd Avenue
Sacramento, CA 95823**

_____ of _____

***Must arrive by: February 28, 2017!**



**EXHIBITOR APPOINTED
CONTRACTOR
AUTHORIZATION FORM**
(Page 22)

2269 Chestnut Street, Suite 628
San Francisco, California 94123
Phone: 415-883-7818 • Fax: 415-883-1755
www.curtinconvention.com

56th Annual CCSS Conference

If your company plans to use an exhibitor appointed contractor (Installation and Dismantle Company) other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than **February 16, 2017**. Failure to do so will result in the inability of this Exhibitor appointed contractor to erect or dismantle your exhibit.

In addition, your selected exhibitor appointed contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation, with coverage of \$1,000,000 valid in the City where the show will be held, to Curtin Convention & Exposition Services, Inc. no later than **February 16, 2017**. ***These requirements will be strictly enforced.**

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please print) _____ Title _____

Telephone Number _____ Fax _____

Authorized Signature _____ Date _____

Sub-Contractor / Display House _____

Type of Work to Be Performed _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Telephone Number _____

Emergency 24-Hour Telephone Number _____

Estimated Number of Workers _____ Estimated Date of Arrival _____

Return this page completed, via fax to (415) 883-1755 or scan/email to dianna@curtinconvention.com.

NOTES:

- Exhibitor Appointed Contractor **cannot** perform of the following services: Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor Appointed Contractors must comply with Union Regulations and hire Union Personnel from the appropriate union that has jurisdiction in the Exhibit Area.
- It is the responsibility of the Exhibiting Company to see that each representative of Exhibitor Appointed Contractors abides by the Official Rules and Regulations of the Event.

Move-out Notice for Shipping



We get your show on the *Road* or in the *Air*

YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

Standard Ground – The most reliable standard ground service in the Exhibit industry

Caravan Service – Conveniently transports your exhibit materials from show to show

Any Size Shipment – We have the ability to move everything from small packages to full truckloads at competitive prices

Sealed Exhibit – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

World Class Customer Service – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com