



OTA 2015 Annual Meeting • October 8 - 10, 2015

Event Productions, Inc. is pleased to have been selected as the Exclusive Service Contractor for the **OTA 2015 Annual Meeting** at the Manchester Grand Hyatt San Diego, October 8 - 10, 2015. Enclosed in this package you will find order forms to assist you in preparing for this event. Please review these forms carefully. If you have any questions regarding freight or any of the enclosed service order forms, please feel free to call us at the numbers below. Have a great show.

Event Productions, Inc.

Address 651 West Tower Ave. • Alameda, CA 94501
 Phone 800-234-8064
 Fax 510-227-2059
 Email info@eventproductions.com
 Web www.eventproductions.com
 Office Hours Monday - Friday 8 AM - 4:30 PM PST

Exhibit Site Manchester Grand Hyatt San Diego • 1 Market Pl. • San Diego, CA 92101

Exhibit Site Phone 619-232-1234

Colors Burgundy / Silver

Your Booth includes 10' wide x 10' deep booth structure with
 Flame retardant 8' back drape & 3' side dividers.
 • 1 - 7" x 44" I.D. sign
 EPI Furnishings will be inventoried prior to show opening

Important: Please review the following pages for order forms to upgrade your booth furniture, arrange labor services and order material handling. You can also order online at <https://rentals.eventproductions.com/2015/ota/order/>. Venue is carpeted. Electrical, Internet, rigging, and A/V services by **Encore**. Our preferred carrier is **EPI Logistics (800) 234-8064**. Be advised that Advance Warehouse and Show-site delivery via common carrier, FedEx, UPS etc. are not included with the price of the booth.

Deadlines & Dates

Friday Sept. 25 Discount Deadline for Exhibitor Orders & Payments

Monday	Sept. 7	Advance Shipments will be accepted at our Warehouse starting this day	
Wednesday	Sept. 30	Last day Advance Shipments will be accepted without additional charges	
Wednesday	Oct. 7	Direct Shipments <i>must</i> arrive at the Exhibit site	8 AM - 5 PM
Wednesday	Oct. 7	Exhibitor Set-up (by appointment only)	2 PM - 5 PM
Thursday	Oct. 8	Exhibitor Set-up	7 AM - 2 PM
Thursday	Oct. 8	Show Hours	2:30 PM - 5 PM
Friday	Oct. 9	Show Hours	9 AM - 5 PM
Saturday	Oct. 10	Show Hours	9 AM - 1:30 PM
Saturday	Oct. 10	Exhibitor Tear-down	1:30 PM - 10 PM

Shipment Addresses

Advance Warehouse	Direct Shipments
<i>Advance Shipments should arrive by Oct. 6</i>	<i>Direct Shipments must arrive Oct. 7</i>
Event Productions, Inc. C/O YRC Freight 9525 Padgett Street San Diego, CA 92126 OTA 2015 Exhibitor Name & Booth Number(s)	Manchester Grand Hyatt San Diego C/O Event Productions, Inc. 1 Market Pl. San Diego, CA 92101 OTA 2015 Exhibitor Name & Booth Number(s)

Payment Policy

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-227-2059

OTA 2015

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Payment Policy - 100% of all uncollected charges including applicable sales tax is due at show site.

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

Full payment must be included with all orders. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Advance Discount: TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER. **All discount orders must be received no later than September 25, 2015.**

No telephone orders accepted, Please call 1-800-234-8064 and ask for customer service for any assistance you may need in placing orders.

NO REFUNDS on any cancellation 10 days prior to show.

Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice.

All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Event Productions Service Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment. See Payment & Calculation of Orders Form.

All third party billing must be arranged in advance.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check (payable in U.S. dollars drawn on a U.S. account), American Express, MasterCard, or Visa credit cards.

If you have any questions regarding payment procedures, please contact Event Productions Customer Service Department at (800) 234-8064.

Limits of Liability & Responsibility

Event Productions, Inc.

651 West Tower Ave.
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1. All materials shipped by exhibitors should be insured by Exhibitor. Event Productions, Inc. is not an insurer. It is agreed that the limits of our liability are to the specific article that was physically lost or damaged. In all instances, our maximum limit of liability will be \$0.30 per pound per article. It is understood that these limits are unrelated to the value of the shipments.
2. Claims of loss or damage must be submitted to Event Productions, Inc. by the close of the show. No suit or action shall be brought against Event Productions, Inc. more than one year after the show.
3. In order to expedite removal of materials from the show site, Event Productions, Inc. shall have the authority to change designated carriers if such carriers do not pick up on time. Where no deposition is made by the Exhibitor, materials will be re-routed at Event Productions, Inc. discretion, and the Exhibitor agrees to be responsible for payment of charges relating to such re-routing. Event Production, Inc. assumes no liability as a result of such re-routing.
4. Event Productions, Inc. shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Event Productions, Inc. 30 days prior to show.
5. Empty container labels will be available at the Event Productions, Inc. service desk. Placing these labels on Exhibitor crates is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Event Productions, Inc. assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
6. Event Productions, Inc. shall not be responsible for regular wear and tear in handling of equipment, or for loss or damage due to fire, theft, water, vandalism or other causes beyond our control.
7. The Exhibitor agrees, in the event of a dispute with Event Productions, Inc. relative to any loss or damage to material or equipment, that the Exhibitor will not withhold payment in any amount to Event Productions, Inc. for material handling or any other services provided by Event Productions, Inc. as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Event Productions, Inc. prior to the close of the show the full amount due and further agrees that any claim the Exhibitor may have against Event Productions, Inc. shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. Event Productions, Inc. will not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Event Productions, Inc. will provide these services as the Exhibitor's agent and not as bailee or shipper. If any employee of Event Productions, Inc. signs a delivery receipt, bill of lading or other document, we agree that Event Productions, Inc. will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. In regards to inbound shipments, there may be a lapse of time between the delivery of the shipment(s) to the booth by Event Productions, Inc. and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended.

It is agreed that Event Productions, Inc. is not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, and Event Productions, Inc. is not responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. All bills of lading covering outgoing shipment(s) submitted to Event Productions, Inc. by the Exhibitor will be checked at the time of pick-up from the booth and corrected if discrepancies do exist.

Fire & Safety Regulations and Requirements

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-227-2059

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1. All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
2. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Including fire protection equipment located within exhibits.
3. All empty shipping cases, cartons or crates must be labeled and removed for storage or they will be removed as trash.
4. No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to a one-day supply and must be stored neatly within the booth.
5. All temporary wiring must be accessible and free from debris and storage materials.
6. All 110 volt extension cords shall be 3-wire (grounded), #14 or larger AWG, copper wire. Two-wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
7. Cube tap adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection.
8. Electrical work under carpets must be done, or supervised by the Electrical Contractor.
9. Vehicles on display:
 - A. Fuel tank openings shall be locked or sealed to prevent escape of vapors.
 - B. Fuel tanks must have less than a quarter tank of gas.
 - C. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - D. External chargers are recommended for demonstration purposes.
10. Combustible materials must not be stored beneath display vehicles.
11. Vehicles in building for unloading must not be left with engines idling.
12. Compressed gas cylinders, including LPG, are prohibited unless approved by the Fire Safety Office.

Union Regulations

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To assist you in planning for your participation in the forthcoming event, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit setup. Please note that preordered labor is substantially less than onsite orders. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION/DISMANTLING

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. **You may set-up your 10' exhibit display if one person can accomplish the task in less than 1/2 hour without the use of tools.** Union jurisdiction prevails on Exhibits that extends over 10 feet in any direction.

If your exhibit preparations, installation or dismantling requires more than 1/2 hour, and/or the use of tools, you must use the appropriate union personnel. One full-time company employee may supervise/work with the union crew.

MATERIAL HANDLING

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.** No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

TIPPING

Event Productions requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Event Production employees.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Event Productions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Calculation & Payment of Orders

Event Productions, Inc.

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Alameda, CA 94501
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COMPANY NAME _____ BOOTH _____
STREET ADDRESS _____ APT/STE _____
CITY _____ STATE _____ ZIP _____
CONTACT _____ EMAIL _____ PHONE _____ FAX _____

Credit Card Charge Authorization

Please check the appropriate card: _____ American Express _____ MasterCard _____ Visa

Card Number: _____ Expiration: _____ Security Code _____

X _____
Cardholder's Signature _____ Cardholder's Name - Print _____

I have read, understand and agree to all items as described on this form, the Payment Policy Form, and the Limits of Liability and Responsibility form and have advised our show site representative accordingly.

Calculation of Orders - Total from each order form

Dollar Amount

Furniture and Accessories	_____
Chairs and Stools	_____
Plants & Floral	_____
Carpet	_____
Installation/Dismantle Labor	_____
Drayage/Material Handling	_____
Turnkey Exhibit Rentals	_____
Booth Cleaning	_____
Signs	_____

Total paid in U.S. funds drawn on a U.S. bank - Check No: _____

Total amount to be charged to my credit card \$ _____

To expedite payment, send one check for the entire amount or note the amount to be charged to your credit card.

IMPORTANT: Any show site balances or charges for outbound labor, freight or miscellaneous items not paid will be charged to your credit card account where applicable.

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

Furniture and Accessories

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

ACCESSORIES

Qty	Item	Discount	Regular	Total
	Ceremonial Scissors	\$33.00	\$47.00	
	Fish Bowl / Candy Bowl	33.00	47.00	
	Garment Rack, Rolling	99.00	142.00	
	Refrigerator, Small	110.00	158.00	
	Stanchions, Chrome, w/ Black Rope (per stanchion)	37.00	53.00	
	Ticket Barrel	149.00	213.00	
	Waste Basket	20.00	28.00	

SPECIALTY FURNITURE

Qty	Item	Discount	Regular	Total
	Sofa, Leather	\$474.00	\$677.00	
	Loveseat, Leather	368.00	525.00	
	Arm Chair, Leather	287.00	410.00	
	Desk	276.00	394.00	
	Park Bench	99.00	142.00	

ROUND TABLE

Qty	Item	Type	Discount	Regular	Total
	Round Table (Short)	Draped	\$136.00	\$194.00	
		Linen	123.00	175.00	
		Undraped		97.00	
	Round Table (High)	Draped	141.00	201.00	
		Linen	127.00	181.00	
		Undraped		101.00	

Circle Color Choice: Teal Gray Blue Gold
Red Burgundy Black Green White

TABLES - 30" HIGH

NOTE: ALL TABLES ARE 24" WIDE, DRAPED TABLES ARE SKIRTED ON 3 SIDES

Qty	Item	Type	Discount	Regular	Total
	4' Long Table	Draped*	\$102.00	\$146.00	
		w/ Linen	92.00	131.00	
		Undraped		73.00	
	6' Long Table	Draped*	111.00	159.00	
		w/ Linen	100.00	143.00	
		Undraped		80.00	
	8' Long Table	Draped*	123.00	176.00	
		w/ Linen	111.00	158.00	
		Undraped		88.00	
	*Drape all 4 sides				43.00

Circle Color Choice: Teal Gray Blue Gold
Red Burgundy Black Green White

COUNTERS - 42" HIGH

NOTE: ALL COUNTERS ARE 24" WIDE, DRAPED TABLES ARE SKIRTED ON 3 SIDES

Qty	Item	Type	Discount	Price	Total
	4' Long Counter	Draped*	\$107.00	\$153.00	
		w/ Linen	97.00	138.00	
		Undraped		76.50	
	6' Long Counter	Draped*	118.00	168.00	
		w/ Linen	106.00	151.00	
		Undraped		84.00	
	8' Long Counter	Draped*	130.00	185.00	
		w/ Linen	117.00	167.00	
		Undraped		93.00	
	*Drape all 4 sides				48.00

Circle Color Choice: Teal Gray Blue Gold
Red Burgundy Black Green White

Save Money, Order in Advance

ADVANCE DISCOUNT TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

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ADVANCE
PAYMENT
ENCLOSED \$ _____



Furniture and Accessories pg. 2

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Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

STORAGE UNITS

Qty	Item	Discount	Regular	Total
	Cabinet, Laminated Double Door (not lockable)	\$165.00	\$236.00	
	Cabinet, Laminated Single Door (not lockable)	143.00	205.00	
	File Cabinets, 2 Drawer	110.00	158.00	
	File Cabinets, 4 Drawer	165.00	236.00	

DÉCOR

Qty	Item	Discount	Regular	Total
	Lamp Post	\$76.00	\$108.00	
	Fountain w/o Lights	252.00	360.00	
	Fountain w/ Lights	315.00	450.00	

STAGING

Qty	Item	Discount	Regular	Total
	Wood Stage Platform 4'x8' - 12"h___ or 24"h___	\$121.00	\$173.00	
	Wood Stage Platform 4'x4' - 12"h___ or 24"h___	78.00	112.00	
	Wood Stage Platform 2'x8' - 12"h___ or 24"h___	60.00	86.00	
	Podium, Laminated	143.00	205.00	

RISERS, TABLE DISPLAYS

Qty	Item	Discount	Regular	Total
	Riser for 4' table	\$50.00	\$71.00	
	Riser for 6' table	71.00	101.00	

PRESENTATION ITEMS

Qty	Item	Discount	Regular	Total
	Bag Rack	\$88.00	\$126.00	
	Computer Kiosk, Sintra	202.00	289.00	
	2m Counter, Sintra	258.00	368.00	
	Curved Counter, Sintra	331.00	473.00	
	Easel, Silver Metal	44.00	63.00	
	Literature Rack	103.00	147.00	
	Pedestal Stand, Square	331.00	473.00	
	Large Glass Showcase	333.00	476.00	
	Small Glass Showcase	257.00	368.00	
	Tall Glass Showcase	331.00	473.00	
	4' x 8' Poster Board	83.00	119.00	
	White Board w/Easel 17"x23"	69.00	98.00	
	White Board, Freestanding 6'x4'	276.00	394.00	

BOOTH STRUCTURE ACCESSORIES

Qty	Item	Discount	Regular	Total
	Telescopic Bar (6' - 10')	\$19.00	\$25.00	
	8 ft. Upright	29.00	38.00	
	8' High Drape (per linear ft.)	20.00	26.00	
	3' Upright	15.00	20.00	
	3' High Drape (per linear ft.)	16.00	20.00	

Circle Drape Color Choice: Teal Gray Blue Gold
Red Burgundy Black Green White

Save Money, Order in Advance

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Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
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ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Chairs and Stools

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____



CHAIRS

Qty	Style	Discount	Regular	Total
	A	\$56.00	\$67.00	
	B	59.00	72.00	
	C	62.00	75.00	
	D	63.00	77.00	
	E	67.00	83.00	
	F	70.00	88.00	
	G	81.00	104.00	
	H	118.00	155.00	

STOOLS

Qty	Style	Discount	Regular	Total
	A	\$52.00	\$62.00	
	B	59.00	72.00	
	C	67.00	83.00	
	D	74.00	93.00	
	E	84.00	107.00	

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ADVANCE
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Plants & Floral for Special Events

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Plants

Floral Arrangements

Qty	Item	Discount	Regular	Total
	Floral Arrangement, with Vase Small	\$56.00	\$81.00	
	Floral Arrangement, with Vase Medium	82.00	118.00	
	Floral Arrangement, with Vase Large	98.00	141.00	

List Color Arrangement / Preferences:

Ferns

Qty	Item	Discount	Regular	Total
	Fern Small / for Table Top	\$33.00	\$47.00	
	Fern Large	38.00	54.00	

Green Plants

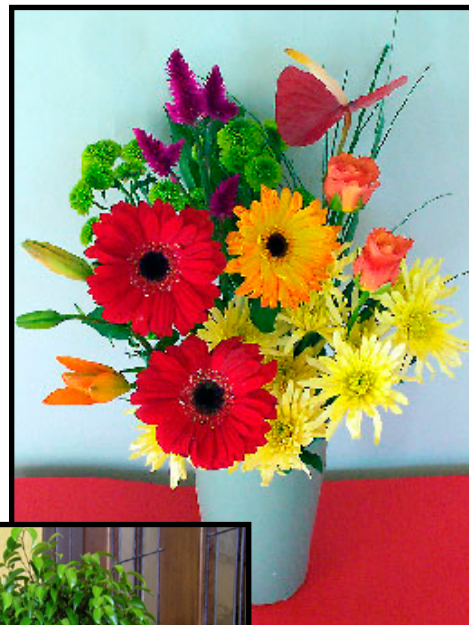
Qty	Item	Discount	Regular	Total
	2' - 3' Green Plant	\$47.00	\$67.00	
	4' Green Plant	60.00	86.00	
	5' Green Plant	68.00	97.00	
	6' - 8' Green Plant	96.00	137.00	

Potted Plants

Qty	Item	Discount	Regular	Total
	Potted Flowering Plant	\$34.00	\$48.00	

Circle Color Of Choice:

Yellow White Red Assorted



Note: Plants may look different then pictured above.

Save Money, Order in Advance

Props may require cost of labor to install. Minimum orders and delivery charges may apply. Quantities on specific items may be limited. All orders must be received no later than ten (10) working days prior to Show opening. **No telephone orders accepted.**

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

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Standard/Custom Carpet

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Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

STANDARD CARPET

Qty	Size	Discount	Regular	Total
	10 x 10	\$ 151.00	\$ 215.00	
	10 x 20	293.00	419.00	
	10 x 30	438.00	625.00	
	10 x 40	570.00	814.00	
	10 x 50	711.00	1015.00	

STANDARD SIZES INCLUDE TAPING OF FRONT EDGE ONLY.

Color: Gray Red Plum Blue
Black Burgundy Teal Gold Hunter Green

SPECIAL CUT STANDARD CARPETING

Special sizes are available at \$4.00 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.

Carpet Size: _____ x _____ = _____ sq. ft. x \$4.00 = \$ _____

Color: Gray Red Plum Blue
Black Burgundy Teal Gold Hunter Green

Special Cut Carpet must be ordered by Deadline - September 25, 2015

CARPET PADDING

1/2" Foam Padding is available at \$2.25 per square foot - installed

Size: _____ x _____ = _____ sq. ft. x \$2.25 = \$ _____

PLUSH CARPET

Plush Carpet is available on a rental basis. Our Plush Carpet is offered at \$6.00 per square foot.* Price includes cutting, laying and taping front seams and edges. Price does not include special cuts. Orders must be placed no later than (14) working days prior to show opening to guarantee availability.

Carpet Size: _____ x _____ = _____ sq. ft. x \$6.00 = \$ _____

*Plush Carpet must be ordered by Deadline
September 25, 2015*

Plush Carpet Colors:

White Silver Cloud Blue Mist
Colony Blue French Beige Red
Charcoal Navy Plum
Berry Burgundy Black
Gray Pearl Emerald

Samples available on request.

**Special Cut and Plush Carpet orders cancelled after they have been received will be charged 100%.*

VISQUEEN

Visqueen is available at \$1.50 per square foot - installed

Size: _____ x _____ = _____ sq. ft. x \$1.50 = \$ _____

Save Money, Order in Advance

PAYMENT POLICY: All invoices must be settled at our Service Desk prior to the closing of the Show. For your convenience, Mastercard, American Express, and Visa credit cards will be accepted. No credits will be issued after the closing date of the show.

ADVANCE DISCOUNT: TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

All orders must be received no later than ten (10) working days prior to Show opening. **No telephone orders accepted.**

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
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PAYMENT
ENCLOSED \$ _____



Installation and Dismantle Labor

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Event Productions, Inc. offers two convenient options (described below) for the installation and dismantle of your exhibit display. Our highly qualified and trained display specialists will provide the expertise to make your installation both efficient and trouble free.

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLE OF EXHIBITS

LABOR RATES:

Straight Time	Over Time
\$89.00	\$146.00

* Labor ordered at show site will be charge at \$101.00 straight time and \$164.00 overtime.

* Rate is per hour, per man with a one hour minimum charge per man. Straight time: 8:00 am – 5:00 pm Monday through Friday

* Overtime: All hours before 8:00 am and after 5:00pm Monday through Friday. Overtime applied on Saturday, Sunday and Holidays.

“O.K. TO PROCEED”
EXHIBITOR NEED NOT BE PRESENT

WE WILL PROCEED WITH YOUR DISPLAY SET UP UNLESS YOU INSTRUCT US OTHERWISE. EVERY EFFORT WILL MADE TO SET YOUR DISPLAY ON STRAIGHT TIME HOURS, UNLESS MOVE-IN SCHEDULE DOES NOT PERMIT.

EXHIBITOR'S OWN CARPET

PLANS ATTACHED PLANS IN CASE # _____

OF CRATES _____ # OF CARTONS _____

SUPERVISORY CHARGE OF 25% WILL BE ADDED (\$25.00 MINIMUM).

“DO NOT PROCEED”
EXHIBITOR WILL SUPERVISE

ALL WORK IS TO BE PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. EXHIBITOR WILL CHECK IN AT THE SERVICE DESK

TO PICK UP MEN ON: _____
(DAY DATE TIME)

REPRESENTATIVE _____

Date(s) Start Time End Time Total Hours X Total Workers X Labor Rate = Grand Total

						\$
						\$
Authorized Signature:					25% Supervisory Charge if Applicable:	\$
					Total Labor Ordered:	\$

IF YOU HAVE SPECIAL INSTRUCTIONS, PLEASE ATTACH A SEPARATE SHEET.

To calculate payment, multiply the estimated number of hours per worker by the appropriate Labor Rate for both installation and dismantle. Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM. The minimum charge of one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided.

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Exhibitor Appointed Contractor

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

NOTIFICATION OF INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR

DEADLINE DATE: September 25, 2015

In the event an Exhibitor plans to utilize a firm other than Event Productions, Inc., the EXHIBITOR must complete and submit this form to: **Event Productions, Inc.**

Address: 651 West Tower Ave. Alameda, CA 94501

Fax: 510-227-2059

Email: info@eventproductions.com

- In the event this form is not received by **September 25, 2015**, the “Non-Official” Contractor will not be permitted to service your exhibit.
- Event Productions will not bill a third party for charges incurred.
- A valid Certificate of Insurance showing General Liability Coverage and Workman’s Compensation naming Event Productions, Inc., as an additional named insured and certificate holder, must be submitted with this form to Event Productions by your “Non-Official” Contractor no later than **September 25, 2015** or they will not be allowed on the floor.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of Event Productions. The “Non-Official” Contractor must coordinate all of its activities with Event Productions.
- The “Non-Official” Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc.
- It will be the responsibility of the “Non-Official” Contractor to remove from the floor all tape installed, any bulk trash from the booth floor and any bulk trash from the exhibit hall (such as skids or crates) or be billed accordingly by Event Productions, Inc.
- **These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired through Event Productions, Inc.**

PLEASE PRINT CLEARLY

Exhibitor Contact: _____ Telephone: _____

Exhibitor Firm’s Officer’s Signature: _____

“Non-Official” Contractor/Display House: _____

Contractor Contact Name: _____

Contractor Telephone: _____ Contractor Email: _____



*******Attention Exhibitors*******

Inbound Shipping

If you send packages directly to the hotel outside of the times and dates designated within this exhibitor kit, or without using the provided labels, the hotel may return, refuse, or hold the shipment for Event Productions, Inc.

This could result in your shipment going astray as well as a separate charge from the hotel and the standard drayage charge from Event Productions Inc.

To avoid this as well as any other unnecessary and unforeseen charges, please refer to the specific shipping instructions outlined in this exhibitor kit.

Outbound Shipping

The exhibiting company must arrange for outbound shipping prior to the move out of the show. UPS or FedEx may not be available for pick up without these prior arrangements. UPS or FedEx may not be available on the weekends.

If you must use UPS package, FedEx, or similar small package services, please be sure the hotel's package room will be open and available during the move out times and dates. If the package room will not be able to accommodate your needs, you must have a fully executable FedEx label or bar coded UPS label to use these companies.

Event Productions, Inc. cannot carry nor provide these labels to exhibitors. If Event Productions, Inc. must bring your shipment back to our warehouse for FedEx or UPS to pick up, a return to warehouse charge will apply.

Drayage / Material Handling Rate Schedule

OTA 2015

		\$ Per Cwt (100 lbs.)	Minimum Charge / Minimum Weight Per Shipment
WAREHOUSE - ADVANCE SHIPMENTS - <i>Must Arrive by Oct. 6</i> Shipments of common freight and crated exhibits will be received and stored up to 30 days prior to set up date, delivered to booth, and delivered from booth to common carrier at loading area at close of show. We will furnish loading labor and equipment. This includes removal, storage and return of empty crates when necessary. Loose, uncrated and blanket wrapped shipments must be sent directly to show site.		\$117.00	\$234.00 / 200 lbs.
EXHIBIT HALL - DIRECT SHIPMENTS - <i>Must Arrive Oct. 7</i> Shipments of common freight and crated exhibits will be received at the show site <i>during installation period only</i> from common carrier or owner's truck and will be unloaded and delivered to booth. At close of show, freight will be delivered from booth to carrier at loading area. We will furnish loading labor and equipment. This includes removal, storage and return of empty crates when necessary.		\$117.00	\$234.00 / 200 lbs.
A. Warehouse Late Delivery - <i>Add to shipments arriving at Advance Warehouse after Sept. 30</i> Freight received at warehouse within 5 business days of final advance shipment day will be charged.	ADD	\$27.00	\$54.00 / 200 lbs.
B. Special Handling Service - Specialized Shipments Shipments packed in a manner requiring additional handling and/or special equipment to load and unload; i.e. blanket wrapped, double checked shipments, side door or ground loading and unloading, designated piece handling or carriers that do not leave a delivery receipt (UPS, FedEx, etc.) will be charged an additional	ADD	\$23.00	\$46.00 / 200 lbs.
C. Return to Warehouse For delivery of shipments, at close of show, back to warehouse for loading to outbound carrier, the additional charge will be	ADD	\$30.00	\$300.00 / 1000 lbs.
D. Overtime Charge (Inbound and/or Outbound) All freight received that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays or at any time on Saturday, Sunday or Holidays are charged overtime rates.			

Important Additional Information Regarding Drayage / Material Handling:

- Rates are based on incoming weight only.
- All weights are rounded up to the nearest cwt.
- Special handling service charges will not be split for mixed shipments, the higher rate will apply.
- Drayage/Material Handling Rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding, blocking or bracing of cars.
- Shipments arriving with dimensional weights will be charged at the weight stated on the bill of lading at the time of delivery unless weight certificate is attached. No retroactive credits will be issued.
- All shipments should be insured by the Exhibitor from the time they leave their firm until they are returned from the show. In all instances, our maximum limit of liability will be \$0.30 per pound per article. (See Limits Of Liability)**
- Shipments received without receipts or freight bill, such as UPS, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
- We are not responsible for shipments left in booth by Exhibitor. We will count and ship pieces as we find shipment when we remove it from the exhibit hall.
- We will not be responsible for any concealed damage, for loss or theft of materials after same have been delivered to booth, or before we have picked up for load out of exhibit hall.
- At the close of the show, if carriers fail to pick up or refuse to accept shipment, we reserve the right to reroute such shipments, or haul material to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.
- Please ship early and ship prepaid. **We will not accept collect shipments.**
- By consigning shipments to the show, the Exhibitor acknowledges and accepts the foregoing information and conditions.
- UPS Package and FedEx have their own requirements for picking up and payment. It is the exhibitors responsibility to know these requirements, if they choose to use UPS package, or FedEx.**
- Shrink wrap and banding services are available at \$150.00 per pallet / crate, if you require this service please add it in the Drayage / Material Handling Form, Total Drayage Cost Calculation.**

Advance Ship To:

**Event Productions, Inc.
C/O YRC Freight
9525 Padgett Street
San Diego, CA 92126**

OTA 2015

(Exhibitor Name and Booth #)

Drayage / Material Handling Form

OTA 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

First, please indicate the total weight* of your shipment _____

Note: Exhibitors who are using UPS or FedEx for outbound shipments, are required to know and comply with those carriers regulations and rules. EPI can not supply required barcoded labels.

Shipment Rates

Item	Advance	Direct
Base Rate per 100 pounds (cwt)	\$90.00	\$90.00
Overtime Inbound Charge <i>This charge is based on a 30% fee for overtime move-in</i>	N/A	N/A
Overtime Outbound Charge <i>This charge is based on a 30% fee for overtime move-out</i>	\$27.00	\$27.00
Total Rate per 100 pounds	\$117.00	\$117.00

BOX A

Item	Advance	Direct
Total weight of shipment (round up to nearest 100 lbs) 200 lbs minimum	LB	LB
Multiply by rate <i>Example: 600 lbs of freight will be 6 x Rate</i>	\$117	\$117
Total for Weight Charges	\$	\$

BOX B For special services & handling charges including late delivery, special handling, return to warehouse and overtime charges.
To calculate, use **Total Weight (BOX A) x Rate**. Example: 600 lb. late delivery will be 6 x \$20.00 = \$120.00

Item	Rate Per 100 lb	Advance	Direct
Warehouse Late Delivery, charged if received after Sept. 30 (200 lbs. minimum)	\$27.00	\$	\$
Special Handling (200 lbs. minimum)	\$23.00	\$	\$
Return to Warehouse (1,000 lb., \$300 minimum charge)	\$30.00	\$	\$
Total Rate per 100 pounds		\$	\$

Total Drayage Cost Calculation Please fill out the appropriate information in the chart below for Advance and Direct Shipments

	Charges	Advance	Direct
A1	Total Weight Charges Total from BOX A	\$	\$
A2	Special Services & Handling Charges Total from BOX B	\$	\$
A3	Shrink Wrap or Banding Services (\$150.00 per pallet / crate)	QTY: x \$150.00 = \$	
	Total Charges for Material Handling Total from A1, A2 & A3	\$	\$

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

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PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Freight Questionnaire

OTA 2015

Important: All exhibitors ordering Material Handling **MUST** return this form.

Notice: All orders are covered under Event Productions, Inc. Payment Policy and Limits of Liability & Responsibility.

COMPANY NAME: _____ EMAIL: _____ BOOTH: _____

1) Name of person(s) in charge of your move-in: _____

The above named person(s) is authorized and has a valid form of payment to settle any incurred charges or fees.

In accordance with our Payment Policy, 100% of all UNCOLLECTED charges including applicable sales tax must be settled prior to show closing. It is required by EPI that your show site representative be authorized and have means of payment should there be any incurred fees. Your show site representative will be notified of any such charges before work is performed and payment is collected.

Material Handling Order Outline

2) **Warehouse - Advance Shipments**

I require my crated shipment to be stored for up to 30 days prior to set-up. (Use Direct Shipments for uncrated freight)

Exhibit Hall - Direct Shipments

I will be sending my shipment directly to the venue to arrive during set-up on Oct. 7 at _____.

3) Please apply Late Delivery (Box A on Rate Schedule) if the following is true:

My shipment will be arriving at the advance warehouse after Sept. 30. (Last day advance shipments accepted is Oct. 6)

4) Please apply Special Handling Service (Box B on Rate Schedule) if any of the following are true:

I am using a common carrier (i.e. FedEx, UPS) that does not leave a delivery receipt.

My advance shipment is packed in a manner that requires special handling (i.e. Blanket wrapped, uncrated, loose).

My shipment requires special equipment to load or unload (i.e. Extended forklift blades, lifting bars).

Please describe: _____

5) Please apply Return to Warehouse service (Box C on Rate Schedule) if the following is true:

My preferred carrier is unable to pick up my outbound shipment during break-down hours, and I am unwilling to use EPI's designated preferred carrier. I have scheduled a pick up by my carrier from the advance warehouse for the next available pick up date. I have also provided any required PREPAID return labels or forms required by my carrier.

Shipment Information

6) Heaviest single piece that must be lifted:

Description: _____ Weight: _____ lbs.

7) Indicate number of trucks in each category that you will use and the carrier name:

_____ Van Line - Carrier Name _____

_____ Common Carrier - Carrier Name _____

_____ Company Truck

8) Estimated number of pieces being shipped: _____ Crated _____ Uncrated _____ Machinery _____ Other

Outbound Shipments

9) My outbound carrier is _____. They are scheduled to pick up on _____ at _____.

Please fax-in or email to info@eventproductions.com.

Submitting this questionnaire alone DOES NOT constitute a Material Handling order. Please place an order online, OR fax-in a completed Drayage / Material Handling Form along with the Calculation & Payment of Orders Form.

Move-Out Notice

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
800.234.8064 Phone
888.534.8064 Fax

Thank you for participating in the:

OTA 2015 Annual Meeting

Please take a few moments to review the following important dates, times and information for show move-out:

Saturday October 10	Show closes	1:30 PM
	Move-out	1:30 - 10 PM
	Empty containers returned	1:30 PM
	Bills of lading must be returned by	9:15 PM
	All carriers must check-in with service desk by	9:30 PM
	Remaining freight on floor will be re-routed or returned to warehouse at EPI's discretion	10 PM

- **Keep aisles clear of debris during move-out**
- **Containers returned in the following order: cardboard boxes, fiber cases, crates**
- **All outbound shipments require an EPI bill of lading**
- **Please return all bills of lading to service desk – do not leave them in booth**
- **Return bills of lading only when materials are packed, labeled and ready to ship**
- **Exhibitors not using preferred carrier are responsible for arranging pick-up of freight from show**

For Fed-Ex and UPS Pick-ups: Event Productions, Inc. does not schedule pick-ups for Fed-Ex or UPS and does not carry shipping forms for these carriers on show site. A fully executable Fed-Ex/UPS bill of lading and shipping labels are required in addition to EPI's bill of lading. It is the exhibitor's responsibility to call for pick-up for any carrier other than the Preferred Carrier.

- **All re-routed or warehouse returned freight fees will be at the exhibitor's expense**
- **No liability will be assumed as a result of EPI re-routing or handling**

Preferred Carrier

EPI Logistics
800-234-8064

All Other Carriers

Pick-up no later than Saturday
October 12, 2015 at 10 PM

TurnKey Exhibit Rentals

OTA 2015

Discount Deadline: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Turnkey Rental A



Turnkey Rental A Includes:

- Aluminum structure with lower cabinets with sliding doors, and middle shelf
- A curved white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

Discount: \$1,529.00 Regular: \$1,988.00

Turnkey Rental B



Turnkey Rental B Includes:

- Aluminum structure with lower cabinets with sliding doors, and middle shelf
- A white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

Discount: \$1,529.00 Regular: \$1,988.00

Turnkey Rental C



Turnkey Rental C Includes:

- Aluminum structure with three full meter back wall panels that could be replaced with graphics.
- A white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

Discount: \$1,235.00 Regular: \$1,606.00

Turnkey Rental D



Turnkey Rental D Includes:

- Aluminum structure with three full meter back wall panels that could be replaced with graphics.
- A curved white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

Discount: \$1,235.00 Regular: \$1,606.00

Installation, Dismantle Labor & Freight Handling are included in price! Need graphics? Call for a quote!

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Booth Cleaning Form

OTA 2015

Save Money, Order By: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Cleaning is not included in your space rental for this event. If you would like to have this service, please complete and return this form.

Vacuum, including emptying waste baskets:

We will require the following:

PRICE PER DAY PER 10'x10' BOOTH*	X	# DAYS	X	# BOOTHS	=	\$ TOTAL
\$32.00	X	_____	X	_____	=	_____

For one time only specify date: _____ (If no date is specified, booth cleaning will be done before first day of show)

***PLEASE NOTE:** Remember to multiply the number of days by the number of booths in order to arrive at your total cost. If your booth size is larger than 10'x10', calculate the number of 10'x10' spaces included in your booth configuration.

SPECIAL INSTRUCTIONS:

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Signs Form

OTA 2015

Discount Deadline: September 25, 2015

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Pricing

QTY	Size	Discount	Regular	Total
	7" x 44"	34.00	43.00	
	22" x 28"	67.00	87.00	
	28" x 44"	135.00	173.00	
	40" x 60"	263.00	338.00	
	38" x 85"	353.00	454.00	
	___x___	15.75 sq. ft.	20.25 sq. ft.	

Important Information

- The prices listed are for Print-Ready artwork. We do offer Graphic Design Services on request, Call Sign Dept. at ext.109.
- Acceptable Media:** CD-R, DVD-R. E-mail attachment if file is under 5 mb, or call for our client FTP information.
- Acceptable File Formats:** Vector .eps, Vector .pdf, Adobe Illustrator file (.ai), or full sized bitmap set at 150 dpi or above. Avoid additional fees by sending the right file format.
- Fonts:** Please make sure to convert all your fonts to outlines. If fonts are not converted, then original font might be replaced, creating an undesired look.
- Cancellation Policy:** Items cancelled after work is performed will be charged at 100% of original price.
- Our prints are mounted on 3/16" Foamcore.
- Orders received less than 10 days prior to show time are subject to overtime fees, plus delivery charge.
- All advance ordered signs will be available for pick-up at show site service desk.
- Any questions? E-mail: signdept@eventproductions.com
Phone: 1800-234-8064 ext. 109

Other Products and Services

Qty	Product	Discount	Regular	Total
	Graphic Design (Per Hour)	\$99.00	\$142.00	
	Cardboard Easel Backs	9.00	13.00	
	Light Box, Table Top (Graphics not Included)	41.00	59.00	
	Sign Holder, Chrome (22 x28 signs)	66.00	95.00	

- Backlit Graphics
- Vinyl Graphics
- Large Format Printing
- Logo Reproduction
- Vinyl Banners

Call 1-800-234-8064 for quotes

SPECIFY COLOR: Black on White
 Blue on White
 Other _____

SPECIFY SHAPE:
 HORIZONTAL VERTICAL SPECIAL

PLEASE NOTE: No sign order can be processed without the following written authorization and full payment accompanying this order.

AUTHORIZED SIGNATURE _____

PRINT OR TYPE NAME _____

Securely order online by visiting our website! <https://rentals.eventproductions.com/2015/ota/order/>

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
 PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
 PAYMENT
 ENCLOSED \$ _____



To Advance Warehouse:

Event Productions, Inc.
C/O YRC Freight
9525 Padgett Street
San Diego, CA 92126

Exhibitor: _____

Booth #: _____

Name of Show: **OTA 2015**

Date/Location: October 8 - 10, 2015 • Manchester Grand Hyatt San Diego

To Advance Warehouse:

Event Productions, Inc.
C/O YRC Freight
9525 Padgett Street
San Diego, CA 92126

Exhibitor: _____

Booth #: _____

Name of Show: **OTA 2015**

Date/Location: October 8 - 10, 2015 • Manchester Grand Hyatt San Diego

To Show Site:

**Manchester Grand Hyatt San Diego
C/O Event Productions, Inc.
1 Market Pl.
San Diego, CA 92101**

Exhibitor: _____

Booth #: _____

Name of Show: **OTA 2015**

Date/Location: October 8 - 10, 2015 • Manchester Grand Hyatt San Diego

To Show Site:

**Manchester Grand Hyatt San Diego
C/O Event Productions, Inc.
1 Market Pl.
San Diego, CA 92101**

Exhibitor: _____

Booth #: _____

Name of Show: **OTA 2015**

Date/Location: October 8 - 10, 2015 • Manchester Grand Hyatt San Diego

Exhibit Price Guide

EQUIPMENT RENTAL REQUEST FORM

Video Equipment

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
90" HD Monitor (Includes Stand)	\$1500.00			
80" HD Monitor (Includes Stand)	900.00			
60" HD Monitor (Includes Stand)	650.00			
50" HD Monitor (Includes Stand)	500.00			
32" HD Monitor (Desktop)	275.00			
20" Flat Screen Monitor (Desktop)	100.00			
7' Executive LCD and Screen Package	750.00			
DVD Player	195.00			
PC Laptop	225.00			
Mac Laptop	325.00			
Custom Digital Signage and Video Units	Quote			

Miscellaneous Support

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Laptop or Monitor Audio System	\$25.00			
Wireless Microphone / Please circle choice: Handheld or Lavalier/ Clip On	175.00			
Speaker System (75w System)	150.00			
Custom Sound Reinforcement Options Available	Quote			
Wireless Presenter (Slide Advancer)	90.00			
Laser Pointer	40.00			
Flip Charts	65.00			

SUBTOTAL: _____

Service Charge = 24% of Subtotal: _____

City Tax = 8% of Service Charge: _____

Add 15% of Subtotal for orders less than 72 hours before delivery: _____

Add 25% of Subtotal for on-site orders: _____

EXHIBIT ORDER TOTAL: _____

ELECTRICAL/BANNER PRICE GUIDE

NAME OF GROUP/FUNCTION: _____ HOTEL CONTACT: _____

DATES: _____ GROUP CONTACT: _____

MEETING ROOM/ROOMS: _____

SET-UP DATE: _____ TIME: _____ TEAR-DOWN: _____ TIME: _____

SPECIAL NOTICE

California state code requires that no electrical equipment or apparatus can be connected unless it conforms to electrical code. All conductors used must be of proper size and type and meet or exceed specifications established by the National Electrical Code. All extension cable shall be 3 wires SJ cord or other approved type and not more than 25ft long. The use of lamp cord, cube taps, or flexible cords and cables less than 14 gauge wire, shall not be permitted. All power and distribution box connections to hotel will be connected by hotel electricians. Hotel electricians have the right to deny the use of any device which does not conform to the national electrical code. Please return this order with check (made payable to Manchester Grand Hyatt San Diego) for full payment 15 days prior to installation in time for opening of show. **Any late order, additions and changes will be billed an additional \$75.00 service fee.**

ELECTRICAL AND MISC. CHARGES

ITEM	DAILY PRICE	ITEM	DAILY PRICE	
ELECTRICAL		RENTALS		
115 VOLTS		115V - 20 AMP EXT. CORDS	\$15.00	
20 AMPS	\$30.00	MULTI-OUTLET POWER STRIPS	\$30.00	
30 AMPS	\$80.00			
60 AMPS	\$120.00			
100 AMPS	\$175.00			
208 VOLTS - SINGLE PHASE		BANNERS (Less than 20lbs each)		
10 AMPS	\$160.00	4 X 6 OR SMALLER BANNERS	\$50.00	One time Charge
20 AMPS	\$160.00	BANNERS UP TO 4 X 10	\$75.00	One time Charge
30 AMPS	\$220.00	BANNERS LARGER THAN 4' X 10'	Please call for quote	
40 AMPS	\$240.00			
60 AMPS	\$260.00	BANNER HARDWARE RENTAL		
100 AMPS	\$300.00	1" POCKET PIPE - per linear foot	\$5.00/FT	One time Charge
100 AMPS PORTA-PANEL W/IND. OUTLETS	\$350.00	ALUMINUM WIRING AND RIGGING	\$10.00/SIGN	One time Charge
160 AMPS PORTA-PANEL W/IND. OUTLETS	\$380.00			
200 AMPS	\$400.00	LABOR RATES		
208 SINGLE PHASE 40 AMP	\$75.00	LABOR RATE TO HANG BANNER (2 crew members)	\$125.00/HR	
300 AMPS	\$450.00	REGULAR ELECTRICIAN RATE	\$100.00/HR	
400 AMPS	\$500.00	OVERTIME ELECTRICIAN RATE	\$150.00/HR	
208 VOLTS - THREE PHASE		STAND-BY ELECTRICIAN RATE	\$75.00/HR	
20 AMPS	\$220.00	For Assistance, please call (619) 358-6758 to speak with one of our experts. ENCORE EVENT TECHNOLOGIES MANCHESTER GRAND HYATT SAN DIEGO EMAIL: GrandHyattSanDiego@encore-us.com DIRECT LINE (619) 358 6758 - FAX: (619) 358- 6776		
30 AMPS	\$260.00			
40 AMPS	\$280.00			
50 AMPS	\$300.00			
60 AMPS	\$350.00			
100 AMPS	\$400.00			
100 AMPS PORTA-PANEL W/IND. OUTLETS	\$450.00			
200 AMPS	\$500.00			
200 AMPS PORTA-PANEL W/IND. OUTLETS	\$600.00			
300 AMPS	\$800.00			
400 AMPS/BALLROOM	\$900.00			
600 AMPS/BALLROOM	\$1200.00			

Exhibit Price Guide

EXHIBITOR CONTRACT

Show Name: _____ Room or Booth# (Required): _____
 Group/Organization: _____ Event: _____
 On-Site Contact _____ Requested by _____
 On-Site Cell # _____ Phone # _____
 Fax # _____ Fax # _____
 E-mail Address _____ E-mail Address _____
 Address _____ City _____ State _____ Zip _____

Delivery Date:	Delivery Time:	Pick Up Date:	Pick Up Time:

Exhibitor must be present to sign for order at time of delivery. Please contract the Audio Visual Service Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contract the Electricians for your delivery. Encore Event Technologies is unable to guarantee a delivery time. Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Please return completed form to: FAX (619)358-6776 or EMAIL: GrandHyattSanDiego@encore-us.com

Payment Information

If you claim sales tax exemption in this state, please furnish a copy of your tax-exempt certificate with your order.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, **but a credit card authorization should be on file.** Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #: _____ Authorized Signer's Name: _____

Credit Card #: _____ CCID: _____ Type: _____ Exp: _____

Customer Signature: _____ Print Name: _____ Date: _____
(as it appears on credit card)

Terms and Conditions

All orders subject to limits of liability and responsibility as set forth below.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of San Diego are subject to city tax of 8%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down will be completed by Encore and is not included in the equipment rental price. Encore will advise if additional charges apply.
7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature: _____

Please Type or Print Name: _____

LEAD RETRIEVAL ORDER FORM [Order Online](#) **DISCOUNT DEADLINE: September 7, 2015**

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Printer Options:

(All options require electricity <1 amp, 110V)

ExpoBadge All-in-One	\$345	\$375		0
Wireless: ExpoBadge All-in-One	\$460	\$490		0
ExpoBadge Network	\$675	\$700		0

Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Mobile e-Lead+	\$365	\$395		
ExpoBadge Select	\$425	\$465		
ExpoBadge Exceed	\$465	\$495		

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$330	\$380		
Additional Licenses	\$125	\$125		

ExpoBadge Extras:

Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$95	\$125		
Paper: Additional Roll	\$17	\$22		
USB Flash Drive	\$100	\$125		

Federal Tax ID # 20-8676699

Sub Total: _____

CA Sales Tax: 8.00% _____

Grand Total: _____

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

EMAIL ORDERS TO:
orders@expobadge.com

FAX ORDERS TO:
714-634-9016

MAIL ORDERS TO:
ExpoBadge, Inc.
1150 E. Stanford Court
Anaheim, CA 92805, USA

FOR ASSISTANCE CALL:
toll free 800-490-9941
+1-714-712-7380



Payment Information *Billing Zip Code Required




<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		


Terms and Conditions: I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

PRINTER OPTIONS	DETAILS	LEADS FORMAT
ExpoBadge All-in-One 	<p>The ExpoBadge All-In-One will allow you to receive your leads via paper and an electronic spreadsheet. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A <u>wireless model</u> is also available.</p>	Paper and Electronic
ExpoBadge Network 	<p>The ExpoBadge Network is a printer with two scanners connected wirelessly. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the All-In-One, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.</p>	Paper and Electronic

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead+ 	<p>The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.</p>	Electronic
ExpoBadge Select 	<p>The ExpoBadge Select offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.</p>	Electronic
ExpoBadge Exceed 	<p>The ExpoBadge Exceed offers free form notes and lead lookup functionality on a large color touch screen display for easy navigation. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.</p>	Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	<p>The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. *Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.</p>	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____