

# Digital Summit Denver 2018

July 17 - 18, 2018

Denver Performing Arts Complex  
1400 Curtis Street  
Denver, CO 80204

## EXHIBITOR SERVICES MANUAL





## WELCOME EXHIBITORS

Digital Summit Denver 2018

July 17-18, 2018

Denver Performing Arts  
Complex

1400 Curtis Street  
Denver, CO 80204

**WE'RE HERE TO HELP!** To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and **we promise excellent service.**

**Save money** by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to your sales manager.

### EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

**Setup Dates**

Monday, July 16, 2018

Tuesday, July 17, 2018

**Setup Times**

3:00 PM - 6:00 PM

7:00 AM - 11:30 AM

**Show Dates**

Tuesday, July 17, 2018

Wednesday, July 18, 2018

**Show Times**

7:30 AM - 6:30 PM

8:30 AM - 6:10 PM

**Dismantle Dates**

Wednesday, July 18, 2018

**Dismantle Times**

6:10 PM - 8:00 PM

**All exhibit materials must be removed from the facility by 8:00pm on Wednesday, July 18, 2018.**



# EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call us.

The following is for your convenience to assist you.

<u>Exhibitor Services</u>	<u>Discount Deadline</u>	<u>Page Number</u>
_____ Booth Furnishings	<b><i>Monday, July 9, 2018</i></b>	6
_____ Booth Furnishings & Accessories	<b><i>Monday, July 9, 2018</i></b>	7
_____ Display Labor	<b><i>Monday, July 9, 2018</i></b>	8
_____ Material Handling	<b><i>Monday, July 9, 2018</i></b>	9, 10

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

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

Fax: 303-991-2794

Email: [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)



# PAYMENT & PRICING POLICIES

Digital Summit Denver 2018  
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Denver, CO 80204

## DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the dates indicated on each order form.

**When ordering, forms must be returned to fax # 303-991-2794 or emailed to  
exhibitservices@coasttocoasttss.com**

## PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price
- All charges must be paid in full before your exhibit table will be set up.

## METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.  
**A \$35.00 service fee will be charged for declined credit cards and returned nsf checks.**
- Purchase orders are not considered payment.

## CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% of original price after installation. No adjustments will be made after the close of the show.

## TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

## I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

## MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- All rental items are subject to applicable taxes.



# ORDER SUMMARY & PAYMENT FORM

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

Digital Summit Denver 2018  
July 17-18, 2018  
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To received discount pricing, all payments must be received by Monday, July 9, 2018.

BOOTH FURNISHINGS ORDER .....	\$ _____
BOOTH FURNISHINGS & ACCESSORIES ORDER .....	\$ _____
DISPLAY LABOR ORDER .....	\$ _____
MATERIAL HANDLING SERVICES .....	\$ _____
<b>TOTAL CHARGES .....</b>	<b>\$ _____</b>
<b>3% ADMINISTRATION FEE .....</b>	<b>\$ _____</b>
<b>TOTAL AMOUNT DUE .....</b>	<b>\$ _____</b>

**PLEASE FILL OUT THE INFORMATION BELOW**

Company / Exhibitor Name \_\_\_\_\_

Ordered By \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_

City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Email \_\_\_\_\_

**Coast to Coast TSS reserves the right to correct orders figured incorrectly. No adjustments will be made after the close of the show.**

**METHOD OF PAYMENT**

CREDIT CARD INFORMATION \* CREDIT CARD IS REQUIRED FOR SERVICES RENDERED  
WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICE, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDERS NAME \_\_\_\_\_ CARDHOLDER'S SIGNATURE \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS (REQUIRED) \_\_\_\_\_

VISA MC AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP. DATE 

--	--	--	--

 PLEASE ENTER SECURITY CODE PRINTED ON CARD 

--	--	--	--	--	--	--	--

CHECK NUMBER \_\_\_\_\_ DATED \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

**A \$35.00 service fee will be charged for declined credit cards and returned nsf checks.  
All charged must be paid before delivery of exhibit materials.**



# BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, JULY 9, 2018**

**Digital Summit Denver 2018**  
**July 17-18, 2018**  
**Denver Performing Arts Complex**  
**1400 Curtis Street**  
**Denver, CO 80204**



<u>QUANTITY</u>	<u>TABLES (24 "X 30")</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 85.10	\$ 114.90	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 66.65	\$ 90.00	\$ _____
_____	6' DRAPED	\$ 96.90	\$ 130.85	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 78.70	\$ 106.25	\$ _____
_____	8' DRAPED	\$ 111.00	\$ 149.85	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 92.55	\$ 124.95	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
DRAPE COLOR ( <b>PLEASE CIRCLE</b> ): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
<b><u>COUNTER HIGH TABLE (24" X 42")</u></b>				
_____	4' DRAPED	\$ 103.30	\$ 139.50	\$ _____
_____	4' <i>UNDRAPED</i>	\$ 84.05	\$ 113.50	\$ _____
_____	6' DRAPED	\$ 117.40	\$ 158.50	\$ _____
_____	6' <i>UNDRAPED</i>	\$ 97.90	\$ 132.20	\$ _____
_____	8' DRAPED	\$ 134.55	\$ 181.65	\$ _____
_____	8' <i>UNDRAPED</i>	\$ 116.35	\$ 157.10	\$ _____
_____	FOURTH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
DRAPE COLOR ( <b>PLEASE CIRCLE</b> ): BLACK, BLUE, BURGUNDY, YELLOW GOLD, GRAY, HUNTER GREEN, RED, WHITE				
<b>This form must be returned by fax to 303-991-2794 or by email to <a href="mailto:exhibitservices@coasttocoastss.com">exhibitservices@coasttocoastss.com</a></b>				SUBTOTAL \$ _____
				7.65% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_










# BOOTH FURNISHINGS ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, JULY 9, 2018**

**Digital Summit Denver 2018**  
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1.		2.		3.		4.		5.	
<u>QUANTITY</u>	<u>FURNITURE</u>			<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>			<u>TOTAL</u>	
_____	1. COUNTER STOOL WITH BACK			\$ 61.25	\$ 82.70			\$ _____	
_____	2. FOLDING CHAIR			\$ 19.50	\$ 26.35			\$ _____	
_____	3. PADDED SIDE CHAIR			\$ 39.75	\$ 53.70			\$ _____	
_____	4. PADDED ARM CHAIR			\$ 51.80	\$ 69.95			\$ _____	
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE			\$ 67.95	\$ 91.75			\$ _____	
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE			\$ 67.95	\$ 91.75			\$ _____	
_____	SINGLE STEP TABLE RISER - 4'			\$ 45.10	\$ 60.90			\$ _____	
_____	SINGLE STEP TABLE RISER - 6'			\$ 58.20	\$ 78.60			\$ _____	

6.		7.		8.		9.		10.		11.		12.	
	<u>ACCESSORIES</u>												
_____	6. ALUMINUM FLOOR EASLE												\$ _____
_____	7. BAG STAND												\$ _____
_____	8. CHROME SIGN HOLDER												\$ _____
_____	9. FISH BOWL												\$ _____
_____	10. LITERATURE RACK												\$ _____
_____	11. RAFFLE DRUM												\$ _____
_____	12. WASTEBASKET												\$ _____
_____	POSTER BOARD 4' X 8"												\$ _____

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SUBTOTAL \$ \_\_\_\_\_  
7.65% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791**  
**[exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)**



# DISPLAY LABOR ORDER FORM

Digital Summit Denver 2018  
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 Denver Performing Arts Complex  
 1400 Curtis Street  
 Denver, CO 80204

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, JULY 9, 2018**

Labor Services rates are per person, per hour with a one (1) hour minimum

	<u>Advance Order</u>	<u>On Site Order</u>	
Straight Time	\$ 72.00	\$ 97.25	Monday through Friday: 8:00am to 4:30pm
Overtime	\$ 108.00	\$ 146.0	Monday through Friday 4:30pm to midnight Saturday 8:00am to midnight

- Starting time is on a first come, first served basis. All labor for 8:00am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- One (1) hour minimum per person - thereafter, labor is charged in one-half (1/2) hour increments per person.
- Labor cancellations must be received 24 hours prior to the move-in and move-out respectively. Failure to notify Coast to Coast TSS, Inc. of cancellation will result in a one (1) hour minimum "no show" charge per person.
- A credit card is required for all labor orders.
- Double time rate effective midnight to 8:00am, Monday through Sunday, national, and union holidays.

<u>Labor for</u>	<u># of Laborers</u>	<u>Requested Date</u>	<u>Time of Day</u>	<u>How Long Needed</u>
Installation	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____

TOTAL CHARGES \$ \_\_\_\_\_

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PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_





# INBOUND SHIPPING

Digital Summit Denver 2018  
July 17-18, 2018  
Denver Performing Arts  
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1400 Curtis Street  
Denver, CO 80204

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, JULY 9, 2018**

Coast to Coast TSS, Inc. will accept envelopes, boxed, crated and skidded materials beginning Friday, June 15, 2018 at the warehouse address below. No shipment will be refused, however, any shipment received after Monday, July 9, 2018 will be charged the standard rates.

Warehouse Shipping Address

Coast to Coast Trade Show Services, Inc.  
3999 Holly Street, Suite 14  
Denver, CO 80207

Exhibitor \_\_\_\_\_  
Digital Summit Denver 2018

Coast to Coast TSS, Inc. will accept envelopes, boxed, crated and skidded materials at show site during the set up times listed below:

Setup Dates

Monday, July 16, 2018  
Tuesday, July 17, 2018

Setup Times

3:00 PM - 6:00 PM  
7:00 AM - 11:30 AM

Show Site Shipping Address

Coast to Coast Trade Show Services, Inc.  
c/o Denver Performing Arts Complex  
1400 Curtis Street  
Denver, CO 80204

Exhibitor \_\_\_\_\_  
Digital Summit Denver 2018

Please be advised if Coast to Coast TSS, Inc. must receive and deliver your freight on show site, full material handling rates will be applied.

Shipping rates are listed on the following page.

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



# INBOUND SHIPPING ORDER FORM

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Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight**

### SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Friday, June 15, 2018  
 Last day for shipments to arrive at the discount rate: Monday, July 9, 2018  
 Last day to receive shipments at the standard rate: Friday, July 13, 2018

### SHIPPING INFORMATION AND RATES

#### ADVANCE SHIPMENTS TO WAREHOUSE

#### PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT)

INCLUDES: Crated, skidded, fiber cases or boxed exhibit materials received at warehouse with 30-days free storage, delivery to show-site booth, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

<u>Rate / 100 LBS</u>	<u>Minimum Shipment</u>
\$ 58.00	\$116.00

#### SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT)

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation and shipments that require additional time, labor and equipment to unload.

<u>Rate / 100 LBS</u>	<u>Minimum Shipment</u>
\$ 72.00	\$144.00

#### SMALL PACKAGE SHIPMENTS

Cartons, letters or small package, limited to 35 combined pounds per shipment, per delivery, received on the same day, same shipper and same carrier. All shipments weighing over 35 pounds will be charged according to the 200 LB minimum.

<u>First Piece in Shipment</u>	<u>Each Additional Piece</u>
\$36.00	\$ 10.00

**Standard Rates: Shipments received after Monday, July 9, 2019 will be charged 25% additional fees.**

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'S)	ESTIMATED SHIPPING RATE
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

**TOTAL CHARGES** \$ \_\_\_\_\_

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PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_