



Dear Exhibitors,

We are looking forward to a great show in **Denver, CO, April 19-21, 2024** and want to make your experience a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at The Log & Timber Home Design-Build Expo and we look forward to seeing you all in **Denver!**

Regards,

Eric

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- Please pay **CAREFUL** attention to move-in/out times. Your cooperation and patience are always appreciated.
- Should you be selling products off the floor, please be aware of CO Sales and Use Tax.
- Please bring your own Carts: due to theft/liability carts are at a premium if at all available
- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.



## COLORADO 2024 SHOW INFORMATION

<b>Show Dates/Hours</b>	Friday, April 19 Saturday, April 20 Sunday, April 21	1pm to 7pm 10am to 6pm 10am to 4pm
<b>Show Management</b>	Eric Johnson, Operations Manager	(518) 618-1195 Cell: (518) 321-7438
<b>Show Venue</b>	<a href="#"><u>Crowne Plaza Denver Airport Convention Center</u></a> 15500 East 40th Avenue Denver, Colorado 80239	
<b>Decorator</b>	Coast to Coast Trade Show Services, Inc 3999 Holly Street, Unit # 14 Denver, CO 80207	Ph: 303-991-2791 Fax: 303-991-2794 <b>Cutoff for reduced rates: April 5</b>
<b>Host Hotel:</b>	<b>Crowne Plaza Denver Airport Convention Ctr</b> 15500 East 40th Avenue, Denver, Colorado 80239 <u>Book a Reservation: +1 866 3781583</u> <u>Contact Front Desk: + 1-303-3719494</u>  <a href="#"><u>Online Reservations</u></a>  Cutoff-March 28 S/D-\$138	

**\*Exhibitor Move-in**

**10x20 and larger and those requiring drive-on access:**

Thursday: April 18/ 1PM-6PM

All Others-Friday: April 19/8AM-12PM

Limited to no drive-on access Friday. All vehicles off floor by 11am-  
Exhibitor and Trailer Parking: FREE

**Exhibitor Move-out**

**Sunday: 5pm-9pm/Monday: 8am-1pm**

Teardown of exhibits may **NOT** begin until after the show closes at 4pm on Sunday. Drive-in doors will be opened when Show Management and the decorator deem it appropriate. Any material remaining after 1pm on Monday may be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management

**Show Colors**

Black drape/Partial Aisle -Carpeted Show Floor

**Marketing Partners**

*Log and Timber Home Living* magazine and *CabinLife.com*

**Show Producers**

Solid Wood Promotions LLC

Directions:

**Parking and Transportation**



**Badge Request and Company Listing Form**

This form is for exhibitor badges and PROPER company listing for the show program for **The Log & Timber Home Design-Build Expo**. Please fill in the spaces below and return by **Friday, April 5**. Thank you and we look forward to seeing you in **Denver!**

**Company Listing:** Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications (**category not listed- add your own**)

**Company name:** \_\_\_\_\_

**Company listing:** \_\_\_\_\_

**Exhibitor badges:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Please fax back form @ (518) 618.1413 or email: [ejohnson@loghomeshow.com](mailto:ejohnson@loghomeshow.com)**



## Colorado Call for Seminars and Demonstrations

**Now offering both 1/2 hour and 1-hour presentations.**

We're getting ready for a great show in **Denver** and need to fill our seminar **AND** demonstration slots.

**SEMINARS:** As you know this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', **what it is not is a sales pitch**...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

**DEMONSTRATIONS:** We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the show:

Title of Presentation: \_\_\_\_\_

Name of Presenter and Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NEW-Choose 1:** 1/2 hour \_\_\_\_\_ 1 hour \_\_\_\_\_

AV needs: LCD \_\_\_\_\_ None \_\_\_\_\_

Yes \_\_\_\_\_ I would love to present more than once a day: No \_\_\_\_\_ Once is enough!

Preferred Times (please circle): **Friday**-early, mid, late afternoon, evening. **Saturday**-morning, early, mid, late afternoon, evening. **Sunday**- morning, early, mid, late afternoon.

**Please respond no later than **Friday**, April 5, via fax at 518.618.1413 or email [ejohnson@loghomeshows.com](mailto:ejohnson@loghomeshows.com)**

866.607.4108 ■ 518.618.1195 ■ fax 518.618.1413 ■ loghomeshows.com



## COLORADO GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$5 each (70% off ticket price). You will be invoiced based on the number of guests who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

**COMPANY NAME:** \_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |

Please fax back form @ (518) 618.1413 or email: [ejohnson@loghomeshow.com](mailto:ejohnson@loghomeshow.com)





# THE LOG & TIMBER HOME DESIGN-BUILD EXPO

April 19-21, 2024

The Crowne Plaza Denver Airport  
Convention Center  
15500 East 40th Ave.  
Denver, CO 80239

**EXHIBITOR SERVICES MANUAL**







## WELCOME EXHIBITORS

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

**April 19-21, 2024**

**The Crowne Plaza Denver  
Airport and Convention Center**

**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:

Eric Johnson  
518-618-1195  
[ejohnson@loghomeshows.com](mailto:ejohnson@loghomeshows.com)

**Each Booth Space will Receive:**

- 8' High Black Back Drape**
- 3' High Black Side Drape**
- 1 Wastebasket**
- 1 Identification Sign**

### EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

**Setup Dates**

Thursday, April 18, 2024

**Setup Times**

1:00 PM - 5:00 PM

**Show Dates**

Friday, April 19, 2024

**Show Times**

1:00 PM - 7:00 PM

Saturday, April 20, 2024

10:00 AM - 6:00 PM

Sunday, April 21, 2024

10:00 AM - 4:00 PM

**Dismantle Dates**

Sunday, April 21, 2024

**Dismantle Times**

4:00 PM - 9:00 PM (Exhibitor Move-Out)

Monday, April 22, 2024

8:00 AM to 12:00 PM (Additional Large Equipment Move-Out)

All freight carriers must check in on Sunday evening by 6:00 PM. For Exhibitor Move-Out.

Monday is reserved for additional large equipment to be moved-out..



## EXHIBITOR SERVICES

**THE LOG & TIMBER HOME  
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Airport and Convention Center

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 Exhibitor Services at 303-991-2791.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Booth Table	Friday, April 5, 2024	6
Booth Furnishings	Friday, April 5, 2024	7
Booth Accessories	Friday, April 5, 2024	8
Carpet Order Form	Friday, April 5, 2024	9
Booth Cleaning	Friday, April 5, 2024	10
Exhibitor Appointed Contractor	Friday, April 5, 2024	11
Labor Jurisdiction Guidelines	-----	12
Display Labor	-----	13
Material Handling Information	-----	14
Material Handling Rates & Order Form	Friday, April 5, 2024	15
Advance Warehouse Shipping Labels	-----	16
Show Site Shipping Labels	-----	17
Move Out Information	-----	19
Trade Show Carrier - ESS	-----	20

\* Electrical, Internet and Phone Services will be handled by the Crowne Plaza Electrical Department.

\* Our Trade Show carrier is ESS - Event Service Solutions. Please feel free to contact them with both your inbound and outbound freight shipping needs. Information can be found on page 20.

\* 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: [exhibitorservices@coasttocoasttss.com](mailto:exhibitorservices@coasttocoasttss.com)



## PAYMENT & PRICING POLICIES

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

**April 19-21, 2024**

**The Crowne Plaza Denver  
Airport and Convention Center**

### DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

**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 rental items 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% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

### 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.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



# ORDER SUMMARY & PAYMENT FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

This form must be returned by fax to 303-991-2794 or by email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)

**THE LOG & TIMBER HOME  
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Booth Table Order .....	\$ _____
Booth Furnishings Order .....	\$ _____
Booth Accessories Order .....	\$ _____
Carpet Order .....	\$ _____
Cleaning Service Order .....	\$ _____
Display Labor Order .....	\$ _____
Estimated Material Handling Order .....	\$ _____
Back to Warehouse Order .....	\$ _____
<b>TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX</b>	<b>\$ _____</b>

**Coast to Coast TSS reserves the right to correct orders figured incorrectly.**

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

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

**PAYMENT:** Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX    MASTERCARD    VISA    Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Address on Card \_\_\_\_\_

If sending a check it must arrive a week prior to the show. The order form must to be sent to Coast to Coast by fax or email.

**A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**

**All charges must be paid before delivery of exhibit materials.**

**No adjustments will be made after the close of the show.**

**Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794  
[exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)**



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# BOOTH TABLE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 95.25	\$128.50	\$ _____
_____	4' UNSKIRTED	\$ 74.65	\$100.75	\$ _____
_____	6' SKIRTED	\$108.50	\$146.45	\$ _____
_____	6' UNSKIRTED	\$ 88.00	\$118.88	\$ _____
_____	8' SKIRTED	\$124.00	\$167.50	\$ _____
_____	8' UNSKIRTED	\$103.65	\$139.90	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 41.00	\$ 55.35	\$ _____

PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$115.70	\$156.20	\$ _____
_____	4' UNSKIRTED	\$ 94.00	\$126.90	\$ _____
_____	6' SKIRTED	\$131.50	\$177.50	\$ _____
_____	6' UNSKIRTED	\$109.65	\$148.00	\$ _____
_____	8' SKIRTED	\$150.70	\$203.45	\$ _____
_____	8' UNSKIRTED	\$130.30	\$175.90	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 45.90	\$ 61.95	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 45.90	\$ 61.95	\$ _____

PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE

TOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_  
8.81% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

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

**Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794**  
**exhibitservices@coasttocoasttss.com**



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# FURNITURE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME**  
**DESIGN-BUILD EXPO**

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The Crowne Plaza Denver  
Airport and Convention Center

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 24.50	\$ 33.05	\$ _____
_____	Padded Side Chair	\$ 50.50	\$ 68.15	\$ _____
_____	Padded Arm Chair	\$ 59.00	\$ 79.65	\$ _____
_____	Counter Stool with Back	\$ 87.50	\$118.10	\$ _____
_____	Padded Swivel Chair	\$ 84.00	\$109.25	\$ _____
_____	36" Round x 30" High Pedestal Table	\$106.50	\$143.75	\$ _____
_____	36" Round x 40" High Pedestal Table	\$106.50	\$143.75	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 31.65	\$ 42.70	\$ _____
_____	Single Step Table Riser - 4'	\$ 53.00	\$ 71.55	\$ _____
_____	Single Step Table Riser - 6'	\$ 60.00	\$ 81.00	\$ _____
_____	Single Step Table Riser - 8'	\$ 67.00	\$ 90.45	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 35.00	\$ 47.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 65.00	\$ 87.75	\$ _____

TOTAL \$ \_\_\_\_\_  
 3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
 SUBTOTAL \$ \_\_\_\_\_  
 8.81% SALES TAX \$ \_\_\_\_\_  
 TOTAL AMOUNT DUE \$ \_\_\_\_\_

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

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**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# ACCESSORY ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME  
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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 39.20	\$ 52.90	\$ _____
_____	Bag Stand	\$ 70.00	\$ 94.50	\$ _____
_____	Crossbar	\$ 17.00	\$ 22.95	\$ _____
_____	Upright & Base	\$ 22.40	\$ 27.00	\$ _____
_____	Super Base	\$ 17.00	\$ 22.95	\$ _____
_____	Drape Panels - 3' High	\$ 15.00	\$ 20.25	\$ _____
_____	Drape Panels - 8' High	\$ 15.00	\$ 20.25	\$ _____
_____	Clothing Rack	\$ 65.00	\$ 87.75	\$ _____
_____	Chrome Sign Holder	\$ 79.00	\$ 106.65	\$ _____
_____	Fish Bowl	\$ 24.00	\$ 32.40	\$ _____
_____	Literature Rack	\$ 87.00	\$ 117.45	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$ 140.00	\$ 189.00	\$ _____
_____	Waste Basket	\$ 19.00	\$ 25.65	\$ _____
_____	6' Glass Showcase	\$ 395.00	\$ 513.50	\$ _____
_____	4' Glass Showcase	\$ 310.00	\$ 400.00	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.81% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

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

**Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794**  
**exhibitservices@coasttocoastss.com**



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# CARPET ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME  
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 135.00	\$ 175.50	\$ _____
_____	9' X 20' CARPET	\$ 270.00	\$ 351.00	\$ _____
_____	9' X 30' CARPET	\$ 405.00	\$ 526.50	\$ _____
_____	9' X 40' CARPET	\$ 540.00	\$ 702.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE GREEN RED BURGUNDY GRAY BLACK

Rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. Any carpet cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

### CUSTOM CUT BOOTH CARPET

<u>BOOTH AREA SIZE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
_____ X _____ = _____ Sq. Ft. @	\$ 3.50	\$ 4.31		_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, front edge taping and pickup at the close of the show. Custom size booth carpet cancelled after being cut will be charged at 100%

CARPET COLOR (PLEASE CIRCLE): BLUE GREEN RED BURGUNDY GRAY BLACK

### ADDITIONAL ITEMS

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
<u>CARPET PADDING</u> _____ X _____ = _____ Sq. Ft. @	\$ 1.20	\$ 1.56		_____
<u>PLASTIC COVERING</u> _____ X _____ = _____ Sq. Ft. @	\$ .95	\$ 1.23		_____

SUBTOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
8.81% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

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





# BOOTH CLEANING ORDER FORM

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

April 19-21, 2024

The Crowne Plaza Denver  
Airport and Convention Center

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**MINIMUM 100 SQUARE FEET PER DAY**

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
VACUUM AND EMPTY WASTEBASKETS ONCE BEFORE SHOW OPENS	\$ .95 PER SQUARE FOOT	\$ 1.28 PER SQUARE FOOT
VACUUM AND EMPTY WASTEBASKETS DAILY	\$ 1.25 PER SQUARE FOOT - PER DAY	\$ 1.56 PER SQUARE FOOT - PER DAY
EMPTY WASTEBASKETS ONLY DAILY	\$ .75 PER SQUARE FOOT - PER DAY	\$ .94 PER SQUARE FOOT - PER DAY

	<u>BOOTH SIZE</u>	<u>PRICE</u>		<u>NUMBER OF DAYS</u>	<u>TOTAL</u>
Vacuum and Empty Wastebaskets Once (before show opens)	_____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT	X	_____	\$ _____
Vacuum and Empty Wastebaskets Daily	_____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT	X	_____	\$ _____
Empty Wastebaskets Daily	_____ SQ FT (100 SQ FT MINIMUM)	\$ _____ PER SQ FT	X	_____	\$ _____
<b>SUBTOTAL</b>					\$ _____
<b>3.50% ADMINISTRATION FEE</b>					\$ _____
<b>8.81% SALES TAX ON ADMINISTRATION FEE ONLY</b>					\$ _____
<b>TOTAL AMOUNT DUE</b>					\$ _____

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



# EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using a contractor, please send this form by fax to 303-991-2794 or email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

April 19-21, 2024

The Crowne Plaza Denver  
Airport and Convention Center

This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

### Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### Exhibiting Company Information:

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

On Site Supervisor \_\_\_\_\_ Cell Phone \_\_\_\_\_

This authorization is not complete or valid until and unless the EAC's **Certificate of Insurance** is received by one week before the show begins.

I \_\_\_\_\_ **do** \_\_\_\_\_ **do not** authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this section and return this form along with the Certificate of Insurance to Coast to Coast Trade Show Services, Inc.**

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



## LABOR JURISDICTION GUIDELINES

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

**April 19-21, 2024**

**The Crowne Plaza Denver  
Airport and Convention Center**

Coast to Coast Trade Show Services, Inc. is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

**GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.**

### **INSTALLATION AND DISMANTLE LABOR**

Coast to Coast TSS, Inc. will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

### **MATERIAL HANDLING LABOR**

Coast to Coast TSS, Inc. will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

### **EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)**

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

### **UTILITIES LABOR**

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Coast to Coast TSS, Inc. Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Coast to Coast TSS, Inc. personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Coast to Coast TSS, Inc. personnel.



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# DISPLAY LABOR ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME**  
**DESIGN-BUILD EXPO**

**April 19-21, 2024**

**The Crowne Plaza Denver**  
**Airport and Convention Center**

	Discount Price	Standard Price	
Straight Time	\$ 98.75	\$ 133.30	Monday through Friday: 8:00 am to 4:30 pm
Overtime	\$ 148.00	\$ 199.80	Monday through Friday: 4:30 pm to midnight and Saturday and Sunday: 8:00 am to 4:30 pm
Double Time	\$ 197.50	\$ 266.60	Monday through Sunday and National and Union Holidays: Midnight to 8:00 am

- Start time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am 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.
- Cancellations received 5 days or less before the first day of exhibitor scheduled move-in will be billed at 100%.
- Labor service rates are per person, per hour, with a one (1) hour minimum.

**A. Coast to Coast TSS, Inc. Supervised** - This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Coast to Coast TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

**B. Exhibitor Supervised** - All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled laborer at the Coast to Coast TSS, Inc. customer service desk.

<u>Labor for</u>	<u># of Laborers</u>	<u>Date</u>	<u>Time</u>	<u>Estimated Time</u>	<u>Supervision Option (Circle A or B)</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

**SUBTOTAL** \$ \_\_\_\_\_

**SUPERVISION FEE** \$ \_\_\_\_\_

**3.50% ADMINISTRATION FEE** \$ \_\_\_\_\_

**8.81% SALES TAX ON ADMINISTRATION FEE ONLY** \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**Please Provide the Following Information:**

Is display booth being shipped to warehouse of show site? \_\_\_\_\_  
 Shipment: # of crates: \_\_\_\_\_ # of cartons: \_\_\_\_\_ # of carpets/pads: \_\_\_\_\_  
 Blueprints & Exhibit Instructions: Attached? \_\_\_\_\_ Shipped with Display? \_\_\_\_\_ In What Item? \_\_\_\_\_  
 Show Site Contact Name \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

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



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

## MATERIAL HANDLING INFORMATION

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

April 19-21, 2024

The Crowne Plaza Denver  
Airport and Convention Center

- Exhibitors may ship all freight to the Coast to Coast TSS advanced warehouse beginning a month before exhibitor move in date. Items will be delivered to your booth space prior to exhibitor move in.
- Exhibitors that ship to show site must ensure that freight does not arrive prior to the exhibitor set up date. Coast to Coast TSS staff will only be available to receive show site freight deliveries during move in hours. Material handling rates will be applied.
- When shipping freight, company name, booth number and show name must be clearly labeled on all items.
- All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.
- All shipments returned to the Coast to Coast TSS warehouse following the show will be charged a Back to Warehouse fee of \$49.50 100 pounds with a minimum of 200 pounds at \$99.00. It is the responsibility of the exhibitor to schedule the carrier pick up.
- To store empty containers on show site, please pick up empty stickers at the Coast to Coast TSS service desk. At the close of the show, containers will be brought to your booth space, in random order, and delivered as quickly as possible.
- Coast to Coast TSS does provide a Show Carrier, Event Service Solutions. To use this carrier, please contact them directly at 800-577-3929 or visit the Coast to Coast service desk during move in or move out hours.

### FREIGHT CATEGORIES

#### CRATED OR SKIDDED RATE (200 Pound minimum) TO ADVANCE WAREHOUSE

Shipments that arrive at the warehouse via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at warehouse include 30 days of free storage, delivery to show-site booth, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

#### SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO ADVANCE WAREHOUSE

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 or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

#### SMALL PACKAGE SHIPMENTS TO ADVANCED WAREHOUSE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

#### CRATED OR SKIDDED RATE (200 Pound minimum) TO SHOW SITE

Shipments that arrive at show site via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at show site will receive free storage, delivery to booth space, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

#### SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO SHOW SITE

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 or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

#### SMALL PACKAGE SHIPMENTS TO SHOW SITE

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

#### LATE SHIPMENT SURCHARGES

These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast TSS truck has left to set up the trade show event. Exhibitor will be charged for a truck and driver with a four hour minimum.



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# MATERIAL HANDLING ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**FRIDAY, APRIL 5, 2024**

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

April 19-21, 2024

The Crowne Plaza Denver  
Airport and Convention Center

All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments, other than small package rates, 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: **Monday, March 18, 2024**

Last day for shipment to arrive at warehouse: **Tuesday, April 16, 2024**

**SHIPMENTS TO SHOW SITE**

\*Freight may only arrive on Thursday, April 18, 2024 from 8:00 AM to 4:00 PM. Full Material Handling fees will apply.

**MATERIAL HANDLING RATE SCHEDULE**

<u>Category</u>	<u>Discount</u>	<u>Standard</u>
Crated or Skidded to Advance Warehouse	\$ 99.00	\$133.65
Special Handling to Advanced Warehouse	\$109.00	\$147.50
Small Package to Advanced Warehouse	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Crated or Skidded to Show Site	\$ 99.00	\$133.85
Special Handling to Show Site	\$109.00	\$147.50
Small Packages to Show Site	\$ 51.50	\$ 69.00
Additional Small Packages in above shipment	\$ 15.50	\$ 20.15
Late Shipment Fees (\$75.00/hour /4 hour minimum)	\$ _____	\$ _____

**ESTIMATED CHARGES**

	<u>Type of Freight</u>	<u># of Pieces</u>	<u>Weight</u>	<u>Carrier</u>	<u>Tracking #</u>	<u>Rate</u>	<u>Amount Due</u>
Shipment 1	_____	_____	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____	_____	_____
Shipment 4	_____	_____	_____	_____	_____	_____	_____

**TOTAL** \$ \_\_\_\_\_  
**3.50% ADMINISTRATION FEE** \$ \_\_\_\_\_  
**SUBTOTAL** \$ \_\_\_\_\_  
**8.81% SALES TAX ON ADMINISTRATION FEE ONLY** \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

# ADVANCE WAREHOUSE SHIPPING LABELS

Freight may arrive Monday, March 18th to Tuesday, April 16th.  
Receiving Hours: Mondays through Fridays, 8:00 AM - 4:00 PM

<p><b>Coast to Coast TSS, Inc.</b> 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>	<p><b>Coast to Coast TSS, Inc.</b> 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>
<p><b>Coast to Coast TSS, Inc.</b> 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>	<p><b>Coast to Coast TSS, Inc.</b> 3999 Holly Street, Unit 14 Denver, CO 80207</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>



# SHOW SITE SHIPPING LABELS

May only arrive on Show Site on the day of Exhibitor Set Up, Thursday, April 18th.

Receiving Hours: Monday, 8:00 AM - 4:00 PM

<p><b>Coast to Coast TSS, Inc.</b> <b>c/o The Crowne Plaza Denver Airport</b> <b>Convention Center</b> <b>15500 East 40th Ave.</b> <b>Denver, CO 80239</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>	<p><b>Coast to Coast TSS, Inc.</b> <b>c/o The Crowne Plaza Denver Airport</b> <b>Convention Center</b> <b>15500 East 40th Ave.</b> <b>Denver, CO 80239</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>
<p><b>Coast to Coast TSS, Inc.</b> <b>c/o The Crowne Plaza Denver Airport</b> <b>Convention Center</b> <b>15500 East 40th Ave.</b> <b>Denver, CO 80239</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>	<p><b>Coast to Coast TSS, Inc.</b> <b>c/o The Crowne Plaza Denver Airport</b> <b>Convention Center</b> <b>15500 East 40th Ave.</b> <b>Denver, CO 80239</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p><b>Log &amp; Timber Home Design-Build Expo</b></p>





**Coast to Coast**  
TRADE SHOW SERVICES, INC.

## MATERIAL HANDLING LIMITS OF LIABILITY

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

**April 19-21, 2024**

**The Crowne Plaza Denver  
Airport and Convention Center**

COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

### LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS, Inc. liability as set forth above.



**MOVE OUT INFORMATION &  
BACK TO WAREHOUSE  
ORDER FORM**

**THIS SERVICE MAY BE ORDERED ANY TIME**

**THE LOG & TIMBER HOME  
DESIGN-BUILD EXPO**

April 19-21, 2024

The Crowne Plaza Denver  
Airport and Convention Center

Each exhibitor booth space must be dismantled on Sunday, April 21, 2024. Exhibitors needing to move out their large equipment may do so on Sunday evening and on Monday, April 22nd from 8:00 AM until Noon.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you have not made previous arrangements with a carrier you may use our Logistics Company, Event Service Solutions. Please see a Coast to Coast representative following the show.

If you have made previous arrangements with a freight carrier, they **MUST** check in with Coast to Coast to pick up your items in the ballroom no later than 6:00 PM on Sunday, April 21, 2024. The address for the pick-up is:

The Crowne Plaza Denver Airport Convention Center  
15500 East 40th Ave.  
Denver, CO 80239

If your carrier does not show up to pick up your items, Coast to Coast TSS will be forced to ship your items back via Event Service Solutions. For this reason, all exhibitors shipping out at the close of the show **MUST** fill out a Bill of Lading with Coast to Coast TSS, Inc. informing us of your shipping needs. Contact information must be on this form in the event that your carrier is a "No Show" and we need to contact you with shipping information following the show.

**DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH SPACE.** In the event a Bill of Lading is not turned in to the Coast to Coast TSS Customer Service Representative, your freight carrier will not pick up your freight.

Coast to Coast Trade Show Services, Inc. will **NOT** be held responsible for any booth contents that become missing or damaged during the move out.

If you need to have your items brought back to the Coast to Coast TSS warehouse following the show please speak to a Coast to Coast TSS representative. The fee for this service is \$49.50 per 100 pounds with a 200 pound minimum of \$99.00.

Number of Pounds \_\_\_\_\_ Total \_\_\_\_\_

If you need your pallet shrink wrapped before shipping, the fee for this services is \$50.00 per pallet.

Number of Pallets \_\_\_\_\_ Total \_\_\_\_\_

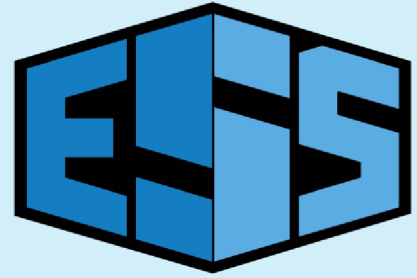
SUBTOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
8.81% SALES TAX ON ADMINISTRATION FEE ONLY \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

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

# Official Show Carrier Services On This Show, and YOUR Carrier For ALL Your Events

## Offering:

Ground: Less than Truckload, Full Truckload, Time Critical



EVENT SERVICE SOLUTIONS



To, Between, and From Your Shows

- Event Industry Carriers = Surprises Avoided
- Estimates are always Easy and FREE
- Full coverage of North America = pickups anywhere
- Special Needs? Liftgate? Residential? Just Ask!
- In-transit tracking assures on-time delivery
- Easy-to-use Online Shipping Tools

We know  
making you  
happy the first  
time will bring  
you back every  
time.

We track your shipment during transit  
and handle all communications  
needed for on-time delivery...

**SO YOU DON'T HAVE TO!**

By phone or email, we are here to  
help!



# SHOW RULES & REGULATIONS

The following show rules and regulations are supplemental to and are incorporated by reference in the **Exhibit Space Reservation and Contract** between Solid Wood Promotions LLC (SWP), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, “we” and “us” refers to Solid Wood Promotions LLC (SWP) and authorities of the show facility (Convention Center), and Federal governments as appropriate. “You” means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

## Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

## Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, requires that you complete a contract for rental of space assigned, or our *Exhibit Space Reservation and Contract*. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price. Space may be denied at any point for supplying false information.

## Payment for Space

Full payment for the contracted booth space must be received prior to the setup of your exhibit booth. Pre-Payment of all shows is REQUIRED per your contract. We reserve the right to cancel your booth space reservation if the full amount of the booth space has not been received 30 days prior to the show.

Please send ALL booth payments to:

Solid Wood Promotions LLC  
6 Loren Drive  
Queensbury, NY 12804.

Please include the show name and location, as well as company name, booth number and order number with all payments. Checks should be made out to SWP.

## Exhibitor Cancellation

In the event an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor must do so in writing and will be obligated to pay SWP fees based on the following schedule:

<b>If Canceled:</b>	<b>Exhibit Space Rental Due:</b>
Prior to 60 days	10%
60-30 days out	50%
30 days out	100%

## Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. No space will be assigned without payment (non-refundable 10% deposit). You have the right to a full refund if our reassignment is not acceptable to you.

## Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by show management and the fire marshal 2 hours prior to start of show. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public will result in a fine.

Show Management reserves the right to rent or fill any exhibit space that has not been occupied by the start of the show on the first day, or at any time thereafter.

## Exhibit Installation

Please refer to the Expo Information guidelines included in this Exhibitor kit, or our website for specific move-in times. All vehicles, exhibit materials, crates, and dollies must be removed from the facility by date and time specified.

Exhibit materials may only be hand-carried to booth during move-in, on show opening day.

### **Driving Onto the Floor-**

Vehicles should off-load at loading docks when possible. Vehicles permitted to drive on floor must be attended at all times and removed immediately after unloading. No vehicles are permitted on any hall carpet; there is a \$500 fine for driving on any part of the carpet.

Unless otherwise specified, vehicles must be removed from the facility by the close of move-in time on Friday. **NO drive-on the floor access allowed on Saturday.**

Final closing time is on Sunday. No dismantling or packing may begin prior to closing time. There is a \$100 fine for tearing down early. Please refer to the Show Information guidelines included in this exhibitor kit, or our website for specific move-out times.

### **Exhibitor Badges**

Exhibitor badges for the expo will be available on-site for you and your employees. Forms for badges are included in this service kit. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability that may occur.

### **Liability and Insurance**

All exhibitors must fax or mail in advance, a current Certificate of Liability Insurance of no less than \$1M. This proof must also be in your booth during all phases (including move-in and move-out) of the show.

You must obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars.

Neither SWP nor the Exhibit Facility, shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out or user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to indemnify and hold SWP and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire

responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, SWP and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor SWP maintains insurance covering such losses by the exhibitor.

Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

### **Space Restrictions**

Your exhibit must be confined to the exact space allocated. Circulars, brochures, publications, advertising matter and all kinds of promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

### **Character of Exhibits**

Each exhibit shall be in keeping with the general nature of the show. SWP shall be entitled to limit or require change in any exhibit that interferes with other exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the show are reserved to SWP. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogs or other advertising materials for firms that are not exhibitors is prohibited. Failure to adhere to these rules will result in a fine.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be

seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

### Load Limitations

Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

### Types of Exhibits & Exhibit Restrictions

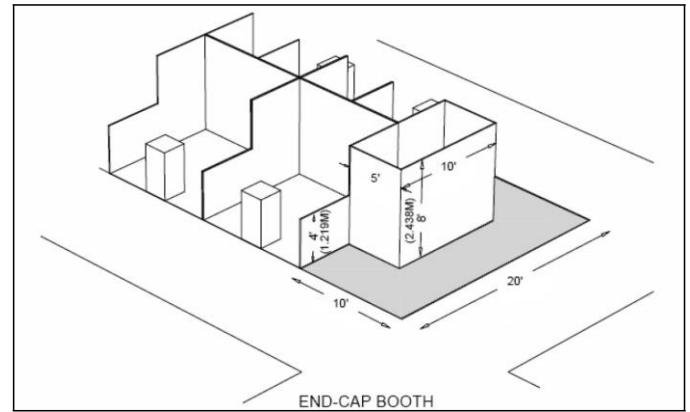
**Booth Definition:** The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for island booths. 8' high sidewalls may not extend further than 5' from the back of the booth space. Note: If located on the show floor perimeter, an aisle booth may go to 10' height. Requests for exceptions to these requirements *must* be submitted to the Events Manager no less than 45 days prior to the expo.

#### Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height. Pipe and drapery will not be provided for island booths.

#### End-cap Booth

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle. (See diagram)



### Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height.

When a Peninsula Booth shares a common backwall with another Peninsula Booth (**Split Island Booth**), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

### Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4 feet (48") in height when positioned more than 5' from the back wall of a single aisle booth.

Free standing units, including those intended to be the focal point in an exhibit, may not exceed 4 feet (48") in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8'h x 32"w x 32"d.

### Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show management. This restriction also applies to any device used to project a company name or logo on the ceilings



or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from Show Management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth.

You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner. Any surveys, questionnaires or promotion must take place within your assigned booth space.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Absolutely no alcoholic beverages may be consumed on the show floor or in your booth at any time, including move-in and move-out, unless it is purchased from the official caterer. If you are found to be in violation of this rule, you will be asked to leave the show and will not be permitted to tear-down your booth display until after the show has closed on Sunday at 4:00pm.

#### **Copyrights, Royalties and Trademarks**

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or trademark holder (including payment of any and all

licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, SWP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

#### **Lighting**

The Log & Timber Design Build Expo will usually be lit at work-light (half-light) levels during set-up and tear-down, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

#### **Sharing of Space**

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission.

#### **Labor Regulations**

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the expo. Please see any special notices and forms about drayage and freight handling enclosed in this Service Manual. These services are typically at additional cost and will be your responsibility.

#### **Arbitration**

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Glens Falls, Warren County, New York, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

#### **Show Cancellation**

SWP reserves the right to change the show dates, times or expo site or to cancel if the show cannot be conducted for any reason beyond SWP's reasonable control; exercise of any such right will be by written notice to exhibitors.

#### **Miscellaneous Regulations**

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the

exhibit as we may deem to be in the best interests of exhibitors and exhibit generally.

All exhibits and structures must be open or have sufficient opening at the top of their structure/display in order to meet fire regulations.

Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye dogs or other service animals are permitted, however you must have appropriate paperwork on hand.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. No helium balloons or tanks are permitted in the hall at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the convention city.

Please abide by facility rules regarding smoking, using designated areas only. Do not exit through or prop fire doors at any time.

#### **State Fire Marshal's Requirements**

The following are the state fire marshal's minimum fire safety requirements and shall be applied at all expos--trade, commercial or otherwise--and shall apply whether the exhibit is open or closed to the public.

The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the state fire marshal's representative must have advance approval by the state fire marshal's representative. Any motor vehicles, gasoline-powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full.

No parking of any vehicles, unless an approved part of your display, will be allowed in the building. Cars and trucks shall be removed immediately after loading or unloading. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).

During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.

All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All devices must be listed by Underwriters Laboratories. Any electrical extension cords used shall be of the heavy-duty type. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

#### **Amendments and Additional Regulations**

Any issue not specifically covered by the foregoing terms and conditions shall be determined by SWP. SWP shall add to or amend the foregoing terms and conditions provided such changes are reasonable in nature and consistent with the purposes of the foregoing. Each exhibitor will be responsible for forwarding this information to the parties who will set up and/or staff the space.

SWP makes no representations or warranties, express or implied, regarding the number of persons who will attend or the success of the Event or regarding any other matter.

#### **Americans with Disabilities Act**

Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act.