

**IMPORTANT EXHIBITOR INFORMATION  
ENCLOSED FOR THE FOLLOWING:**

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**Bay Area Ski & Snowboard Show**

**San Jose McEnery Convention Center**

**November 13<sup>th</sup> – 15<sup>th</sup>, 2009**

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**EXHIBITOR MOVE-IN:** Thursday, November 12<sup>th</sup>, 2009 12:30 pm - 8:00 pm  
Friday, November 13<sup>th</sup>, 2009 8:00 am - 1:00 pm

**SHOW HOURS:** Friday, November 13<sup>th</sup>, 2009 3:00 pm - 10:00 pm  
Saturday, November 14<sup>th</sup>, 2009 10:00 am - 9:00 pm  
Sunday, November 15<sup>th</sup>, 2009 10:00 am - 6:00 pm

**EXHIBITOR MOVE- OUT:** Sunday, November 15<sup>th</sup>, 2009 6:01 pm – 11:00 pm

**FREIGHT FORCED OFF SHOW FLOOR:** Sunday, November 15<sup>th</sup>, 2009 9:00 pm

**SHOW COLORS:** Black & White

**AISLE CARPET:** Red in selected areas only – Hall is not carpeted!

**YOUR BOOTH SPACE INCLUDES:**

- 8' Backwall and 3' Siderail to create booth space
- (1) 7" x 44" Identification Sign

To furnish your booth area with items other than those included with the "booth space" please see the enclosed order forms

**DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: Friday, October 30<sup>th</sup>, 2009**

**SHOW READY, LLC**

2720 Pomona Blvd. \* Pomona, California 91768

Phone: (909) 595-2616 \* Fax: (909) 595-6569

## **A Welcome Message From The Decorator**

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SHOW READY, LLC is pleased to have been selected as The Official Contractor for the **Bay Area Ski & Snowboard Show** to be held at the **San Jose McEnery Convention Center**. We would like to welcome all exhibitors and participants of this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive and it is important that you adhere to the deadlines to insure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

### **SPECIAL NOTES**

In order to keep the appearance of the show in a professional manner; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. Show Ready, LLC can not be held responsible for injuries or falls caused by the improper use of rental furniture.

### **DISCOUNT PRICING**

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**.

### **SHIPPING INFORMATION**

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

SHOW READY, LLC realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 595-2616.

We look forward to seeing you at the show!

**The Staff at  
SHOW READY, LLC**

SHOW READY, LLC  
2720 Pomona Blvd. \*Pomona, California, 91768  
Phone: (909) 595-2616 \* Fax (909) 595-6569



# FURNITURE RENTAL ORDER FORM

*Deadline for discount: October 30<sup>th</sup>, 2009*

## SHOW READY, LLC

2720 Pomona Blvd. \* Pomona, CA 91768

Phone: (909) 595-2616 \* Fax: (909) 595- 6569

**Bay Area Ski & Snowboard Show** Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

<u>Tables &amp; Counter Tables</u>	<u>Discount</u>	<u>Floor</u>	<u>Quantity</u>	<u>Total</u>	
4 ft. undraped table	\$35.00	\$ 55.00	_____	_____	<input type="radio"/> Black <input type="radio"/> Red
6 ft. undraped table	\$45.00	\$ 65.00	_____	_____	
8 ft. undraped table	\$55.00	\$ 75.00	_____	_____	<input type="radio"/> Blue <input type="radio"/> Teal
4 ft. draped table	\$75.00	\$105.00	_____	_____	<input type="radio"/> Burgundy <input type="radio"/> White
6 ft. draped table	\$85.00	\$115.00	_____	_____	
8 ft. draped table	\$95.00	\$125.00	_____	_____	<input type="radio"/> Gray
4 <sup>th</sup> sided table skirt	\$30.00	\$40.00	_____	_____	
4 ft. undraped counter table	\$55.00	\$ 75.00	_____	_____	
6 ft. undraped counter table	\$65.00	\$ 85.00	_____	_____	
8 ft. undraped counter table	\$75.00	\$ 95.00	_____	_____	Price includes top covered in white plastic and 3 sides draped
4 ft. draped counter table	\$ 95.00	\$125.00	_____	_____	
6 ft. draped counter table	\$105.00	\$135.00	_____	_____	Tables: 24" W x 30" H
8 ft. draped counter table	\$115.00	\$145.00	_____	_____	Counter Tables: 24" W x 42" H
4 <sup>th</sup> side counter skirt	\$40.00	\$ 50.00	_____	_____	
Round Table	\$85.00	\$115.00	_____	_____	
Round Counter Table	\$105.00	\$135.00	_____	_____	
<b><u>Tabletop Risers 10 ½ h x 11 ¼ w (Topped &amp; Draped in White Vinyl)</u></b>					
4' long	\$25.00	\$40.00	_____	_____	
6' long	\$35.00	\$50.00	_____	_____	Please call for pricing for another color of vinyl

### Chairs

Padded Side Chair	\$45.00	\$70.00	_____	_____
Padded Arm Chair	\$50.00	\$75.00	_____	_____
Folding Chair	\$12.00	\$16.00	_____	_____
Padded Counter Stool	\$65.00	\$90.00	_____	_____

### Accessories

	<u>Discount</u>	<u>Floor</u>	<u>Quantity</u>	<u>Total</u>
Bag Rack (5H / arm length 15")	\$ 30.00	\$ 45.00	_____	_____
Backwall Drape (8 ft.high)	\$ 6.00 per foot	\$ 8.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$ 30.00	\$ 45.00	_____	_____
Crossbar / Spreader	\$ 15.00	\$ 20.00	_____	_____
Display Case (non-illuminated 20" Deep x 6'L)	\$300.00	\$350.00	_____	_____
Display Case (Illuminated 20 " Deep x 6 L)	\$375.00	\$425.00	_____	_____
Display Case Lock	\$ 30.00	\$ 45.00	_____	_____
Easel	\$ 30.00	\$ 45.00	_____	_____
Glass Bowl	\$ 15.00	\$ 20.00	_____	_____
Garment Rack (5' H x 5' H)	\$ 50.00	\$ 65.00	_____	_____
Literature Rack	\$ 80.00	\$120.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$ 85.00	\$125.00	_____	_____
Stanchions	\$ 25.00	\$ 40.00	_____	_____
White Plastic Chain	\$ 1.50 per foot	\$2.50 per foot	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$ 105.00	\$155.00	_____	_____
Ticket Tumbler (Small 12" w x 9" R)	\$ 70.00	\$100.00	_____	_____
Ticket Tumbler (Large 21" w x 15" R)	\$ 80.00	\$110.00	_____	_____
Upright with Base	\$ 15.00	\$ 20.00	_____	_____
Wastebasket	\$ 8.00	\$ 12.00	_____	_____

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after SR installation  
Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_  
Yes, I have completed an d enclosed along with this order the Payment Policy Form.

# SHOW READY, LLC

2720 Pomona Blvd. \* Pomona, CA 91768  
Phone: (909) 595-2616 \* Fax: (909) 595-6569

## CARPET RENTAL ORDER FORM

Deadline for discount: October 30<sup>th</sup>, 2009

Bay Area Ski & Snowboard Show Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### STANDARD BOOTH CARPET

<u>Size</u>	<u>Quantity</u>	<u>Discount</u>	<u>Floor</u>	<u>Total</u>	<u>Please select color:</u>
9 x 10 Ft.	_____	\$ 90.00	\$125.00	\$ _____	<input type="radio"/> Blue <input type="radio"/> Gray
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	<input type="radio"/> Black <input type="radio"/> Teal
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	<input type="radio"/> Burgundy <input type="radio"/> Red
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____	
9 x ___ Ft.	_____	\$ 90.00	\$125.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet cancelled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

### CUSTOM BOOTH CARPET

	<u>Discount</u>	<u>Floor</u>	<u>Total</u>
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$1.50 / \$2.00 =			\$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100% .

### CARPET PADDING - TAPE - PLASTIC COVERING

	<u>Discount</u>	<u>Floor</u>	<u>Total</u>
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @ \$0.75 / \$1.05 =			\$ _____
Additional Taping _____ Linear ft. @ \$1.00 / \$1.25 =			\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @ \$0.75 / \$1.00 =			\$ _____

All rental prices include installation & removal. Items cancelled will be charged at 100% of original price after being cut.

**SUBTOTAL CARPET RENTAL ORDER** \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.

**CLEANING SERVICE ORDER FORM**

*Deadline for discount: October 30<sup>th</sup>, 2009*

**SHOW READY, LLC**

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Bay Area Ski & Snowboard Show Your Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**VACUUM BOOTH CARPET**

**DISCOUNT** \$0.21 / **FLOOR** \$0.24

Exhibit Space: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum) x \_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_

All rental carpets ordered from Show Ready, LLC are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

**SHAMPOO BOOTH CARPET**

**Shampoo Carpet Once** (Specify day \_\_\_\_\_): **DISCOUNT** \$0.40 / **FLOOR** \$0.48

Exhibit Space \_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum) x \_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_

**PORTER SERVICE**

**DISCOUNT** \$0.41 / **FLOOR** \$0.48

**Regular Hours:** 8:00 am – 4:30 pm \$25.00 x \_\_\_\_\_ Hours \$29.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

**Overtime Hours:** After 4:30 pm \$37.00 x \_\_\_\_\_ Hours \$41.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

**Overtime Hours:** Saturday & Sunday \$37.00 x \_\_\_\_\_ Hours \$41.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

Total \$ \_\_\_\_\_

- *Please specify times & days / Minimum of four hours daily*

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

**SUBTOTAL FOR CLEANING SERVICE ORDER FORM \$ \_\_\_\_\_**

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.



# SHOW READY, LLC

2720 Pomona Blvd. \* Pomona, CA 91768

Phone: (909) 595-2616 \* Fax: (909) 595-6569

## MATERIAL AUTHORIZATION FORM

**Bay Area Ski & Snowboard Show** Your Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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We hereby authorize SHOW READY, LLC (SR), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of SR's charges in connection with the handling of our shipment(s) and we guarantee payment to SR by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that SR or its subcontractors liability shall be limited to any loss or damage which results solely from SR's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from SR's warehouse), that SR or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of SR shall sign a delivery receipt, Bill of Lading, or other documents, we agree that SR or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by SR or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that SR and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that SR or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize SR or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to SR or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with SR or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to SR for drayage or any other services provided by SR or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay SR upon receipt of invoice for all such charges, and we further agree that any claim we may have against SR or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the SR office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print

# SHOW READY, LLC

2720 Pomona Blvd. \* Pomona, Ca 91768

Phone: (909) 595-2616 \* Fax: (909) 595-6569

## MATERIAL HANDLING INFORMATION SHEET

### Bay Area Ski & Snowboard Show

SHOW READY, LLC (SR) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. SR shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use SHOW READY LLC's estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

**\* INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

### **LIMITS OF LIABILITIES**

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

SHOW READY shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

SHOW READY shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

SHOW READY shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to SHOW READY by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

SHOW READY shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

SHOW READY's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event SHOW READY's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

SHOW READY shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to SHOW READY, LLC by an exhibitor (and/or other shipper acting on behalf of an exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to SHOW READY, LLC with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at SR's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the SHOW READY LLC's service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location SHOW READY, will be authorized to divert the shipment to another carrier at its discretion. SHOW READY, LLC will assume no liability in such instance.

**EXHIBIT INSTALLATION &  
DISMANTLING LABOR ORDER FORM**

*Deadline for discount: October 30<sup>th</sup>, 2009*

**SHOW READY, LLC**

2720 Pomona Blvd. \* Pomona, CA 91768

Phone: (909) 595-2616 \* Fax: (909) 595-6569

**Bay Area Ski & Snowboard Show** Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**SUPERVISION SERVICES --- Indicate Service Desired**

**SHOW READY, LLC SUPERVISED** (Exhibitor does not need to be present)  
SHOW READY, LLC will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
  - Dismantle, pack and arrange to ship display after show closing.
- A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

**EXHIBITOR SUPERVISED --- (Wait for Exhibitor)**  
Exhibitor will supervise:

- **Installation**  
Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_
- **Dismantle**  
Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the SR Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

**DISPLAY LABOR RATES:**

	<b>Times</b>	<b>Hourly Rates</b>
Straight Time	8:00 AM to 4:30 PM Monday through Friday	\$72.00
Overtime	Before 8:00 AM and after 4:30 PM, all day Saturdays, Sundays	\$118.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	<b>No. of Workers</b>	<b>X</b>	<b>Hour/Workers</b>	<b>= Total Worker Hour</b>	<b>@ Rate</b>	<b>Total</b>
Installation						\$
Dismantling						\$
Total All Items Ordered						\$
Add 25% (\$25.00 minimum) for SR Supervision						\$
Total						\$

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form

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**Bay Area Ski & Snowboard Show**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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**Please fill out Outbound Shipping Information below.**

**Ship To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Roadway (Show Carrier)**

**Exhibitor's Carrier:** \_\_\_\_\_

*The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.*

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Please fill in the date and time that you have scheduled your carrier to pick up your shipment.**

## **FIRE DEPARTMENT REGULATIONS**

### **SHOW READY, LLC**

2720 Pomona Blvd. \* Pomona, CA 91768

Phone: (909) 595-2616 \* Fax: (909) 595-6569

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### **For Exhibits, Exhibitions, Display, and Trade shows – Public or Private**

#### **BOOTH CONSTRUCTION**

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

#### **FIRE DEPARTMENT**

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

#### **OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

#### **FIRE-RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tarpaper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

#### **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

#### **PROPANE CONTAINERS**

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

## **UNION REGULATIONS**

### **SHOW READY, LLC**

2720 Pomona Blvd. \* Pomona, CA 91768

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To assist you in planning for your participation in the forth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

#### **DECORATORS UNION**

Members of this union claim jurisdiction 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 exhibit display if one person can accomplish the task in less than ½ hour without the use of tools.

If your exhibit preparation, installation or dismantling required more than one-half hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

#### **TEAMSTERS UNION**

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

#### **ELECTRICAL UNION**

Members of IBEW claim jurisdiction of hardwiring ordered outlets to the line side of the exhibitor's equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitor's equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs, of 120 volts to their ordered outlets.

#### **SAFETY**

Standing on chairs, tables, or other rental furniture is strictly prohibited. The furniture is not engineered to support your standing weight. Show Ready, LLC is not responsible for injuries caused by improper use of the furniture.

#### **TIPPING**

SHOW READY, LLC requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all SHOW READY, LLC employees.

# SHOW READY, LLC

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Phone: (909) 595-2616 \* Fax: (909) 595-6569

## Official Service Contractors & Exhibitor Appointed Contractors

### Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

### Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and SHOW READY, LLC of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with minimum of \$1,000,000 liability coverage, including property damage, to show management and SHOW READY, LLC at least 10 days before the show opening.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits, and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with SHOW READY, LLC all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Show Management and SHOW READY, LLC with the names of all on-site employees who will be working on the exposition floor and see that they have and wear, at all times, necessary identification badges as determined by Show Management
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to SHOW READY, LLC that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SHOW READY, LLC. The Exhibitor Appointed Contractor must coordinate all of its activities with SHOW READY, LLC.
11. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. The regulation necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in the exhibit space.