



**TRIUMPH**  
expo & events inc.

# **NW EVENTS SHOW 2016**

## **September 21, 2016**

### **Washington State Convention Center**

### **Seattle, Washington**

Triumph Expo & Events Inc. is proud to be your general services contractor for the NW Events Show.

**HOW TO USE THIS EXHIBITOR KIT:**

On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

**ORDERING ONLINE:**

Click [HERE](http://www.triumphexpo.com/exhibitor.shtml) for the link to the NW Event Show

(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

**USERNAME:**

**9022**

**PASSWORD:**

**Capable (case sensitive)**

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for material handling, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

**Install & Dismantle Labor**  
**Standard & Premium Furnishings**

**Shipping Services**  
**Top-quality graphics**

**Custom Booths**  
**Personal Service**

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

**Your Exhibitor Services and Logistics Specialist**  
**Triumph Expo & Events, Inc.**  
**Phone: 877-607-1010**  
**Fax: 206-431-4846**  
**[csr@triumphexpo.com](mailto:csr@triumphexpo.com)**



# QUICK FACTS

## DEADLINES

<b>EAC/INSURANCE:</b>	FRIDAY, AUGUST 26, 2016	4:00PM
<b>DISCOUNT PRICING:</b>	WEDNESDAY, SEPTEMBER 7, 2016	4:00PM
<b>ADVANCE SHIPPING:</b>	THURSDAY, SEPTEMBER 15, 2016	4:00PM
<b>DIRECT SHIPPING:</b>	MONDAY, SEPTEMBER 19, 2016	8:00AM- 2:00PM ONLY

## SCHEDULE

<b>EXHIBITOR MOVE IN:</b>	TUESDAY, SEPTEMBER 20, 2016	9:00AM - 11:00AM EXHIBITORS W/ VEHICLES ONLY
	TUESDAY, SEPTEMBER 20, 2016	9:00AM- 8:00PM SPONSOR/VIP MOVE IN
	TUESDAY, SEPTEMBER 20, 2016	1:00PM -8:00PM EXHIBITOR MOVE IN

**SHOW DATES/TIMES:** WEDNESDAY, SEPTEMBER 21, 2016 11:00AM - 4:00PM

**EXHIBITOR MOVE OUT:** WEDNESDAY, SEPTEMBER 21, 2016 4:00PM - 11:00PM

**CARRIER CHECK-IN DEADLINE:** WEDNESDAY, SEPTEMBER 21, 2016 6:00PM

Empty crates will be returned starting at 4:00pm on SEPTEMBER, 21, 2016.

All exhibitor materials must be removed from the facility by 11:00PM.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

<b>INCLUDED FURNISHINGS:</b>	10x10 Booth	Black 8' high back drape
	Black 3' high side drape	One-line Exhibitor ID sign
	One 6' table skirted in Black	Wastebasket

**EXHIBIT HALL FLOORING:** The exhibit area will be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

**PAYMENT POLICY:** Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to [csr@triumphexpo.com](mailto:csr@triumphexpo.com) or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.

**VENUE:** Venue electrical/AV/internet forms are at the end of this kit, if available, for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.



**NW EVENTS SHOW**  
**Washington State Convention Center**  
**September 21, 2016**

DISCOUNT PRICE DEADLINE - Wednesday, September 7, 2016

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# FREIGHT/MATERIAL HANDLING FEES

**20 LBS or less per shipment (small shipment) \$ 45.00**

**SMALL PACKAGES:** Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. **(Shipments above 20 lbs are subject to rates below)**

**OFF-TARGET:** Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.26/lb off-target fee. This will be added automatically to the invoice.

## ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
<b>\$ 176.00</b>	Minimum Charge	<b>\$ 210.00</b>	Minimum Charge
<b>\$ 0.88</b>	each add'l pound over 200 lbs	<b>\$1.05</b>	each add'l pound over 200 lbs

**ADVANCE SHIPMENT DEADLINE DATE: THURSDAY, SEPTEMBER 15, 2016**

## DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
<b>\$ 184.00</b>	Minimum Charge	<b>\$ 218.00</b>	Minimum Charge
<b>\$ 0.92</b>	each add'l pound over 200 lbs	<b>\$ 1.09</b>	each add'l pound over 200 lbs

**DIRECT SHIPMENT DATE: MONDAY, SEPTEMBER 19, 2016 ONLY**

**PRICES INCLUDE** receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

**SPECIAL HANDLING:** Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

**RETURN TO WAREHOUSE:** Exhibitors will be charged 26 cents per pound (\$156 minimum for any shipment that must be returned to the warehouse plus 26 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

**IMPORTANT** All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

### CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT       DIRECT SHIPMENT

Total Estimated Weight (200 lbs minimum) \_\_\_\_\_ lbs x Rate = \$ \_\_\_\_\_

Total Estimated Fees \$ \_\_\_\_\_

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

*Carry this total to payment summary page*

# MATERIAL HANDLING - TERMS AND CONDITIONS

## PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- \*THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- \*THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- \*AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

**1. DEFINITIONS.** For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

**2. PACKAGING AND CRATES.** TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

**5. OUTBOUND SHIPMENTS.** Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

**6. DELIVERY TO THE CARRIER FOR RELOADING.** TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

**8. TE&E'S RESPONSIBILITIES.** TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E'S direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E'S reasonable control nor for ordinary wear & tear in the handling of materials.

**9. INSURANCE.** It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

**10. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

**b. MAXIMUM RECOVERY.** THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E'S liability shall be limited to the specific article in question, and in any event, TE&E'S maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

**c. BREACH OF CONTRACT AND/OR NEGLIGENCE.** TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

**11. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
- EXHIBITOR'S violation of Federal State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

**13. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair



**NW EVENTS SHOW**  
Washington State Convention Center  
September 21, 2016  
*DISCOUNT PRICE DEADLINE - Wednesday, September 7, 2016*

## SHIPPING INFORMATION

**ADVANCE SHIPPING  
ADDRESS:**

Company Name and Booth Number  
NW EVENTS SHOW 2016  
Triumph Expo & Events  
12610 Interurban Ave S.  
Suite 120  
Seattle, WA 98168

**ADVANCE SHIPMENTS  
ACCEPTED:**

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

**ADVANCE SHIPPING  
DEADLINE:**

4:00 PM on THURSDAY, SEPTEMBER 15, 2016

**"Material Handling Fees" apply to all shipments. See "Material Handling" page for details.**

**DIRECT SHIPPING  
ADDRESS:**

Company Name and Booth Number  
NW EVENTS SHOW 2016  
c/o Triumph & WSCC  
800 CONVENTION PLACE  
SEATTLE, WA 98101

**DIRECT SHIPMENTS  
ACCEPTED:**

MONDAY, SEPTEMBER 19, 2016 **ONLY**

**Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.**

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** **SEPTEMBER 15, 2016**

**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.**  
12610 INTERURBAN AVE S.  
SUITE 120  
SEATTLE, WA 98168

**WAREHOUSE**

**NW EVENTS SHOW**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** **SEPTEMBER 15, 2016**

**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.**  
12610 INTERURBAN AVE S.  
SUITE 120  
SEATTLE, WA 98168

**WAREHOUSE**

**NW EVENTS SHOW**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** **SEPTEMBER 19, 2016**

**TO:** \_\_\_\_\_

EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.**

**WSCC**

**800 CONVENTION PLACE**

**SEATTLE, WA 98101**

**SHOWSITE**

**NW EVENTS SHOW**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** **SEPTEMBER 19, 2016**

**TO:** \_\_\_\_\_

EXHIBITOR NAME

**C/O TRIUMPH EXPO & EVENTS INC.**

**WSCC**

**800 CONVENTION PLACE**

**SEATTLE, WA 98101**

**SHOWSITE**

**NW EVENTS SHOW**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

# OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

## SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It's that simple!

<b>MATERIAL HANDLING AGREEMENT/BILL OF LADING:</b>	Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.
<b>LABELS:</b>	Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.
<b>METHOD OF PAYMENT:</b>	A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.
<b>TRACKING:</b>	Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.
<b>BILLING OF SHIPPING CHARGES:</b>	Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

## SHIPPING WITH ALL OTHER CARRIERS

<b>MATERIAL HANDLING AGREEMENT/BILL OF LADING:</b>	All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.
<b>LABELS:</b>	Exhibitors using other carriers may use the outbound shipping labels provided in this kit.
<b>DRAYBACK:</b>	If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$156 (up to 600 lbs).
<b>WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:</b>	<b>WSCC</b> <b>800 CONVENTION PLACE</b> <b>SEATTLE, WA 98101</b>
<b>WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:</b>	All carriers MUST be checked in by 6:00PM on WEDNESDAY, SEPTEMBER 21. After 6:00PM, freight will be re-routed according to the information given on the MHA/BOL.



**R U S H**

**DO NOT DELAY**

**FROM: NW EVENTS SHOW 2016  
WSCC  
800 CONVENTION PLACE  
SEATTLE, WA 98101**

**TO:**

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

**BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_**

**CARRIER \_\_\_\_\_**

**R U S H**

**DO NOT DELAY**

**FROM: NW EVENTS SHOW 2016  
WSCC  
800 CONVENTION PLACE  
SEATTLE, WA 98101**

**TO:**

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

**BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_**

**CARRIER \_\_\_\_\_**

**A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.**

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.**



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_

**!** PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**INBOUND / OUTBOUND SHIPPING REQUEST**  
for Triumph Transportation Only - (SHOW CARRIER)

**INBOUND (Shipping TO the Event)** Minimum charges apply per shipment

**PICK-UP ADDRESS:**

Insurance:  Inbound  Outbound  Both  Neither

Pick-up Date: \_\_\_\_\_ Shipment Ready By: \_\_\_\_\_ am/pm

Loading Dock  Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: \_\_\_\_\_ am/pm Dock closed: \_\_\_\_\_ am/pm

Contents of Freight / Comments / Special Instructions: \_\_\_\_\_

Contact Name \_\_\_\_\_ Ph \_\_\_\_\_ E-mail \_\_\_\_\_

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION  
NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE WT. (LBS)	DIMENSIONS IN INCHES			WT. (LBS)	LIST EACH PIECE	DIMENSIONS IN INCHES			
EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs		Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
Total Pieces :					Total Weight :				

Are the pallets/skids stackable? YES  NO  If additional insurance, declared value is \$ \_\_\_\_\_

**OUTBOUND (Shipping FROM the Event)** Minimum charges apply per shipment

**RETURN ADDRESS:**

SHIPPING METHOD:  Deferred / Ground: 3-7 Bus. Days

Express: 2-3 Bus. Days

Approx. Weight: \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_

Crates  Cartons  Fiber Cases  Other: \_\_\_\_\_

Contents of Freight / Comments / Special Instructions: \_\_\_\_\_

Contact Name \_\_\_\_\_ Ph \_\_\_\_\_ E-mail \_\_\_\_\_

Date Freight Must be Received at Destination \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:  
Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)  
Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed  
Inside Delivery: Delivery including a flight of stairs or an elevator  
Lift Gate: Truck required when no elevated dock or forklift is available

# UNION LABOR JURISDICTION



**TRIUMPH**  
expo & events inc.

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

## **EXHIBIT HALL INSTALLATION & DISMANTLING:**

Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

## **MATERIAL HANDLING / DRAYAGE:**

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

## **SAFETY:**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

## **TIPPING:**

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.

# EXHIBITOR FAQ

- WHAT IS MATERIAL HANDLING?** Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.
- CAN I PHONE IN MY ORDER?** The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.
- WHAT IS INCLUDED WITH MY BOOTH SPACE?** On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.
- WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?** In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.
- CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?** The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.
- HOW DO I SEND MY SHIPMENT AFTER THE SHOW?** The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.
- If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$150 for up to 750 lbs and 20 cents per each additional pound.





# PAYMENT and LABOR - TERMS AND CONDITIONS

**PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.**

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- \*WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- \*WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- \*WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

## DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to an administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

**RESPONSIBILITIES:** TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

**INDEMNIFICATION:** TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

## OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

**RESPONSIBILITIES:** EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**INDEMNIFICATION:** EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## TABLES AND COUNTERS - THE CLASSIC COLLECTION

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.



- |  |   |  |   |
|--|---|--|---|
|  <b>BLACK (01)</b>  |  <b>GREEN (05)</b> |  <b>BERRY (09)</b>  |  <b>BURGUNDY (13)</b>    |
|  <b>WHITE (02)</b>  |  <b>RED (06)</b>   |  <b>PURPLE (10)</b> |  <b>CHAMPAGNE (14)</b>   |
|  <b>SILVER (03)</b> |  <b>TEAL (07)</b>  |  <b>YELLOW (11)</b> |  <b>TERRA COTTA (15)</b> |
|  <b>BLUE (04)</b>   |  <b>DOVE (08)</b>  |  <b>WILLOW (12)</b> |  <b>NAVY BLUE (17)</b>   |

### TABLES - 24" W x 30" H

### COUNTERS - 24" W x 42" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	\$99.81	\$129.75	
		6'	\$111.28	\$144.67	
		8'	\$127.92	\$166.29	
		4th Side	\$ 41.30	\$ 53.69	

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	\$115.30	\$149.90	
		6'	\$129.64	\$168.54	
		8'	\$143.41	\$186.44	
		4th Side	\$ 46.46	\$ 60.41	

UNSKIRTED TABLES				
Qty.	Length	Discount	Standard	Amount
	4'	\$58.51	\$ 76.06	
	6'	\$69.98	\$ 90.98	
	8'	\$86.62	\$112.60	
	Skirt	\$41.30	\$ 53.69	

UNSKIRTED COUNTERS				
Qty.	Length	Discount	Standard	Amount
	4'	\$ 68.84	\$ 89.49	
	6'	\$ 83.18	\$108.13	
	8'	\$96.95	\$126.02	
	Skirt	\$ 46.46	\$ 60.41	



TABLE RISERS				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	\$65.39	\$ 85.01	
	4' L x 13" H x 8" D	\$65.39	\$ 85.01	
	6' L x 7" H x 8" D	\$75.15	\$97.69	
	6' L x 13" H x 8" D	\$75.15	\$97.69	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

Carry this total to payment summary page

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**PEDESTAL TABLES 30" DIAMETER**

All pedestal tables come with a spandex cover in your choice of color. If you fail to specify a color, the show color will be given or, if show color isn't available, black will be given.



**30" and 42" High Pedestal Tables**



**Black - 1**

**White - 2**

**Navy Blue - 3**

**Burgundy - 4**

**Yellow - 5**

**Red - 6**

COVERED PEDESTAL TABLES					
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		\$122.87	\$159.74	
	30" HIGH		\$122.87	\$159.74	
	30" HIGH		\$122.87	\$159.74	
	42" HIGH		\$145.16	\$188.71	
	42" HIGH		\$145.16	\$188.71	
	42" HIGH		\$145.16	\$188.71	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

*Carry this total to payment summary page*



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**SEATING - THE CLASSIC COLLECTION**

**Black OR Grey  
Plastic Stack Chair**

**Black OR Grey  
Padded Side Chair**

**Black OR Grey  
Padded Arm Chair**

**Black Steno Chair**

**Black Executive  
Chair**
**STANDARD SEATING**

Qty.	Item	Discount	Standard	Amount
	Black Plastic Stack Chair	\$46.46	\$60.40	
	Black Padded Side Chair	\$75.15	\$97.69	
	Black Padded Arm Chair	\$80.88	\$105.15	
	Black Steno Chair	\$101.53	\$131.99	

**STANDARD SEATING**

Qty.	Item	Discount	Standard	Amount
	Grey Plastic Stack Chair	\$46.46	\$60.40	
	Grey Padded Side Chair	\$75.15	\$97.69	
	Grey Padded Arm Chair	\$80.88	\$105.15	
	Black Executive Chair	\$168.00	\$131.99	


**Black Bar Stool**

**Black Gaslift Stool**

**Mimi Stool in Red or White**

**Cascade Stool in Black or White**
**RAISED SEATING**

Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	\$92.35	\$120.66	
	Black Gaslift Stool	\$101.53	\$131.99	

**RAISED SEATING**

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	\$152.88	\$198.74	
		Cascade Stool	\$152.88	\$198.74	

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

Carry this total to payment summary page

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

### THE PREMIUM COLLECTION


**Leather Sofa  
in Espresso**

**Leather loveseat  
in Espresso**

**Leather Sofa in Ivory**

**Leather Loveseat  
in Ivory**

**Leather Club  
Chair in Espresso**

**Leather Club  
Chair in Espresso  
(no arms)**

**Leather Club  
Chair in Ivory**

ESPRESSO LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Espresso Sofa	\$382.75	\$497.57	
	Espresso Loveseat	\$319.36	\$415.16	
	Espresso Club Chair	\$283.28	\$368.26	
	Espresso Club Chair (no arms)	\$283.28	\$368.26	

IVORY LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Ivory Sofa	\$382.75	\$497.57	
	Ivory Loveseat	\$319.36	\$415.16	
	Ivory Arm Chair	\$283.28	\$368.26	


**Leather Sofa in Black**

**Leather Loveseat  
in Black**

**Leather Arm  
Chair in Black**

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	\$382.75	\$497.57	
	Black Loveseat	\$319.36	\$415.16	
	Black Arm Chair	\$283.28	\$368.26	

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER  
 DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

Carry this total to payment summary page

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**THE PREMIUM COLLECTION**
**Coffee Tables**
**End Tables**
**Black/  
Brown**

**White**

**Glass/Black  
(also w/  
white legs)**

**LED**

**Charging Coffee Table (in black or white)**

**Cushion  
Ottoman in  
Black**

**Cushion  
Ottoman in  
Ivory**

**Cushion  
Footstool in  
Espresso**

**Cube Ottoman in  
Black**

**Cube Ottoman in  
White**

**Bench Ottoman  
in Black**

**Bench Ottoman  
in White**

**Bench Ottoman  
in Espresso**
**COFFEE AND END TABLES**

Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	\$ 104.40	\$135.72	
	End Table - blk/brn	\$ 68.84	\$89.49	
	Coffee Table - white	\$ 104.40	\$135.71	
	End Table - white	\$ 68.84	\$89.49	
	Coffee Table - gls/blk	\$ 217.31	\$282.50	
	Coffee Table - gls/wht	\$ 217.31	\$282.50	
	End Table - gls/blk	\$169.00	\$219.70	
	End Table - gls/wht	\$169.00	\$219.70	
	Coffee Table - LED	\$305.76	\$397.49	
	End Table - LED	\$240.24	\$312.31	
	Charging Table - blk	\$285.00	\$370.50	
	Charging Table - wht	\$285.00	\$370.50	
	Add Graphic - Charging Table Only	\$335.00	\$435.50	

**OTTOMANS**

Qty.	Item	Discount	Standard	Amount
	Cushion Ottoman - blk	\$ 68.84	\$89.49	
	Cushion Ottoman - ivo	\$ 68.84	\$89.49	
	Cushion Footstool - esp	\$ 68.84	\$89.49	
	Cube Ottoman - blk	\$ 68.84	\$89.49	
	Cube Ottoman - wht	\$ 68.84	\$89.49	
	Bench Ottoman - blk	\$90.68	\$117.88	
	Bench Ottoman - wht	\$90.68	\$117.88	
	Bench Ottoman - esp	\$90.68	\$117.88	

**LAMPS**

Qty.	Item	Discount	Standard	Amount
	Table Lamp	\$ 45.89	\$ 59.66	
	Floor Lamp	\$ 57.36	\$ 74.57	

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

### STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	\$39.58	\$51.45	
	Easel	\$45.89	\$59.66	
	Chrome Sign Holder (22" x 28")	\$68.84	\$89.49	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	\$68.84	\$89.49	
	20-Pocket Lit Rack	\$79.72	\$103.63	
	Accordion Lit Rack	\$108.11	\$140.54	
	Bag Stand - Straight	\$68.84	\$89.49	
	Bag Stand - Waterfall	\$68.84	\$89.49	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	\$15.78	\$20.51	
	Raffle Drum	\$57.36	\$74.57	
	Fish Bowl	\$21.22	\$27.59	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	\$39.58 \$65.39	\$51.45 \$85.01	
	Chrome Stanchion (Single w/ red rope)	\$39.58 \$65.39	\$51.45 \$85.01	
	Retractable Stanchion	\$58.80	\$76.44	



Qty.	Item	Discount	Standard	Amount
	Ballot Box - Tabletop	\$39.58	\$51.45	
	Garment Rack	\$80.88	\$105.15	
	Hand Sanitizer Stand	\$147.42	\$191.65	
	Sanitizer Refill	\$21.84	\$28.39	

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

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

### THE CARPET COLLECTION

#### STANDARD CARPET














 <b>BLACK (01)</b>	 <b>BURGUNDY (04)</b>	 <b>PURPLE (07)</b>	 <b>SILVER (10)</b>	 <b>BLUEJAY (13)</b>
 <b>GREEN (02)</b>	 <b>RED (05)</b>	 <b>BLUE (08)</b>	 <b>TUXEDO (11)</b>	
 <b>TEAL (03)</b>	 <b>BERRY (06)</b>	 <b>LATTE (09)</b>	 <b>CAYENNE (12)</b>	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	\$138.24	\$179.72	
		10x20	\$276.48	\$359.42	
		10x30	\$414.72	\$539.14	
		10x40	\$552.96	\$718.85	

#### CUSTOM CUT STANDARD CARPET (per SQ. FT.)







Color	Size (SQ. FEET)	Discount	Standard	Amount
		\$3.27	\$4.25	

#### 28 oz. PLUSH CARPET (per SQ. FT.)

 <b>BLACK (01)</b>	 <b>WHITE (04)</b>	 <b>CREAM (07)</b>	 <b>CABERNET (10)</b>	 <b>WEDGEWOOD (13)</b>
 <b>GREY PEARL (02)</b>	 <b>NAVY (05)</b>	 <b>PINE (08)</b>	 <b>TOAST (11)</b>	
 <b>CHARCOAL (03)</b>	 <b>SEA BREEZE (06)</b>	 <b>CARDINAL (09)</b>	 <b>BAYWATER (12)</b>	

Color	Size (SQ. FEET)	Discount	Standard	Amount
		\$3.39	\$4.41	

#### 40 oz. PLUSH CARPET (per SQ. FT.)

 <b>BLACK (01)</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Color</th> <th>Size (SQ. FEET)</th> <th>Discount</th> <th>Standard</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$3.75</td> <td>\$4.87</td> <td></td> </tr> </tbody> </table>	Color	Size (SQ. FEET)	Discount	Standard	Amount			\$3.75	\$4.87		 <b>WHITE (04)</b>
Color		Size (SQ. FEET)	Discount	Standard	Amount							
			\$3.75	\$4.87								
 <b>GREY PEARL (02)</b>	 <b>NAVY (05)</b>											
 <b>CHARCOAL (03)</b>	 <b>SEA BREEZE (06)</b>											

#### PADDING / PROTECTIVE SHEETING (per SQ. FT.)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		\$1.15	\$1.49	
Poly Vinyl Sheeting		\$0.54	\$0.70	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

*Carry this total to payment summary page*

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## GRAPHICS & SIGNAGE

### 100% SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

**Minimum order for Custom Digital Signs/Banners is 9 sq.ft.** Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	\$86.10	\$111.93			3'x6' Single-Sided	\$288.75	\$375.38	
	22"x28" Double-Sided	\$111.93	\$145.51			3'x6' Double-Sided	\$375.38	\$487.99	
	28" x 44" Single-Sided	\$115.50	\$150.15						
	28"x44" Double-Sided	\$150.15	\$195.20						
	24"x87" Single-Sided	\$294.00	\$382.20						
	24"x87" Double-Sided	\$382.20	\$496.86						
	38.125"x87" Single-Sided	\$336.00	\$436.80						
	38.125"x87" Double-Sided	\$436.80	\$567.84						

**BANNER OPTIONS:** Grommets  Pole Pockets

CUSTOM BANNER	DISCOUNT RATE	STANDARD RATE	TOTAL
<b>SIZE:</b> _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$16.00/sq. ft.	<b>OR</b> \$24.00/sq. ft.	= \$ _____

**CUSTOM BANNER OPTIONS:** Grommets  Pole Pockets



**38.125"x87"**  
w/ T-Base



**22"x28"**  
Chrome Sign Holder not included

*Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.*

**DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?**  
 Contact our exhibitor services department at [csr@triumphexpo.com](mailto:csr@triumphexpo.com) or call **877-607-1010** for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

Carry this total to payment summary page

# GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

**Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out \$82.50 per hour with a half-hour minimum.**

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

## FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

**Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.**

## PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files\* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

## FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

## PROOFING

**A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied.** Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

## SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to [csr@triumphexpo.com](mailto:csr@triumphexpo.com). If you would like to post to our Dropbox, please send your request to [csr@triumphexpo.com](mailto:csr@triumphexpo.com). Smaller files (<10MB) can be emailed directly to [csr@triumphexpo.com](mailto:csr@triumphexpo.com).

## SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your AE with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event AE. Smaller files (<10MB) can be emailed directly to your AE.

\*native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_

**!** PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# INSTALLATION & DISMANTLE LABOR

## LABOR RATE INFORMATION

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.  
**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.  
**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.  
 Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.  
 If Triumph supervises your set-up, you do not need to be present.

## EXHIBITOR SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				\$82.50	\$107.25		
OVERTIME - IN				\$123.50	\$160.55		
STRAIGHT TIME - OUT				\$82.50	\$107.25		
OVERTIME - OUT				\$123.50	\$160.55		

## TRIUMPH SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				\$107.25	\$139.43		
OVERTIME - IN				\$160.55	\$208.72		
STRAIGHT TIME - OUT				\$107.25	\$139.43		
OVERTIME - OUT				\$160.55	\$208.72		

**COMMENTS / NOTES:**

**SEE NEXT PAGE FOR FURTHER INFORMATION**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

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

*Carry this total to payment summary page*





COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# CHECKLIST FOR EXHIBIT LABOR

**DID YOU ORDER TRIUMPH LABOR? IF YES (please fill out this page) IF NO (please skip this page)**

## TELL US ABOUT YOUR EXHIBIT:

### SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached  to be sent  with exhibit  In crate # \_\_\_\_\_

CARPET: with exhibit  rented from Triumph  (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached  drawing with exhibit  electrical under carpet

GRAPHICS: with exhibit  shipped separately

Special equipment/tools/hardware required: \_\_\_\_\_

Showsite Contact Person \_\_\_\_\_ Ph: \_\_\_\_\_

## HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier \_\_\_\_\_ Carrier Phone \_\_\_\_\_

Shipped to: Warehouse  Show Site  From: City/State \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (specify) \_\_\_\_\_

## HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

### DELIVER TO:

METHOD:  Common Carrier  Air Freight  Van Line  Other \_\_\_\_\_

CARRIER:  Show Carrier  Other \_\_\_\_\_

FREIGHT CHARGES:  Collect  Bill to: \_\_\_\_\_

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

## PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone \_\_\_\_\_



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

Exhibitor Appointed Contractor (EAC)
Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

- PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.

Exhibitor Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Personal [ ] Company [ ]

EAC INFORMATION

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

Address \_\_\_\_\_

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

Contact and/or On Site Rep \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Comments \_\_\_\_\_



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_  
**!** PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# THIRD PARTY AUTHORIZATION

## for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- ALL SERVICES
- BOOTH CLEANING
- I&D LABOR - SUPERVISION
- MATERIAL HANDLING - IN & OUT
- RENTAL FURNITURE AND CARPET
- GRAPHICS
- OTHER SERVICES

### THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Personal  Company

Billing Address \_\_\_\_\_

Billing City/State/Zip \_\_\_\_\_

Third Party Company Name \_\_\_\_\_

Third Party Billing Address \_\_\_\_\_

Third Party City/State/Zip \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### EXHIBITOR INFORMATION

Exhibitor Name \_\_\_\_\_ Signature \_\_\_\_\_

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

Exhibitor Address \_\_\_\_\_

Exhibitor City/State/Zip \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_



# Exhibitor Services

Order your facility services with one click

Priority Exhibitor Services only from WSCC - Online and Onsite.

[CLICK HERE TO PLACE  
YOUR WSCC ORDERS](#)

## YOUR SERVICE IS OUR PRIORITY

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination WSCC offers a new, innovative ordering process—[Priority Exhibitor Services](#).

Gone are the days of submitting multiple order forms and booth plans or to managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your [Exhibitor Services Representative](#) to place your order†.

NW Event Show 2016

Advanced Order Deadline: Monday, August 29th

\* exclusive partner

† Orders not placed online may result in a processing fee.

### WSCC SERVICE PARTNERS

Temporary Utilities - powered by **EDLEN** \*  
(electrical, air/water/drain)

Data & Telecom - provisioned by **SmartCity** \*  
(internet, WiFi, phones)

Catering - serviced by **ARAMARK** \*

### PRIORITY EXHIBITOR SERVICES

Advance online pricing  
Premier customer support  
Coordination of facility services  
Onsite staffed service desk  
Post-event reporting of services  
Consolidated, detailed billing

Visit our new, online [Priority Exhibitor Services](#) portal.

Contact your Exhibitor Services Representative:

Email: [Exhibitor.Services@wsc.com](mailto:Exhibitor.Services@wsc.com) Ph: (206) 694-5015

Paste this URL if the links above are inactive:

[https://iEBMS.wsc.com/WSCC\\_iEBMS/coe/coe\\_p1\\_all.aspx?oc=01&cc=COESOP](https://iEBMS.wsc.com/WSCC_iEBMS/coe/coe_p1_all.aspx?oc=01&cc=COESOP)

