

See you soon in
Indian Wells!



Spring 2017 Industry Conference

March 7 - 8, 2017 • Indian Wells, CA

3 Tracks - 1 Venue

Exhibitor Package



Hydropower

Maintaining Safe and Reliable Operations of Hydropower Projects
while Meeting New Standards and Expectations



Protection & Control

4th Annual P&C Conference



Stations

Innovation Supporting Development of Stations of the Future

www.ceati.com/SPRING2017

Tel: +1.514.866.5377 Fax: +1.514.904.5038 events@ceati.com www.ceati.com

Join Us in
Indian Wells!

Spring 2017 Industry Conference

3 Tracks - 1 Venue

March 7-8, 2017 • Indian Wells, CA

Hydropower

Protection & Control
Stations

Pre-Event: Have you...

- Made your hotel reservations?**

Conference attendees are eligible for a discounted rate of \$229 USD per night (single/double occupancy), subject to availability at the Hyatt Regency Indian Wells. You may make your reservation by calling +1 760 776 1234 and mentioning "CEATI". The deadline to reserve this rate is **January 12, 2017**.
Reservation Link, <https://resweb.passkey.com/go/CEATI2017>
- Made your shipping and storage arrangements?**

Arrangments with Western Event Service must be done prior to the event to handle all shipments.
- Provided the names and contact details for exhibitor attendees?**

The full name and contact details for individuals using the two conference passes are required by **February 20, 2017**. Please email events@ceati.com with their full name, email address, title, and phone number.
- Submitted your electrical services request form and equipment order form?**

The electricity services request form should be ordered at least **10 days in advance**. To receive the advanced rate, please submit your equipment order form to PSAV by fax +1-760-776-0848 or email it to bhoffman-ryan@psav.com.

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Stations

- | | |
|--|--|
| Jan 12, 2017: | Hotel reservation deadline at the preferred rate |
| Feb 6, 2017: | WES Advanced shipments acceptance begins |
| Feb 20, 2017: | Last day for hotel to receive electrical forms |
| Mar 6, 2017:
<i>2 - 5 PM</i> | Exhibitor move in |
| Mar 7, 2017:
<i>7 - 10 AM</i>
<i>11 AM - 5 PM</i>
<i>5 - 6.30 PM</i> | Doors of exhibition room open to exhibitors for last minute set-up
Exhibition Hall opens (including lunches & breaks)
Exhibitor's reception in exhibition hall |
| Mar 8, 2017:
<i>7 AM - 5PM</i>
<i>4 - 7 PM</i> | Exhibition (including breakfast, lunches & breaks)
Exhibitor move out |

WESTERN EVENT SERVICE

1970 Williams Street, San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

CEATI Spring 2017 Industry Event

Hyatt Regency Indian Wells
March 7 – 8, 2017

MEMO TO ALL EXHIBITORS:

Western Event Service is pleased to have been selected to serve as the Official Freight Service Contractor for this show. Included are forms and information for your use. This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the entire Exhibitor Service Kit carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, as errors or omissions may result in higher than expected charges for services or rentals. Freight that arrives at our Advance Warehouse after Thursday, February 23rd will be subject to additional charges.

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

SHOW HOURS:

Exhibitor move in:	2:00 PM – 5:00 PM	Monday, March 6 th
	7:00 AM – 10:00 AM	Tuesday, March 7 th
Show open:	11:00 AM	Tuesday, March 7 th
Show close:	4:00 PM	Wednesday, March 8 th
Dismantle complete by:	7:00 PM	Wednesday, March 8 th

PLEASE NOTE: For the dismantle of the show, the outbound Valet Service will end at 6:00 PM and that all outbound materials must be packed and ready for our pick-up no later than 5:30 PM.

INSURANCE:

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION:

Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

The last day we can receive Advance Freight for this show is Thursday, March 2nd. Freight sent to the Advance Warehouse must arrive on or before Thursday, February 23rd to avoid late freight handling surcharges. Freight, which arrives after this date, will be accepted, but will be assessed late freight handling surcharges as outlined on the attached Rate Sheet.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address:

TO: CEATI Spring 2017 Industry Event
FOR: Exhibitor Name Booth #

Western Event Service
c/o YRC Freight Service
18298 Slover Ave
Bloomington, CA 92316

To Arrive No Later Than: March 2nd, 2017

Do not ship your Advance Freight directly to the Hyatt Regency. They are unable to accept and store advance exhibitor freight and will often refuse exhibit materials or freight unless delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the Hyatt Regency there will be additional charges for locating it and delivering it to your booth. Any freight addressed for the show will be turned over to WES by the hotel for delivery to Exhibitors' booth. There will be additional charges for handling of these materials.

SHOW SITE FREIGHT shipping address:

TO: Western Event Service
FOR: Exhibitor Name Booth #

C/O Hyatt Regency Indian Wells
44600 Indian Wells Lane
Indian Wells,, CA 92210

To Arrive No Earlier Than: March 6th, 2017

TEAMSTER UNION INFORMATION

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning freight. We will also be on hand at the close of show to assist with your outbound freight arrangements. Should you have any questions, please feel free to call us at (510) 430-0510. For additional information, please check the Frequently Asked Questions link on our website @ www.WesternEventService.com.

Sincerely,

Western Event Service

Return Copy →

CEATI Spring 2017
Indian Wells Hyatt Regency
March 7 – 8, 2017

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Important Information & Dates

BOOTH EQUIPMENT:

Each booth is provided with the following:
10' x 10' Exhibit Floor Space
1 – 6' Table
2 – Chairs
Exhibit Hall floor is Carpeted in Multi-colored Carpet

EXHIBITOR SETUP:

2:00 PM – 5:00 PM ~ Monday, March 6th
7:00 AM – 10:00 AM ~ Tuesday, March 7th

SHOW HOURS:

Opens at 11:00 AM ~ Tuesday, March 7th
Closes at 4:00 PM ~ Wednesday, March 8th

EXHIBITOR DISMANTLE:

4:00 PM – 7:00 PM ~ Wednesday, March 8th
Exhibitor dismantle & move out must be completed no later than 7:00 PM. Exhibitors using their own carriers are responsible for making arrangements to have their materials picked up within this time frame. Exhibit material will not be allowed to remain overnight for pick-up the next day.
Valet Service will end at 6:00 PM.

ADVANCE FREIGHT:

Advance Freight will be accepted from Monday, February 6th through Thursday, March 2nd. ***Freight which arrives after Thursday, February 23rd will be accepted, but will be charged additional Late Freight handling surcharges.***

SHOW SITE FREIGHT:

Freight sent directly to the show site will be accepted beginning Monday, March 6th at 8:00 AM. ***All Heavy Freight, and Crated Displays must be delivered and in your booth space on Monday, March 6th.***

ORDERS FROM THE EXHIBITOR SERVICE KIT:

The last day we will accept equipment orders for this show will be Thursday, March 2nd. Orders received after Thursday, February 23rd will be processed at Late Order Rates.

There will be NO On-Site orders for this event. All orders must be received no later than Thursday, March 2nd.

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Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511

PLEASE TOTAL YOUR ORDER HERE:

FREIGHT SERVICE \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

LATE RATES APPLY FOR ALL FREIGHT RECEIVED AFTER THURSDAY, FEBRUARY 23, 2017.

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number

Expiration Date →

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

Security Number printed on rear of card (Front of AmEx) →

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

Please Check all of the Following Boxes that Apply:

- Use this account for additional services at this show.
- No additional people are allowed to sign on this account.
- The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

E-mail _____

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Indian Wells Hyatt Regency
March 7 – 8, 2017

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Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
----------	-------------	--------------	-----------

TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	LATE ORDER	
_____ 4' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 4' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ 6' Long Draped Table	\$96.00	\$125.00	\$ _____
_____ 6' Long Undraped Table	\$48.00	\$ 62.00	\$ _____
_____ 8' Long Draped Table	\$106.00	\$138.00	\$ _____
_____ 8' Long Undraped Table	\$53.00	\$ 69.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$25.00	\$ 30.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	LATE ORDER	
_____ 4' Long Draped Counter	\$ 96.00	\$125.00	\$ _____
_____ 4' Long Undraped Counter	\$ 48.00	\$ 62.00	\$ _____
_____ 6' Long Draped Counter	\$106.00	\$138.00	\$ _____
_____ 6' Long Undraped Counter	\$ 58.00	\$ 69.00	\$ _____
_____ 8' Long Draped Counter	\$116.00	\$150.00	\$ _____
_____ 8' Long Undraped Counter	\$ 58.00	\$ 75.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$ 30.00	\$ 35.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
----------	-------------	--------------	-----------

CHAIRS & STOOLS

	ADVANCE ORDER	LATE ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ Molded Side Chair Color: Charcoal or White	\$ 29.00	\$ 38.00	\$ _____
_____ Molded Arm Chair Color: Charcoal or White	\$ 32.00	\$ 42.00	\$ _____
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 46.00	\$ 60.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	LATE ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 68.00	\$ 88.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 78.00	\$102.00	\$ _____
_____ 4' x 4' Tackboard	\$ 94.00	\$122.00	\$ _____
_____ 4' x 8' Tackboard	\$120.00	\$156.00	\$ _____
_____ Bag Stand	\$ 52.00	\$ 68.00	\$ _____
_____ Literature Stand	\$ 52.00	\$ 68.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$210.00	\$286.00	\$ _____
_____ Velcro Panels - with lights	\$240.00	\$312.00	\$ _____
_____ Showcases (48' Wide) □ 1/2 view □ Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4'□ 6'□ 8'□ Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4'□ 6'□ 8'□ Table	\$ 50.00	\$ 65.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

Total Due: \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

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CEATI Spring 2017
Indian Wells Hyatt Regency
March 7 – 8, 2017



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Estimated Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site	Expected arrival date: / / 2017	
Advance Freight Total Estimated Weight:	lbs. @ \$ 86.00 per CWT (\$172.00 minimum) = \$	
Show Site Freight Total Estimated Weight:	lbs. @ \$94.00 per CWT (\$188.00 minimum) = \$	
Extra Services: <input type="checkbox"/> Late Freight <input type="checkbox"/> Valet Service <input type="checkbox"/> Forklift <input type="checkbox"/> _____	= \$	
NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		Total Freight Charges = \$

Advance Freight Shipping Address: Western Event Service
c/o YRC Freight Service
18298 Slover Ave
Bloomington, CA 92316

Mark for: CEATI Spring 2017
Exhibiting Company Name
Booth Number

The last date we can receive Advance Freight for this show is: Thursday, March 2nd.

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.

WESTERN EVENT SERVICE

REDUCE YOUR MATERIAL HANDLING COSTS

- ◆ By sending small packages together as one shipment instead of separately, you will save considerably on your material handling charges.
- ◆ Each time we receive a shipment, you will be charged for the listed minimum per shipment, even if the items weigh less than the minimum (daily multiple shipments will be combined).
- ◆ The examples below show the RIGHT and WRONG ways to ship your materials. The dollar amounts, rates and minimums are for example only. Please see the "Freight/Material Handling Rates" form enclosed with this information for the correct rates and minimums for this show.

RIGHT WAY			
<u>Freight Received</u>			
11/10/2016	345 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$336.00
Total	345 lbs	Total Freight Handling Charges	\$336.00
*cwt = 100 lbs.			

WRONG WAY			
<u>Freight Received</u>			
11/01/2016	130 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
11/15/2016	143 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
11/20/2016	72 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
*cwt = 100 lbs.	345 lbs	Total Freight Charges	\$504.00

Please fill out and return the "Order for Service" form included with this information and forward a copy of your outbound Bill of Lading, if possible.

.....

Take advantage of our free 30 days of advance freight storage.
Ship early to ensure the safe and timely arrival of your materials.

.....

Be sure to PREPAY all shipments - C.O.D. shipments will not be accepted!



FREIGHT HANDLING SERVICE CHARGES

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 200 POUND MINIMUM (\$172.00)	\$86.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 200 POUND MINIMUM (\$188.00)	\$94.00
3. Small package rate. Per piece, up to 100 lbs total weight or four pieces, count & weight total daily.	\$25.00
4. Shipments consigned to our warehouse, which arrive after our published receiving cut off date (<i>February 23, 2017</i>), or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$16.00
5. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
6. Outbound FedEx./DHL package handling (per destination).	\$25.00
7. For delivery of shipments, at close of show, back to our warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$100.00).	\$20.00

Special Services	Straight Time	Overtime	Holiday Time
8. Material Handler.	\$84.00	\$134.00	\$152.00
9. Vehicle spotting charge.	N/A	N/A	N/A
10. 4,000 lb. Forklift with driver.	N/A	N/A	N/A
11. Crate or pallet banding & shrink wrap (per hr plus material).	\$84.00	\$134.00	\$152.00
12. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$85.00 per round trip		

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used. For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
18298 Slover Avenue
Bloomington, CA 92316

For: **CEATI Spring 2017**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 3/2/2017

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
18298 Slover Avenue
Bloomington, CA 92316

For: **CEATI Spring 2017**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 3/2/2017

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
18298 Slover Avenue
Bloomington, CA 92316

For: **CEATI Spring 2017**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 3/2/2017

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
18298 Slover Avenue
Bloomington, CA 92316

For: **CEATI Spring 2017**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 3/2/2017

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Indian Wells Hyatt Regency
March 7 – 8, 2017

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EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Procedures

NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

Yellow Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have.

EXHIBITOR SELECTED CARRIERS

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

FEDERAL EXPRESS – Special Information

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$25.00 per destination service for delivering your materials to FedEx. This service must be arranged and paid for prior to the close of the show.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the show floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a complete Bill of Lading. UPS rules do not allow us to return your boxes to our warehouse for pickup without your contacting them to make arrangements for the pickup.

MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

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Indian Wells Hyatt Regency
March 7 – 8, 2017

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

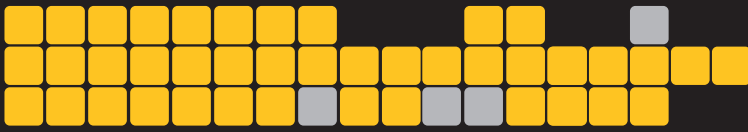
- ✓ Official Freight Service designated for this show (**YRC Freight Service**).
- ✓ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓ Exhibitor selected carrier: _____
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:
\$20.00 per CWT (hundred pounds) with a 500-pound minimum = \$100.00 minimum charge.
Please note that your shipment must be accompanied by a complete Bill of Lading.
- ✓ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____
Representative _____
Shipping Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

NOTE: It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 760.776.0848. Email completed form to bhoffman-ryan@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 75
LCD Projector (3300 Lumens)		\$ 490

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 75
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 65
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 180
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 250

CUSTOM ITEMS	QTY	PRICE
Laptop Computer		\$ 250
Flipchart Package		\$ 80
		\$
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
24" Monitor on Table Stand		\$ 230
32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 650
70" Monitor (Dual Post Stand, Table Stand, Speakers)		Please contact PSAV for quote

ACCESSORIES	QTY	PRICE
Screen		\$ 90
42" - 54" Rolling Cart w/Black Skirt		\$ 30

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 375
Wireless Internet Connection		\$ 100
Dedicated Bandwidth		Please contact PSAV for quote

POWER	QTY	PRICE
120V - 15 AMP		\$ 120
25' AC Cable		\$ 25
Power Strip		\$ 25

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hyatt Regency Indian Wells Resort Spa
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 44-600 Indian Wells Ln., Indian Wells, CA 92210

SPECIAL REQUESTS Please add any items not listed above that you require.

